

Law 696.xx: Corporate Counsel Externship (the “Externship”)

Clinical Applications for 2025 Fall Semester

Overview of the Corporate Counsel Externship

Those who practice as in-house counsel know that their practice is unlike that of lawyers at a typical law firm.

While the exact role of in-house counsel varies depending on the needs of the company, it is safe to say counsel often advises in areas beyond strictly legal matters. Earning the trust of the business units, providing legal advice that is practical, and running a legal department well, are hallmarks of valued in-house counsel.

The University of Calgary Faculty of Law is pleased to present its own Corporate Counsel Externship (the “**Externship**”) featuring a number of high profile and prominent Albertan and Canadian companies.

The Externship places an upper year JD student in the legal department of a participating company for 10 hours per week over 11 weeks in a semester (110 hours total) for course credit. An in-house lawyer from the participating company (the “**Supervisor**”) delegates appropriate tasks for the student and supervises them on the practice of law and professional conduct, as well as provides feedback to the program directors (the “**Course Instructors**”) to help evaluate student on a pass/fail basis.

The Externship is run by the Course Instructors who will:

- provide the academic and reflective portion of the Externship via in-class sessions at the beginning and end of the Externship;
- task students throughout the Externship to provide written reflections of their experience; and
- be in regular contact with participating lawyers and students to discuss student’s performance and support the lawyer’s efforts in the Externship.

This Externship is a 3 credit program, and will be graded on a CR/D/F basis. The number of students that will be selected for the semester is based on number of participating companies.

The students who complete this Externship will:

- learn directly from experienced in-house counsel in a supervised educational environment;
- apply theoretical concepts learned in the classroom to practical legal and business matters in a particular industry;
- develop a deeper understanding of professional ethics and responsibility in practice;
- observe how a legal department functions run within a company;

- be able to differentiate how in-house counsel practice varies from typical law firm practice (including the advantages and disadvantages); and
- understand the legal and non-legal functions of an in-house counsel.

The work assigned by the Supervisor may include:

- preparing and delivering a training presentation to business units on a relevant legal subject matter;
- preparing a research memo on a relevant legal subject matter;
- updating template agreements;
- shadowing the Supervisor in internal and external meetings;
- updating contracts and precedents repository; and
- researching legal technology solutions to enhance legal department efficiency.

Requirements:

- Students must be enrolled in 2L or 3L at the University of Calgary's Faculty of Law.
- Students must have an interest corporate or in-house counsel work.
- The selected students must be available to attend the two half-day "classroom" sessions, dates to be confirmed.
- The selected students must agree to maintain confidentiality of all non-public information to which access is provided while at the Externship.
- The selected students will be required to spend 11 hours per week over the 10 weeks of the Externship with the participating company. The Supervisor and student will mutually agree on when those hours will take place over the week. The portion of student time completed in office/virtually is at the discretion of the Supervisor.

Recommendations:

- Students are encouraged to have taken or be taking Business Associations at the time of the Externship participation.

Application Process:

Students interested in this Clinical Program with the Externship should submit an application package consisting of the following:

- questionnaire (attached, not to exceed one page total);
- resume; and
- U of C Law school transcript.

Submit your application documents, **combined as one PDF document**, to Angela Gallo-Dewar: agallode@ucalgary.ca by noon on **Monday, June 30, 2025**. Applications will be shared with the Course Instructors and candidates will be selected and matched with participating companies by the Course Instructors.

Timetable for 2025 Fall Semester

Date	Description
Tuesday, September 2	First day of Fall Semester class
September 8-12	First classroom session, time and date TBD
September 15-19	Week 1 of Externship
September 22-26	Week 2 of Externship
September 29-October 3	Week 3 of Externship
October 6-10	Week 4 of Externship
October 13-17	Week 5 of Externship
October 20-24	Week 6 of Externship
October 27-31	Week 7 of Externship
November 3-7	Week 8 of Externship
November 10-14	Fall Break; no classes
November 17-21	Week 9 of Externship
November 24-28	Week 10 of Externship
December 1-5	Week 11 of Externship; final classroom session, time and date TBD

CORPORATE COUNSEL EXTERNSHIP

STUDENT APPLICATION QUESTIONNAIRE

1. What fields of law are you currently interested in, and looking to explore further?
2. Do you have a particular industry(ies) you are interested in, or generally interested in any industry?
3. Why are you interested in the Externship?
4. What work (legal or otherwise) experience do you have that you think would be applicable to the Externship?
5. Do you have a preference for fully remote, hybrid or in-person work (or does not matter)? If hybrid or in-person, are you generally able to commute within Calgary city limits up to 2 or 3 times per week?