

Getting Started in Externships: The Moritz College of Law Placement Guide

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Externship Program Contact Information

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Introduction

Welcome to the Moritz College of Law Externship Program! This guide is designed to inform you about the placement process. It is recommended that you review all sections before seeking your first externship. Moritz's placement process generally allows for two types of placements: self-initiated and program placements. Both are described below.

Student-Initiated Placement Overview

You may secure an externship on your own, reaching out to employers directly or responding to internal or external postings to seek the placement best suited for you. Examples of sites that fall into this category of placement include:

Judicial

The Supreme Court of Ohio - Justices' Chambers

Government - Prosecution

Columbus City Attorney's Office

Franklin County Prosecutor's Office

U.S. Attorney's Office for the Southern District of Ohio

Government - Defense

Federal Public Defender's Office - Capital Habeas Unit (CHU)

Ohio Public Defender - Administrative; Policy & Outreach; Appellate Services; Trial

Ohio Public Defender - Death Penalty Division

Ohio Public Defender - Wrongful Conviction Project

Government - Other

Franklin County Economic Development and Planning

Ohio Department of Natural Resources

Ohio Environmental Protection Agency: Legal Section

The Supreme Court of Ohio (non-judicial / section-specific externships)

Nonprofit Organizations

CareSource Office of the General Counsel

Columbus City Schools / Office of General Counsel

Ohio Crime Victim Justice Center

Ohio Civil Service Employees Association (OCSEA)

Pages 4–11 of this Guide address Student-Initiated Placements.

Program Placement Overview

You may be placed through the Externship Program at sites that prefer not to be contacted directly by students. Sites that fall into this category of placement include:

Judicial

Delaware County Court of Common Pleas - General Division
Franklin County Court of Common Pleas - General Division
Franklin County Court of Common Pleas - Domestic Relations & Juvenile Division
Franklin County Municipal Court - Legal Research Department
Franklin County Probate Court
Ohio Tenth District Court of Appeals
U.S. Bankruptcy Court
U.S. Court of Appeals for the Sixth Circuit
U.S. District Court for the Southern District of Ohio

Government - Prosecution

Upper Arlington City Attorney's Office
Delaware County Prosecutor's Office
Fairfield County Prosecutor's Office

Government - Defense

Federal Public Defender's Office - Trial Unit
Franklin County Public Defender's Office - Appellate, Common Pleas, Juvenile, Municipal
Office of the Ohio Public Defender - Juvenile Division

Government - Other

Franklin County Auditor's Office
Franklin County Convention Facilities Authority
Franklin County Municipal Court Self-Help Center
Ohio Attorney General
Ohio Department of Job and Family Services
Ohio Ethics Commission
Ohio Judicial Conference

Nonprofit Organizations

Advocating Opportunity
Columbus State Community College
Disability Rights Ohio
Economic and Community Development Institute
Lawyers for Kids
Legal Aid Society of Columbus
Nationwide Children's Hospital
Ohio Education Association
Ohio Environmental Council
Ohio Justice & Policy Center
Ohio School Boards Association
Student Legal Services at The Ohio State University

Corporate/In-House

Bath & Body Works, Inc.

Pages 12–20 of this Guide address Program Placements.

STUDENT-INITIATED PLACEMENTS: FINDING YOUR OWN WAY

What if you could have a test run for your job search: a low-stakes way to hone your skills locating potential employers, reaching out to those employers, and interviewing for a position—all with a coach to support you along the way? You have that in the Moritz College of Law Externship Program.

The Moritz Externship Program encourages you to take the initiative to explore the wide array of externship opportunities available to you in Columbus, Ohio.¹ Use this guide to get started and consider scheduling an advising session to discuss your plans and goals.

Reaching Out to Potential Externship Sites

You can reach out to potential offices directly, even if sites do not have a posted externship position. If there is a position posting, you should reach out directly to the field supervisor listed on the posting. If the contact is a “cold call” (i.e., outreach to an office without a posted position), you should direct your correspondence to an attorney in the office whose practice is of interest to you. If, despite calling and emailing a site, you still have difficulty making a connection, contact the Externship Program, as we can likely provide additional contact information to you.

How to Make Contact

The Externship Program recommends sending an email that briefly explains who you are, that you are interested in an unpaid externship for course credit, why you are interested in that field placement specifically, and what you could contribute to the site. You should also attach your resume for review. Remember that you are making a first impression with your email, so be sure it is professional and proofread before sending it.

Sample Site Contact Email

Dear Ms. Elrod,

My name is Stella Student, and I am a third-year law student at the Moritz College of Law at The Ohio State University. I am interested in applying for an unpaid externship for course credit during the spring semester to gain legal experience in insurance law.

I am very interested in learning more about the Ohio Department of Insurance because I would like to work in consumer protection after I graduate. After reviewing your office’s website, I think a position working with you would be ideal. I have taken Insurance Law, so I have a strong foundation of knowledge to build upon.

I am attaching my resume for your review, along with a summary of the externship course and field supervisor duties.² I look forward to talking to you soon and thank you in advance for your consideration.

All the best,

Stella Student

¹ At this time, remote externships and externships outside of Ohio are also permitted. Thus, you are not limited to externships in Columbus, Ohio.

² These are outlined on the following page and can also be found on the externship website: <https://u.osu.edu/moritzexternships/>.

Securing Your Own Externship Position FAQs

Why would I work to secure my own placement when the Externship Program can place me?

Approaching a job search can be intimidating and securing an externship for credit instead of pay can be a more comfortable way to lean into the job search process, honing your skills along the way. Another good reason: opportunities abound! Seeking your own externship can result in placement in a wide variety of settings. Further, an independent search and selection process, in lieu of direct placement, has been shown to provide an increased satisfaction for both the site and the student. Finally, you are not doing this on your own—you are encouraged to seek support and counsel in looking for a position.

My potential site is asking what is required for it to participate. Is there information I can provide?

Yes, you may send the link to the Moritz externship website <https://u.osu.edu/moritzexternships/> and also communicate the following:

About Externships at the Moritz College of Law

- The purpose of the externship course is to provide students with the opportunity to obtain significant practical experience in a lawyering setting, develop professional lawyering skills, and analyze and reflect critically on that experience from a variety of perspectives
- The externship experience in every field placement must be educational, largely based on the individual learning goals set at the outset of the externship term
- Externs must work at least 45 hours per credit hour in their field placement spread evenly across all weeks of the semester and are not permitted to receive compensation for their externship work
- Externs are required to complete online coursework during the semester, which focuses on self-evaluation and critical reflection about the legal profession's values, ethics, and professionalism, and topics related to their own professional development

Field Supervisor Qualifications

A supervising attorney or judge must be appointed to each student for an externship. To serve in this capacity, Field Supervisors must:

- be a licensed attorney in good standing or a judge or justice currently serving on the bench
- be an employee of the sponsoring organization or otherwise provide legal services on behalf of the sponsoring organization

Field Supervisor Duties

A Field Supervisor will be required to mentor and train the extern and must:

- Directly supervise the extern during multiple opportunities for performance
- Provide an experience that is reasonably like the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in the field office
- Develop the concepts underlying the lawyering skills being taught in the field office and integrate doctrine, theory, skills, and legal ethics
- Provide adequate training to the extern and answer the extern's questions about work assignments, lawyering activities that the extern is observing, or the topics being discussed in the student's externship coursework
- Provide the extern regular and specific feedback about their performance
- Be available on-site when the extern is at the field office to meet regularly with the extern and provide regular feedback designed to enhance their skills
- Complete an evaluation of the extern's overall performance at the end of the externship

The site I am interested in hires only through the Public Sector Interviewing Program. What is that? The Public Sector Interviewing program is an event hosted by Moritz's Career Development Office in February every year. Representatives from various non-profit and government agencies conduct on-campus interviews during this time. If interested in participating in the Public Sector Interviewing Program, we recommend contacting your Career Advisor who will be able to provide you with further details and insight.

I have secured a placement. Now what? Congratulations on securing an externship position! Your next step is to notify Professor Hara by email at hara.67@osu.edu. Even if you get a position through a Moritz-sponsored event or scholarship, it is your responsibility to notify the Externship Program of your placement. Do not expect the sites to do so. The email should include the relevant details, such as the site name, the supervising attorney's name, and related contact information. If the site is new to Moritz, its participation is subject to Externship Program approval.

LIST OF STUDENT-INITIATED PLACEMENT SITES

The sites below prefer to select their own externs. Thus, **the Moritz Externship Program will not place you directly at these sites**. Instead, you should apply as indicated below. Please note that you are not limited to this list and are free to explore other sites, subject to final approval once you have confirmed your placement.

STUDENT-INITIATED PLACEMENTS: JUDICIAL

The Supreme Court of Ohio - Justices' Chambers

- **Application process:** Human Resources posts externship openings for participating justices on 12twenty approximately two to four months before the start of the semester
- **Sample projects:** jurisdictional memos and bench memos (legal research and writing)
- **Sample observation opportunities:** oral argument and internal conferences
- **Notes:** work will be independent under the guidance of a law clerk; students typically provided work space in chambers; in-person, hybrid, and remote schedules typically permitted (preferences/requirements differ between chambers)
- **Student comments:** good opportunity to improve legal research and writing; substantial feedback; not the right experience if you are looking for significant courtroom time; work can feel overwhelming at first but supervisors provide helpful guidance and are available for questions
- **Website:** <http://www.supremecourt.ohio.gov/>

STUDENT-INITIATED PLACEMENTS: GOVERNMENT - PROSECUTION

Columbus City Attorney's Office – Mediation and Zone Initiative Units

- **Site Description:**
Mediation: This unit seeks to facilitate a voluntary and confidential process in which parties meet with a neutral third-party mediator to discuss their issues. The role of the mediator is to facilitate discussion directed at resolving the issues between the parties
Zone Initiative: Working closely with the Division of Police, Code Enforcement, Columbus Public Health, and other community organizations, this unit focuses on the elimination of public nuisances while helping individuals remain in their homes if code violations are due to age, disability, or socioeconomic status
- **Application process:** posts openings for paid student interns on 12twenty; students may choose to obtain externship credit for one semester instead of wages; also conducts interviews during the Public Sector Interviewing Program in February
- **Website:** <https://city-attorney.columbus.gov/>

Franklin County Prosecutor's Office

- **Site description:** The Franklin County Prosecutor's Office prosecutes criminal offenders to protect citizens and obtain justice for victims of crime, as well as to provide legal representation and advice to governmental clients within the law and ethics
- **Application process:** this is a competitive placement that hires students in response to postings
- **Note:** this site requires a minimum of 20 hours per week, which is above the hours required by the Externship Program (hours worked above those required by the course are paid)

- **Sample assignments:** work consists primarily of responding to discovery requests; other assignments include drafting sentencing memos, responding to defense motions, and preparing exhibits for trial
- **Student comments:** worked with attorneys on a variety of cases; observed trials and hearings
- **Unit directory:** <https://prosecutor.franklincountyohio.gov/directory>
- **Website:** <https://prosecutor.franklincountyohio.gov/>

United States Attorney's Office for the Southern District of Ohio

- **Site description:** The USAO provides the United States with quality legal representation while maintaining the highest ethical standards. Externships are available in both criminal prosecution and civil litigation. There are also specialized units for drug crimes and health care fraud
- **Application process:** participate in the Public Sector Interviewing Program and Table Talk in February. The USAO selects its externs for the following summer and academic year through that event. The site does not take externs outside of this process
- **Student comments:** able to work with several AUSAs; variety of assignments focused on legal research and writing; drafted interrogatories; attorneys were welcoming, encouraging, and friendly; attended arbitration and hearings in criminal cases; the entire process was both manageable and rewarding
- **Website:** <http://www.justice.gov/usao/ohs/>

STUDENT-INITIATED PLACEMENTS: GOVERNMENT - DEFENSE

Federal Public Defender Office - Capital Habeas Unit (CHU)

- **Site description:** CHU represents death-row inmates at all levels in federal court and argues for clemency before the Ohio Parole Board and Governor. The legal work concerns the intersection of constitutional law, death-penalty jurisprudence, habeas, and civil-rights litigation. Factual investigation involves court records and witnesses related to clients' social histories, including their upbringing, education, and other factors relevant to their development
- **Application process:** participate in the Public Sector Interviewing Program in February. CHU selects its externs for the following summer and academic year through those interviews. Students may also contact the site to inquire whether there are openings
- **Note:** this site requires a minimum of 12 hours per week, which is above the hours required by the Externship Program during the autumn and spring semesters
- **Sample assignments:** legal research on niche issues with quick deadlines; document review; investigatory work; reading voluminous police records, tracking witness statements, writing projects, such as drafting a reply brief and traverse, affidavit; one student worked on a brief to be filed in the United States Supreme Court
- **Sample observation:** occasional possibility to visit client on death row; opportunities to observe phone calls with incarcerated clients
- **Student comments:** quiet yet friendly and encouraging office environment; you will gain extensive knowledge of capital habeas proceedings, death penalty cases, and the process of appealing a criminal conviction, which is complicated; good if you want to go into criminal work; nice to collaborate with fellow Moritz externs; substantial feedback
- **Website:** <https://ohs.fd.org/law-students>

Ohio Public Defender - Administrative; Policy & Outreach; Appellate Services; Trial

- **Application process:** contact site to inquire about potential placement
- **Divisions:** Administrative; Policy & Outreach; Appellate Services; Trial
- **Student comments:** site was flexible about work schedule; assignments were varied and interesting; not a lot of direct client contact; supervisor went above and beyond to give me great observation opportunities
- **Website:** <https://opd.ohio.gov/about-opd/join-us>

Ohio Public Defender - Death Penalty Division

- **Site description:** The Death Penalty Division focuses on three areas of appeal—direct appeal, postconviction, and federal habeas corpus
- **Application process:** participate in the Public Sector Interviewing Program in February. OPD Death Penalty Division selects its externs for the following summer and academic year through those interviews
- **Sample projects:** legal research; drafting legal memoranda or portions of pleadings/briefs; reviewing and indexing trial files of convicted clients; investigating clients' history; interviewing previous jurors or family members
- **Sample observation:** may accompany attorneys to visit crime scenes; may visit clients in prison and observe other out-of-office interviews
- **Student comments:** flexible and understanding while maintaining a high expectation for externs; supportive team and rewarding work
- **Website:** <https://opd.ohio.gov/wps/portal/gov/opd/law-library/death-penalty>

Ohio Public Defender - Wrongful Conviction Project

- **Site description:** OPD's Wrongful Conviction Project focuses primarily on wrongful conviction claims that do not involve DNA evidence. These claims include, but are not limited to, allegations of flawed science, witness misidentification, and false confessions. The Project is designed to remove wrongfully convicted persons from Ohio prisons, and to promote policy changes that will prevent wrongful convictions in the future. The Project works to educate others on the causes and consequences of wrongful convictions, serving as a resource for those working in the field
- **Application process:** participate in the Public Sector Interviewing Program and Table Talk in February. OPD Wrongful Conviction Project selects externs through that process
- **Sample assignments:** evaluate innocence cases; collect and review records, witness statements, attorney files and court documents; obtain and develop a case history; apply screening qualifications; legal research and case preparation; may conduct interviews as part of information collection process
- **Student comments:** research was not traditional legal research but involved topics to help evaluate potential claims and pathways for advocacy (useful and interesting interdisciplinary approach, combining research into certain medical evidence with legal strategy and writing); enjoyed getting to practice communicating with clients, attorneys, and other stakeholders
- **Website:** <https://opd.ohio.gov/law-library/innocence/Wrongful-Conviction-Project>

STUDENT-INITIATED PLACEMENTS: GOVERNMENT - OTHER

Franklin County Economic Development and Planning

- **Site description:** The Economic Development Division provides technical assistance and develops policies to support the County's economic priorities. The Division manages tax abatements, grants, and other targeted inducements to encourage commercial activities that create good jobs, strengthen the local tax base, promote economic well-being, and improve economic opportunities for people in Franklin County, Ohio
- **Application process:** students should contact the site and apply to extern. If the site has an opening available, there will be an interview process and additional application materials may be necessary
- **Website:** <https://development.franklincountyohio.gov/>

Ohio Department of Natural Resources

- **Site description:** ODNR has 13 in-house attorneys and 7 assistant AGs housed on its campus, which allows externs to learn from different attorneys with various backgrounds. The in-house team does not handle litigation, but the externs may attend litigation strategy meetings held with the OAG's office. Externs will also gain exposure to in-house transactional legal work, including contract drafting, review, and negotiation
- **Application process:** students should contact the site and apply to extern

- **Sample projects:** legal research; document drafting; reviewing and responding to public records requests; scheduling and facilitating meetings; reviewing and revising contracts; reviewing and drafting legislation and administrative rules
- **Sample observation:** hearings and meetings to gain insight into ODNR's processes, roles, and responsibilities
- **Student comments:** flexible and understanding with scheduling; felt supported by supervisor and staff; had a multitude of different types of projects and opportunities to meet different attorneys
- **Website:** <https://ohiodnr.gov/wps/portal/gov/odnr/>

Ohio Environmental Protection Agency: Legal Section

- **Site description:** Ohio EPA encourages law students with an interest in environmental law to work with the agency to gain experience in the field of environmental regulation. Externs will work with a supervising attorney and be given a variety of projects that involve enforcement, rule and legislation review, and general counsel
- **Application process:** students should formally approach the site and apply to extern
- **Website:** <https://epa.ohio.gov/divisions-and-offices/legal-services/office-of-legal-services>

The Supreme Court of Ohio – Attorney Services; Children & Families; Dispute Resolution; and Domestic Violence Sections

- **Application process:** Human Resources posts externship openings for non-judicial departments on 12twenty approximately two to four months before the start of the semester. The 12twenty posting will describe the open positions and specific section's scope of responsibility, but some that have hosted externs in the past are:
 - **Attorney Services:** The Attorney Services Division is responsible for assisting the Supreme Court in overseeing the admission to and regulation of the practice of law as well as attorney compliance with basic licensing requirements
 - **Children & Families:** The Children & Families Section provides policy recommendations to improve court performance in cases involving children and families
 - **Dispute Resolution:** The Dispute Resolution Section promotes statewide rules and uniform standards concerning dispute resolution programs; develops and delivers innovative dispute resolution services to Ohio courts; sponsors training programs for judges, court personnel, and dispute resolution professionals; and provides mediation for Supreme Court litigants, Court of Claims litigants, and Ohio public officials
 - **Domestic Violence Program:** The Domestic Violence Program provides technical assistance and specialized resources to strengthen courts' and justice system partners' responses to domestic violence, stalking, and sexual assault. The Program disseminates information, monitors trends, offers education, and recommends forms, rules, and standards that promote effective response to these cases
- **Sample Assignments:** legal research and writing; legislative analysis; creating toolkits and policy guidance documents; designing and updating training programs and resources
- **Student Comments:**
 - Dispute Resolution Section: flexible with scheduling; site supervisor was open to providing assignments of interest to me; would recommend to students interested in dispute resolution
 - Attorney Services Section: did not utilize traditional legal research or writing skills, but site supervisor provided great networking and learning opportunities; shows how a JD can be used in fields which are not strictly legal; low stress and flexible
 - Children & Families Section: supervisor coordinated several observation opportunities, including a juvenile trial and oral arguments; accommodating, flexible, and willing to work with schedule; great site to learn more about policymaking and to observe court
- **Website:** <https://www.supremecourt.ohio.gov/>

STUDENT-INITIATED PLACEMENTS: NONPROFIT ORGANIZATIONS

CareSource Office of the General Counsel

- **Site description:** CareSource is a nonprofit health plan providing member-centric health care coverage to a wide variety of consumers in Ohio, Kentucky, Indiana, Georgia, and West Virginia. Headquartered in Dayton, Ohio, CareSource has a workforce of 4,000 employees
- **Application process:** reach out to site to inquire about potential placement
- **Note:** this site requires a minimum of 15 hours per week, which is above the hours required by the Externship Program during the autumn and spring semesters
- **Sample projects:** completed a multi-state research project on legal requirements for the business; prepared and presented a training session to the sourcing department on negotiating certain legal provisions
- **Student comments:** met entire legal team, which allowed me to work with attorneys in the area of legal work I was most interested in; recommended for students interested in health law
- **Website:** <https://www.caresource.com/>

Columbus City Schools / Office of General Counsel

- **Site description:** A full-service in-house legal firm in a public education setting; provides the district with accurate and timely advice and information regarding a wide variety of legal matters so that it can achieve its stated mission, goals, and purpose without interruption
- **Sample projects:** assist in the development of board policies and guidelines to assure compliance with IDEA, FERPA, Title IX, Ohio Sunshine Laws, ADA, Equal Employment Opportunity, and State Operating Standards
- **Sample observation:** administrative hearings and mediation conferences before such agencies as the State Employee Relations Board, Equal Employment Opportunity Commission, Ohio Civil Rights Commission, and the Columbus Civil Service Commission in-person or remotely; attend school board meetings and visit school sites
- **Website:** <https://www.ccsos.us/generalcounsel>

Ohio Crime Victim Justice Center

- **Site description:** OCVJC's founding principle is that victims of crime deserve and require legal representation to enforce and protect their constitutional and statutory legal rights throughout the criminal justice process. OCVJS provides direct legal services to crime victims and functions similarly to a law firm, but within the non-profit realm
- **Sample projects:** legal research and writing; attend trainings
- **Application process:** participate in the Public Sector Interviewing Program in February (for summer and fall placements); apply through 12twenty (for spring placements)
- **Note:** must be able to travel to OCVJC offices in Powell (~15 miles / 23 minutes from Moritz)
- **Website:** <https://ocvjc.org/>

Ohio Civil Services Employee Association (OCSEA)

- **Site description:** OCSEA is a non-profit employee organization focusing on public sector collective bargaining and employee-focused social and economic welfare issues. OCSEA is dedicated to advancing the labor movement by representing approximately 25,000 unionized employees throughout the State of Ohio
- **Sample projects:** legal research and writing; preparation for and observation of arbitration proceedings and client meetings; legislative analysis
- **Application process:** contact site to inquire about potential placement
- **Note:** must be able to travel to OCSEA offices in Westerville (~13 miles / 17 minutes from Moritz)
- **Website:** <https://www.ocsea.org/>

STUDENT-INITIATED PLACEMENTS: ADDITIONAL HOST SITES

The following list is comprised of sites that have hosted Moritz externs in the past; hence, they may be worth exploring for potential placement. Note, however, that you are not limited to these sites and are welcome to bring new opportunities to the program:

- Air Force JAG | <https://www.wpafb.af.mil/Units/ja/>
- Al Otro Lado | <https://alotrolado.org/>
- Allegheny County District Attorney's Office | <http://alleghenycountyda.us/>
- Animal Legal Defense Fund | <https://aldf.org/>
- Blanchard Valley Health System | <https://www.bvhealthsystem.org/>
- Children's Defense Fund Ohio | <https://cdfohio.org/>
- City of Columbus Department of Human Resources | <https://www.columbus.gov/hr/>
- City of Lancaster, Law Director's Office | <https://www.ci.lancaster.oh.us/196/Law-Director>
- CBA Professional Ethics Committee | <https://www.cbalaw.org/Committees/Board-Appointed-Committees/Professional-Ethics>
- Council on American-Islamic Relations | <https://www.cair.com/>
- Court Appointed Special Advocates (CASA) of Franklin County | <https://casa.franklincountyohio.gov/>
- Coalition on Homelessness and Housing in Ohio | <https://cohhio.org/>
- DHHS Office On Trafficking In Persons | <https://www.acf.hhs.gov/otip>
- Disability Law Colorado | <https://disabilitylawco.org/>
- Earthjustice (Clean Water Project) | <https://earthjustice.org/about/student-opportunities>
- Environmental Law and Policy Center | <https://elpc.org/>
- Fairfield County Court of Common Pleas | <https://www.co.fairfield.oh.us/Commonpleas/>
- Federal Trade Commission - East Central Region (Cleveland) | <https://www.ftc.gov/>
- Hamilton County Public Defender's Office | <https://www.hamiltoncountypd.org/>
- Licking County Court of Common Pleas | <https://lickingcounty.gov/depts/pleas/default.htm>
- OCLC | <https://www.oclc.org/>
- Ohio Auditor of State | <https://www.ohioauditor.gov/>
- Ohio BWC | <https://info.bwc.ohio.gov/>
- Ohio Civil Rights Commission | <https://civ.ohio.gov/>
- Ohio Department of Mental Health and Addiction Services | <https://mha.ohio.gov/wps/portal/gov/mha/>
- Ohio Fifth District Court of Appeals - Judge Craig Baldwin | <https://fifthdist.org/>
- Ohio First District Court of Appeals - Judge Jennifer Kinsley | <https://firstdistrictcoa.org/>
- Ohio Industrial Commission | <https://www.ic.ohio.gov/news/newsinfo.html>
- Ohio Secretary of State | <https://www.ohiosos.gov>
- Public Participation Project | <https://anti-slapp.org/>
- State Employee Relations Board | <https://serb.ohio.gov/wps/portal/gov/serb/home>
- Union County Court of Common Pleas | <https://www.unioncountyohio.gov/CommonPleasCourt/>
- U.S. Attorney's Office for the Southern District of WV | <https://www.justice.gov/usao-sdwy>
- U.S. Court of Appeals (DC Circuit) - Judge Patricia Millett | <https://www.cadc.uscourts.gov/>
- U.S. Department of Justice (Human Trafficking) | <https://www.justice.gov/humantrafficking>

EXTERNSHIP PROGRAM PLACEMENTS

Application Process

The Moritz externship application is made available twice during the regular academic year. The autumn semester application link is available in March, and the spring semester application link is available in October. There is no formal application required for placement during the summer semester. Students interested in pursuing a program placement for the summer should contact program faculty following the March information session. Faculty will then guide students through the placement process for the summer semester.

Placement

A wide variety of factors are considered in placement decisions, such as the site's requests, prior externships, and year in law school. Your academic performance is considered but not determinative in placement decisions. Some sites accept the recommended students; however, some sites may require you to interview for the position to ensure the placement is a good fit. Please note that some of the placements, including the Ohio Attorney General's Office and the United States Attorney's Office, require a report of prior offenses and a security clearance.

Notice of externship assignments will be provided as soon as possible on a rolling basis. Feel free to reach out to the Externship Program for a status update. Although you are likely to get an externship, especially if you list several choices, applying does not guarantee a student placement.

Commitment Required

If you are uncertain about an externship or plan to pursue placements on your own, do not complete the Moritz externship application. The application is strictly reserved for students seeking placement by the program who commit to proceeding with an externship once placed. Completing the application means you are ready to extern and will accept placement at one of your listed sites. If the sites you selected are unavailable, we will contact you before placing you to agree upon alternative site options. Except in the most extraordinary circumstances, once you are placed in an externship, you are expected to complete that externship. Otherwise, the opportunity may be lost to other students and the site and risks impairing Moritz's relationship with our external partners.

LIST OF PROGRAM PLACEMENTS

PROGRAM PLACEMENTS: JUDICIAL

Delaware County Court of Common Pleas, General Division - Judge James P. Schuck

- **Site Description:** The General Division has original jurisdiction over all adult felony cases in Delaware County as well as any civil cases in which the amount in dispute exceeds \$15,000. The Court can also issue injunctions and other forms of equitable relief and has appellate jurisdiction over decisions of some state and local administrative agencies and boards
- **Sample projects:** conducting legal research, preparing legal memos and draft opinions
- **Location:** Delaware, Ohio (~25 miles / 36 minutes from Moritz)
- **Website:** <https://commonpleas.co.delaware.oh.us/>

Franklin County Court of Common Pleas - Domestic Relations & Juvenile Division

- **Site Description:** The mission of the Franklin County Court of Common Pleas, Domestic Relations and Juvenile Branch is to provide fair and equitable resolution to matters and disputes arising under the law and will interpret and apply the law consistently, impartially and independently to protect the rights and liberties of matters involving families and children
- **Sample projects:** legal research and writing
- **Student comments:** gained understanding of family law and how courtrooms function; excellent supervisor support; observed proceedings in different courtrooms
- **Website:** <https://drj.fccourts.org/>

Franklin County Court of Common Pleas - General Division

- **Site Description:** The Franklin County Court of Common Pleas, General Division has original jurisdiction over all adult felony cases in Franklin County as well as any civil cases in which the amount in dispute exceeds \$15,000. The Court can also issue injunctions and other forms of equitable relief and has appellate jurisdiction over decisions of some state and local administrative agencies and boards
- **Participating Judges:**
Honorable Chris Brown
Honorable Jeffrey Brown
Honorable Kimberly Cocroft
Honorable Daniel R. Hawkins
Honorable Michael Holbrook
Honorable Stephen McIntosh
Honorable Andy Miller
Honorable Sheryl Munson
Honorable Andria Noble
Honorable Karen Held Phipps
Honorable Mark Serrott
- **Sample projects:** legal research and writing; courtroom observation of various civil and criminal proceedings
- **Website:** <https://www.fccourts.org/>

Franklin County Municipal Court - Legal Research Department

- **Site description:** Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less; this department serves all judges
- **Sample observation:** jury trials; eviction court docket; engage with judges before, during, and after trial for debriefing
- **Sample projects:** advise duty judge on a variety of issues; review and assess validity of pro se case filings
- **Student comments:** small team of attorneys so work is valued; good placement to improve knowledge of civil procedure; nice to work for all judges
- **Website:** <https://municipalcourt.franklincountyohio.gov/>

Franklin County Probate Court

- **Site Description:** The Franklin County Probate Court has jurisdiction over the administration of estates, guardianships, and trusts; civil litigation on probate matters; adoptions; civil commitments for mental illness; birth certificates (delayed birth registration, birth certificate corrections, gender marker changes); name changes; and marriage licenses
- **Sample projects:** legal research and writing
- **Note:** students must have an interest in the subject areas of wills, trusts, estates, and guardianships; prior coursework preferred, but not required
- **Website:** <https://probate.franklincountyohio.gov/>

Ohio Tenth District Court of Appeals – Honorable Michael C. Mentel

- **Site Description:** The Tenth District Court of Appeals hears appeals from all divisions of the Franklin County Court of Common Pleas, the Franklin County Municipal Court, the Ohio Court of Claims, and numerous state agencies. The Tenth District Court of Appeals also has original jurisdiction over the extraordinary writs of Mandamus, Habeas Corpus, Procedendo, Prohibition, and Quo Warranto
- **Sample projects:** legal research and writing
- **Sample observation opportunities:** oral argument

- **Student comments:** one large assignment that lasted the semester; friendly environment; watched oral arguments; observed chamber conferences; witnessed the ins and outs of the court system; great low-stress environment to learn
- **Website:** <https://tenthdistrictcourt.org/>

U.S Bankruptcy Court for the Southern District of Ohio

- **Site Description:** The mission of the Court is to uphold the integrity of the judicial process by accurately maintaining records and providing exceptional service to those seeking justice through the bankruptcy system
- **Participating Judges:**
Honorable John E. Hoffman, Jr.
Honorable Mina Nami Khorrami
- **Sample projects:** legal research and writing
- **Sample observation opportunities:** status conference calls
- **Student comments:** helpful to take bankruptcy before the externship
- **Website:** <https://www.ohsb.uscourts.gov/>

U.S. Court of Appeals for the Sixth Circuit

- **Site Description:** The U.S. Court of Appeals for the Sixth Circuit is one of 13 federal appellate courts. The Court presides over federal appeals arising from the states of Kentucky, Michigan, Ohio and Tennessee
- **Participating Judges:**
Honorable R. Guy Cole
Honorable Jeffrey Sutton
Honorable Chad Readler
- **Sample projects:** legal research and writing, primarily bench memos
- **Sample observation opportunities:** oral argument in Cincinnati or virtually
- **Note:** the Sixth Circuit tends to move at a slower pace than the district court; most of your work will be done independently under the guidance of a law clerk, with limited contact with the judge
- **Website:** <http://www.ca6.uscourts.gov/about-court>

U.S. District Court for Southern District of Ohio

- **Site Description:** The U.S. District Courts are the trial courts of the U.S. federal judiciary. The U.S. District Court for the Southern District of Ohio serves over 5 million citizens in 48 of the 88 counties in Ohio
- **Participating Judges:**
Honorable Algenon L. Marbley (Chief)
Honorable Sarah D. Morrison
Honorable Edmund A. Sargus, Jr.
Honorable Michael H. Watson
Chief Magistrate Judge Elizabeth A. Preston Deavers
Magistrate Judge Kimberly A. Jolson
Magistrate Judge Chelsey M. Vascura
- **Sample projects:** bench memos; opinions and orders; reports and recommendations
- **Sample observation opportunities:** initial appearances (magistrate judges); preliminary hearings; preliminary pretrial conferences (magistrate judges); trials; sentencing hearings; naturalizations; mediations; internal meetings
- **Student comments:** concentration on legal research and writing; substantial feedback; insight into judicial decision-making; good for students interested in clerking, litigation, or improving legal research and writing skills; received substantive work and felt like part of the team
- **Website:** <http://www.ohsd.uscourts.gov/>

PROGRAM PLACEMENTS: GOVERNMENT – PROSECUTION

Delaware County Prosecutor’s Office

- **Site Description:** The Delaware County Prosecutor’s Office prosecutes all felony crimes that occur in Delaware County, Ohio, along with all juvenile crimes and civil/township matters
- **Website:** <https://prosecutor.co.delaware.oh.us/>
- **Office Location:** Delaware, Ohio (~25 miles / 36 minutes from Moritz)

Fairfield County Prosecutor’s Office

- **Site Description:** The Fairfield County Prosecutor’s Office aims to serve the citizens of Fairfield County by pursuing justice, protecting the public against criminal activity, and providing timely and competent legal services to clients
- **Website:** <https://www.co.fairfield.oh.us/prosecutor/>
- **Office Location:** Lancaster, Ohio (~34 miles / 40 minutes from Moritz)

Upper Arlington City Attorney’s Office

- **Site Description:** UA’s City Attorney’s Office fulfills the City’s legal needs in areas that include code compliance, economic development, elections law, labor negotiations, human resource laws, zoning and land use, procurement and contracts, safety force issues, public records, telecommunications, and taxation. The Office also prosecutes misdemeanor criminal and traffic offenses and oversees various mediation and diversion programs
- **Sample projects:** Criminal: review and evaluate case files; prosecute cases in Mayor’s Court (under supervision) and potentially Municipal Court including making plea offers and conducting trials; assist in drafting paperwork for cases in Mayor’s Court; legal research. Civil: review contracts; conduct legal research and draft reports of findings; review draft legislation; assist with labor negotiation preparation; make settlement recommendations for damage claims submitted to city; assist in civil litigation
- **Note:** Mayor’s Court meets every Thursday from 12:00 p.m. to 2:00 p.m. Externs should be available during that time to take advantage of the courtroom opportunity, but non-courtroom tasks such as preparation, can be completed on own schedule
- **Office Location:** Upper Arlington, Ohio (~4 miles / 12 minutes from Moritz)
- **Website:** <https://upperarlingtonoh.gov/city-attorney>

PROGRAM PLACEMENTS: GOVERNMENT - DEFENSE

Federal Public Defender - Southern District of Ohio (Trial Unit)

- **Site Description:** Trial Unit Externs will assist attorneys, paralegals, and investigators in the representation of clients charged with federal crimes
- **Website:** <https://ohs.fd.org/>

Franklin County Public Defender - Appellate Division

- **Sample projects:** perform legal research; consult with the unit paralegal and assigned attorneys; draft sections of briefs including the proposed assignments of error, issues presented, statement of the case and facts, argument, and conclusion
- **Note:** although you apply through the externship program, if the site has an opening available, there may be an interview process
- **Website:** <https://defender.franklincountyohio.gov/>

Franklin County Public Defender - Common Pleas Division

- **Site Description:** Provides comprehensive legal representation services in criminal proceedings to indigent persons in Franklin County
- **Sample projects:** legal research and writing; client interviews

- **Student comments:** great learning site for motivated students; if student is willing to take the initiative, can seek out variety of learning and observation opportunities
- **Website:** <https://defender.franklincountyohio.gov/>

Franklin County Public Defender - Juvenile Division

- **Site Description:** The Juvenile Division seeks to foster an awareness and appreciation of public sector representation of an at-risk population and provide comprehensive legal representation services in proceedings to indigent persons in Franklin County
- **Sample projects:** accompany supervising attorney in start-to-finish case processing, including in-court representation, case preparation, motions practice, and clerking duties
- **Website:** <https://defender.franklincountyohio.gov/>

Franklin County Public Defender - Municipal Division

- **Site Description:** The Municipal Division provides comprehensive legal representation services in criminal proceedings to indigent persons in Franklin County
- **Sample projects:** legal research and writing; client interviews
- **Sample observation:** shadow attorneys in and out of the courtroom
- **Website:** <https://defender.franklincountyohio.gov/>

Ohio Public Defender - Youth Defense Division

- **Site description:** The Youth Defense Division provides appellate and post-conviction assistance to children throughout Ohio who have been committed to the Ohio Department of Youth Services and/or the Ohio Department of Rehabilitation and Correction
- **Sample projects:** draft various client letters, court motions, and briefs; legal research; motions for confinement credit, judicial release, and expungement of delinquency records
- **Sample observation:** accompany attorneys on client visits in Ohio Department of Youth Services and/or the Ohio Department of Rehabilitation and Correction facilities
- **Website:** <https://opd.ohio.gov/home>

PROGRAM PLACEMENTS: GOVERNMENT - OTHER

Franklin County Auditor's Office

- **Site description:** The legal department handles legal and policy issues for the Auditor's Office and frequently responds to staff questions involving the Board of Revision, transfers and conveyances, licensing, tax incentives, contracts and public records
- **Website:** <https://www.franklincountyauditor.com/>

Franklin County Convention Facilities Authority (FCCFA)

- **Site description:** The purpose of the Authority is to encourage economic development and create jobs by developing and operating convention, entertainment, and sports facilities or any combination thereof located within Franklin County, Ohio
- **Sample projects:** administration of the FCCFA's public records retention and disposal program; drafting, review, and negotiation of various construction, management, and consulting agreements; drafting competitive bid documents and requests for proposals; attending interviews and participating in the selection of a construction manager for a hotel development project; responding to public records requests
- **Student comments:** met great people and completed a variety of interesting research projects
- **Website:** <http://www.meetusincolumbus.com/>

Franklin County Municipal Court Self-Help Center

- **Site description:** The Self-Help Resource Center is a free walk-in service to help individuals represent themselves in court without a lawyer. Staff cannot offer legal advice but can assist in finding helpful resources and providing legal information

- **Student comments:** interacting with litigants is the primary work; it is a challenging but valuable lesson in explaining legal issues to laypeople and communicating to the general public
- **Website:** <https://municipalcourt.franklincountyohio.gov/SELFHELP>

Ohio Attorney General: General Application (site assigns section)

- **Site description:** Students work directly with the Assistant AGs to obtain a realistic preview of what it is like working in public service. The office has a variety of sections that students may prefer. Placements will ultimately depend on the needs of the various sections
- **Sample projects:** legal research; oral and written reports; reviewing documents; writing articles for seasonal publication
- **Student comments:**
Office of Solicitor General: involved in several moots to help prepare for upcoming oral arguments; improved writing significantly; complex legal problems
Antitrust: worked on multiple matters involving different types of legal research; learned about specific areas of antitrust law and Ohio law in general
Special Prosecutions: legal research and writing; assisting attorneys with trial prep; student should ensure their class schedule aligns with attorneys' in-office availability to maximize their experience
- **Website:** <https://www.ohioattorneygeneral.gov/Legal>

Ohio Department of Job and Family Services

- **Site Description:** The Ohio Department of Job and Family Services (ODJFS) develops and supervises the state's public assistance, workforce development, unemployment compensation, child and adult protective services, adoption, childcare, and child support programs. Overall, it is ODJFS's mission to improve the well-being of Ohio's workforce and families by promoting economic self-sufficiency and ensuring the safety of Ohio's most vulnerable citizens
- **Sample projects:** legal research and writing projects involving a wide variety of issues including unemployment, taxes, childcare and welfare, food and cash assistance, bankruptcy, and civil rights; observation opportunities may include attending unemployment hearing appeals and labor dispute hearings
- **Student comments:** the projects varied; improved my research skills and other lawyering skills; enjoyable experience
- **Website:** <https://jfs.ohio.gov/>

Ohio Ethics Commission

- **Site description:** Students will work within the advisory section to answer ethical questions for public officials and employees under the Commission's jurisdiction
- **Sample projects:** legal research and writing, including drafting advisory opinions
- **Website:** <https://ethics.ohio.gov/advice/index.html>

Ohio Judicial Conference

- **Site Description:** The Ohio Judicial Conference is an independent statutory entity within the judicial branch of government, consisting of 22 committees populated by judges from all over the state. The OJC strives to act as the voice of Ohio's judges by seeking and providing input from the judiciary on policies proposed by the legislature; advocating for legislative changes; and educating judges on recent changes to the law
- **Sample projects:** analyze pending and recently enacted legislation; contribute to OJC newsletter; create legal resources used by judges throughout the state; attend policy meetings and discussions with judges, legislators, and OJC staff
- **Website:** <http://www.ohiojudges.org/>

PROGRAM PLACEMENTS: NONPROFIT ORGANIZATIONS

Advocating Opportunity

- **Site description:** Advocating Opportunity is a small, local nonprofit providing holistic legal services and access to justice to survivors of human trafficking
- **Student comments:** regularly observed meetings/discussions pertaining to an ongoing lobbying effort; supervisor is excellent mentor and provides educational background for assignments
- **Website:** <http://www.advocatingopportunity.com/>

Columbus State Community College

- **Site Description:** Columbus State Community College educates and inspires over 45,000 students in the Central Ohio area to reach their academic and professional goals. CSCC's mission is anchored by eight core values: student success, inclusion, quality, innovation, learning, partnership, stewardship, and leadership
- **Sample projects:** practical experience within higher education and a state community college; review and draft contracts and policies and procedures; participate in client meetings with college administrators seeking legal advice; review and respond to public records requests
- **Sample observation:** hearings in court or before the State of Ohio Personnel Review Board; settlement negotiations; witness preparation meetings
- **Website:** <https://www.csccl.edu/>

Disability Rights Ohio

- **Site Description:** Disability Rights Ohio is a non-profit corporation with a mission to advocate for an equitable Ohio for people with disabilities. Since October 2012, DRO has served as Ohio's Protection and Advocacy system and Client Assistance Program. It is governed by a Board of Directors, primarily consisting of people with disabilities and family members of people with disabilities
- **Sample projects:** externs have wide range of experiences collaborating with attorneys and advocates on legal matters contributing to the work and mission of DRO
- **Sample observation:** real-life legal advocacy situations, including attending court conferences, hearings, depositions, client meetings, conference calls, and facility monitoring visits
- **Student comments:** significant policy research; plan for a lot of meetings at the beginning of your externship; flexible and accommodating with schedule; fulfilling experience
- **Website:** <http://www.disabilityrightsohio.org/>

Economic and Community Development Institute (ECDI)

- **Site description:** ECDI is a small business loan fund whose primary work involves processing small business loans to community partners. ECDI also manages a commercial kitchen and food truck depot for community partners
- **Sample projects:** lien perfection; control for security interests; business entity formation; reviewing contracts and service agreements
- **Student comments:** insight into court filing requirements and value judgments; litigation and compliance; good in-house/compliance experience with exposure to several transactional legal issues/projects; environment is pleasant and relaxed
- **Website:** <https://www.ecdi.org/about/about-ecdi>

Lawyers for Kids at Nationwide Children's Hospital

- **Site description:** Parents of patients can meet with LFK attorneys to receive free and confidential legal help on various issues affecting their health and well-being
- **Sample projects:** a wide variety of assignments focusing on poverty law issues; observe client meetings and calls, may attend external meetings or observe eviction court
- **Student comments:** legal team was accessible and helpful; provided insightful feedback
- **Website:** <https://www.nationwidechildrens.org/family-resources-education/health-wellness-and-safety-resources/resources-for-parents-and-kids/lawyers-for-kids>

Legal Aid Society of Columbus also known as *Southeastern Ohio Legal Services (SEOLS)* and *Ohio Poverty Law Center (OPLC)*; collectively, *Ohio State Legal Services Association (OSLSA)*

- **Site Description:** OSLSA holds a deep commitment to its mission of pursuing justice and changing the lives of low-income individuals and families. Addressing this challenge requires an approach encompassing both direct representation of indigent individuals in civil legal matters and targeted policy advocacy intended to bring about large-scale change for the poor
- **Substantive areas:** housing, consumer, public benefits, education, domestic relations, tax, employment, record-sealing, and basic estate planning
- **Student comments:**
General: work was varied; sorted client documents and created summaries; work was remote due to limited office space
Immigration: work was remote, but did have opportunity to interact with clients
Consumer Team: prepared court documents such as complaints and motions
Housing Team (Tenant Advocacy Project): community outreach, representing clients in housing court; although eviction court is fast paced and slightly stressful, it offers hands-on litigation experience
- **Note:** site will interview students and then place them in specific areas/programs
- **Websites:** <https://www.columbuslegalaid.org/>; <http://www.ohiopovertylawcenter.org/>; <http://www.seols.org/>

Nationwide Children's Hospital

- **Site description:** Nationwide Children's believes that no child should be refused necessary care and attention for lack of ability to pay. Upon this fundamental belief, Nationwide Children's is committed to providing the highest quality patient care, advocacy for children and families, pediatric research, education of patients and their families, outstanding service to accommodate the needs of patients and families
- **Sample projects:** draft, research, and present information as requested by department attorneys; review and draft due diligence reports and contracts
- **Sample observation:** attend department meetings related to licensure agreements, healthcare litigation trends, research, and general matters
- **Student comments:** engaged in wide variety of work including legal research, contract review, and statutory analysis; students should be comfortable working independently, actively seeking out work, and building relationships; developed understanding regarding the work of lawyers within a hospital system; workload was manageable
- **Note:** if the site has an opening available, there will be an additional application and interview process. The selection process for this site is competitive
- **Website:** <https://www.nationwidechildrens.org/impact-quality>

Ohio Education Association

- **Site description:** OEA represents more than 121,000 teachers, faculty members, and support professionals who work in Ohio's schools, colleges, and universities to help improve public education. OEA's mission is to lead the way for the continuous improvement of public education while advocating for their members and the students they serve
- **Student comments:** wide variety of projects; attended meetings, trainings, and conferences; site considered my goals when assigning projects and also provided networking opportunities
- **Website:** <https://www.ohea.org/>

Ohio Environmental Council

- **Site Description:** The Ohio Environmental Council is a comprehensive environmental advocate for a healthier, more sustainable Ohio. The mission of the Ohio Environmental Council is to secure healthy air, land, and water for all who call Ohio home. The OEC works for pragmatic solutions, fighting for clean air and water, clean energy, and protected public lands.
- **Sample projects:** research legal questions that assist the Natural Resources and Energy teams in their policy advocacy work; draft comments regarding proposed Ohio EPA Rulemakings; write

memos analyzing issues in 501(c)(3) nonprofit law, elections law, and voter protection; explore complex environmental legal questions that further the OEC's mission

- **Student comments:** flexible and willing to work around class schedule; would recommend the OEC to anyone interested in environmental, energy, policy, or administrative law
- **Website:** <https://theoec.org/>

Ohio Justice & Policy Center

- **Site description:** Externs will work directly with supervising attorneys to represent incarcerated individuals who are serving long prison terms, but who have demonstrated significant personal growth and reformation while imprisoned. The goal is to explore potential legal avenues for early release and to advocate in the courts for these individuals
- **Sample projects:** externs may research and apply statutes and case law; draft motions and memoranda; work with court clerks; and communicate with family members, jurors, and community resources to develop reentry plans
- **Sample observation:** externs may visit incarcerated clients and be introduced to other legal professionals, including prosecutors and judges
- **Website:** <http://www.ohiojpc.org/beyond-guilt/>

Ohio School Boards Association (OSBA)

- **Site Description:** The OSBA is a non-profit organization that serves Ohio's public school board members and the diverse districts they represent. In addition to providing technical assistance and consultation services to Ohio's 700+ school districts, the division keeps up-to-date with new and emerging legal developments, provides customized workshops on school law matters, oversees a legal assistance fund for school districts, and facilitates relationships between school attorneys that represent boards of education
- **Sample projects:** legal research and writing; legislative analysis; provide legal information to member school boards; attend workshops, seminars and networking events
- **Website:** <https://www.ohioschoolboards.org/>

Student Legal Services at The Ohio State University

- **Site Description:** SLS's mission is to provide affordable, high quality legal services to college students who may not otherwise have access to such services
- **Sample projects:** legal research; drafting memoranda, correspondence, pleadings, and settlement documents; client communications; preparing for court events; primarily civil matters, but there are opportunities to shadow criminal defense attorneys
- **Student Comments:** significant writing; good placement for those interested in public service; potential opportunities for growth where clerks can shadow attorneys in court
- **Website:** <https://studentlegal.osu.edu/>

PROGRAM PLACEMENTS: CORPORATE/IN-HOUSE

Bath & Body Works, Inc.

- **Site Description:** Corporate in-house counsel opportunity with a global leader in personal care and home fragrance products. Powered by "agility and innovation," Bath & Body Work's predominantly U.S.-based supply chain enables the company to deliver quality, on-trend luxuries at affordable prices at more than 1,785 locations in the U.S. and Canada and more than 390 international franchised locations
- **Sample projects:** wide variety of in-house legal practice areas such as privacy, employment, litigation, real estate, corporate/securities, ethics/compliance, intellectual property, marketing, and commercial contracts; legal research, issue analysis, and related document drafting; observation opportunities include internal and external business meetings, negotiation and settlement discussions, and interoffice trainings
- **Website:** <https://www.bbwin.com/>