

# Navigating CASE for Externship Application & Enrollment

(Updated 10/2018)

This document is intended to provide guidance for students as they navigate CASE to process an Externship application. See MSU College of Law website (<https://www.law.msu.edu/careers/externships-current.html>) for specific Externship application instructions.

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## A. Externship Opportunities in CASE: Using Filters

- Remember, you can only see jobs for your class year.
- Log into CASE, go to “OCI and Job Listings” on the left. Once there, you can see that certain filters appear automatically - (See Fig. 1) (**Job Status: Approved, Application Open; Employer: All; Job Title: All; Metro Area: All; and Type of Job: All**). These filters can be deleted and other filters can be added and saved.

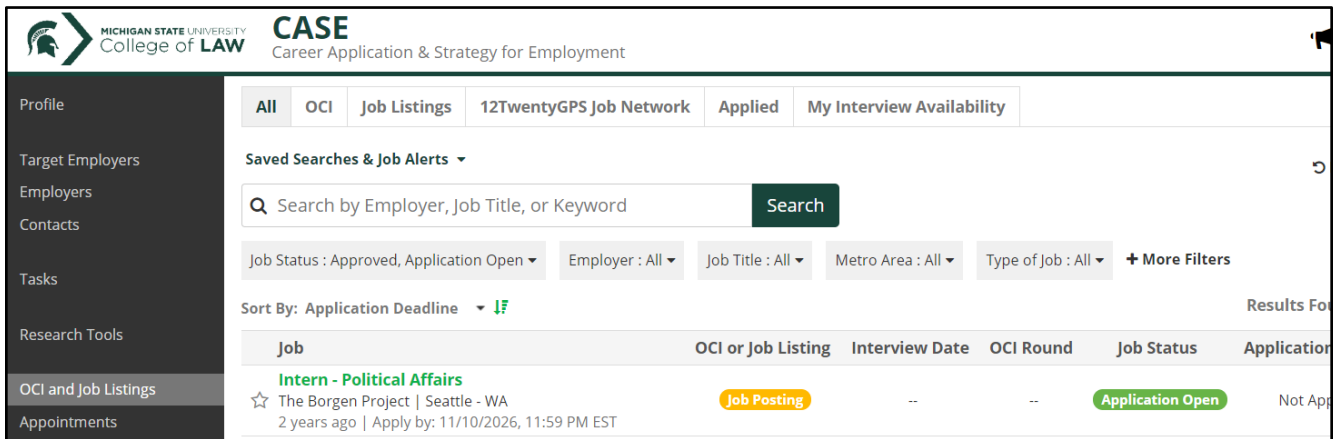


Fig. 1

- To add filters, click “+ More Filters.” This is the pop up you will see (See Fig. 2).
- Choose the filter you would like to add, fill in the fields that pop up, then click off the pop-up box. The list of jobs will auto-populate based on the filter you added.

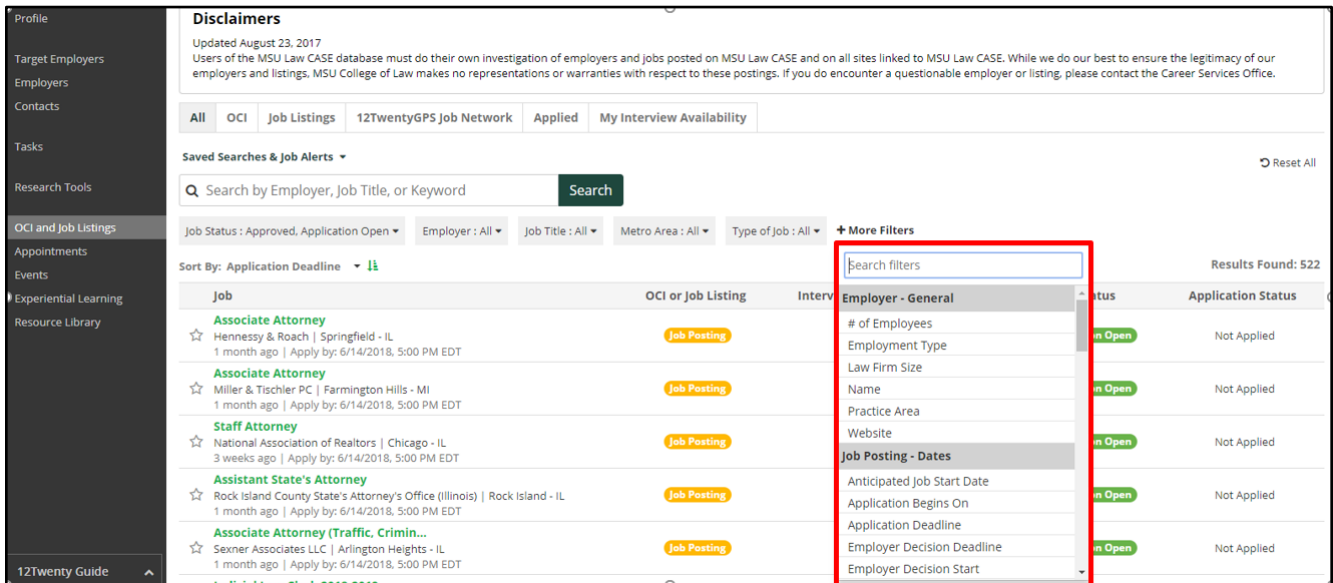


Fig. 2

- To delete a filter, click on the down arrow next to the filter, then click on the trashcan (See Fig. 3).
- Remember that any experience labeled as “intern” may qualify as an externship if the employer agrees to become an externship site.
- To show only jobs with the title of “Intern,” choose the Job Title filter and fill in the Job Title space to the right with the keyword you want the results to include.
- To see sites where students have externed over the last six semesters, you can also refer to the **Recent Externship Placements** document (which can be found on CASE and on the MSU College of Law website (see step #3 of Fall 2018 Externship Process Instructions at this link (<https://www.law.msu.edu/careers/externships-current-students-apply.html>)).

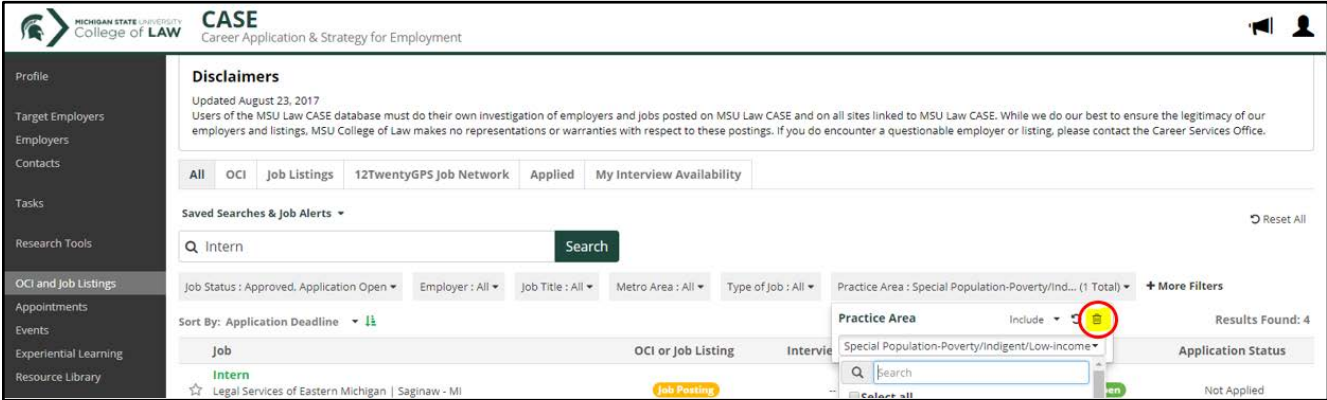


Fig. 3

- CASE has close to 300 intern jobs with an **extended deadline of the years 2020/2025** so they are open for application as internships and/or externships every semester. However, the Job Listings page defaults to the *closest upcoming application deadline*. In order to see the Intern jobs with the deadlines of these later years, use the **green arrows on the right side of the “Sort By” field to reverse the job list** (See Fig. 4).

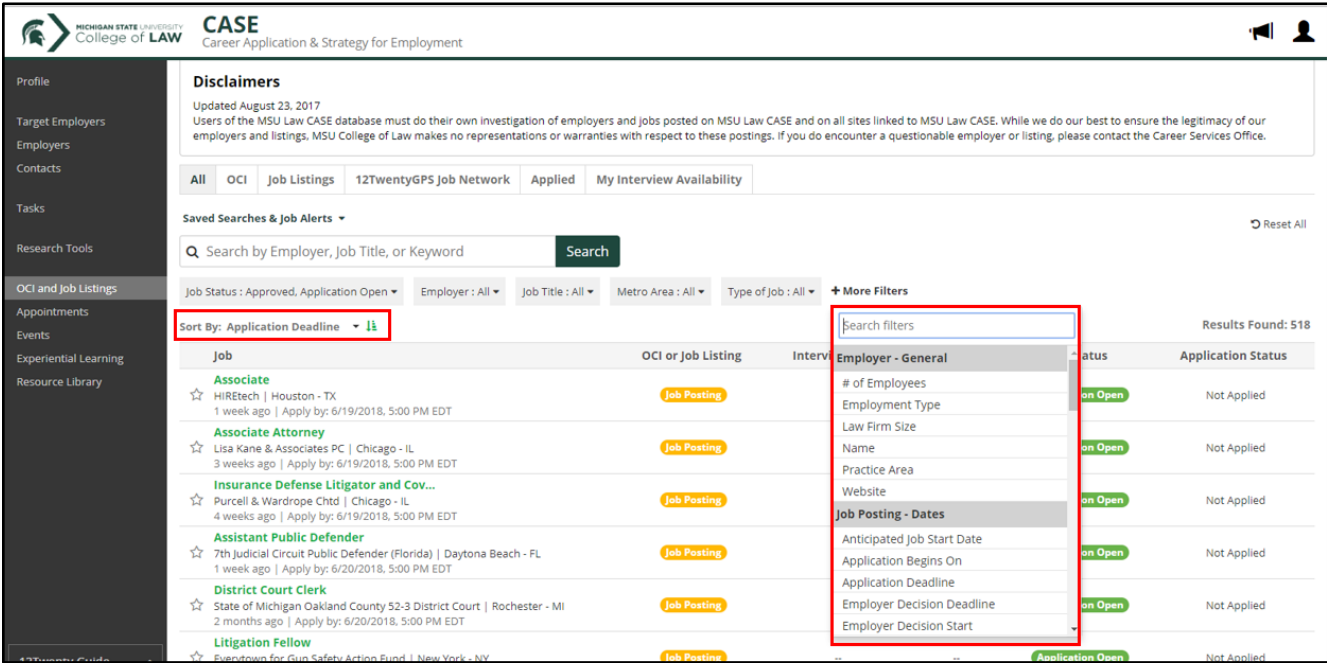


Fig. 4

- To add jobs intended only for students, choose the filter called “Type of Job” (see Fig. 5) and then you can make selections in the drop-down menu. We recommend you do this three separate times and choose these drop down options:
  - Student Position – For Credit, paid, and/or Unpaid
  - Student Position – Paid
  - Student Position – Unpaid

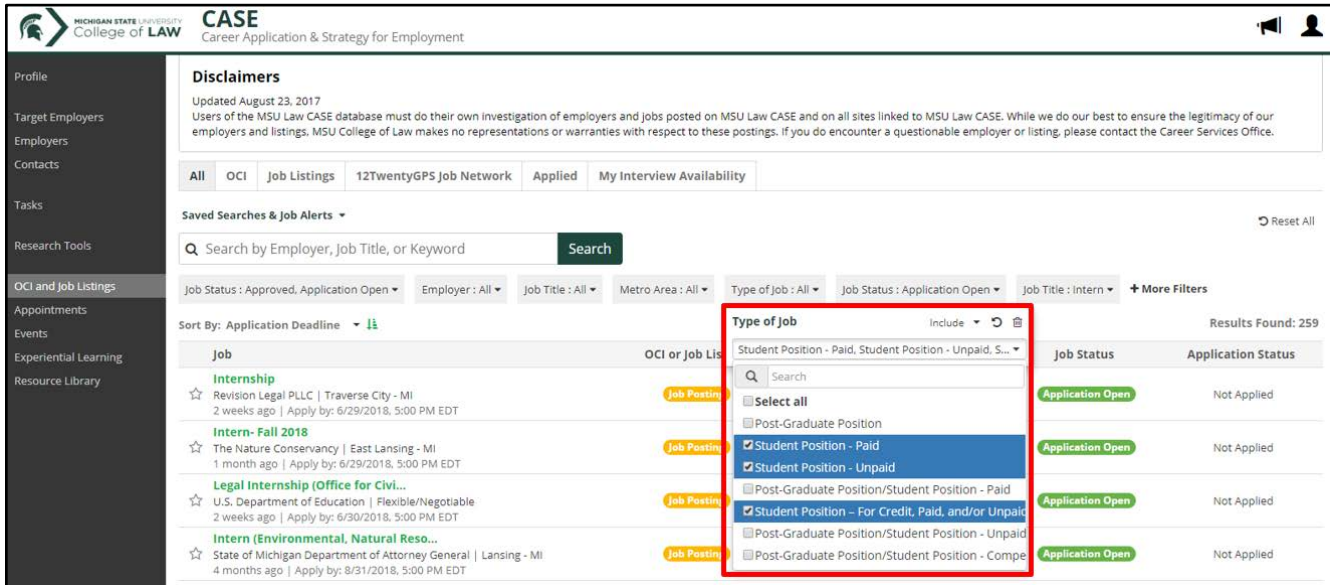


Fig. 5

- Again, click off the drop down box to populate your job list with the new filters.
- Finally, you can also click “Saved Searches & Job Alerts” to store this filter set for future use. You can name it whatever you like. Once these filters are added, your filters will appear here (see Fig. 6):

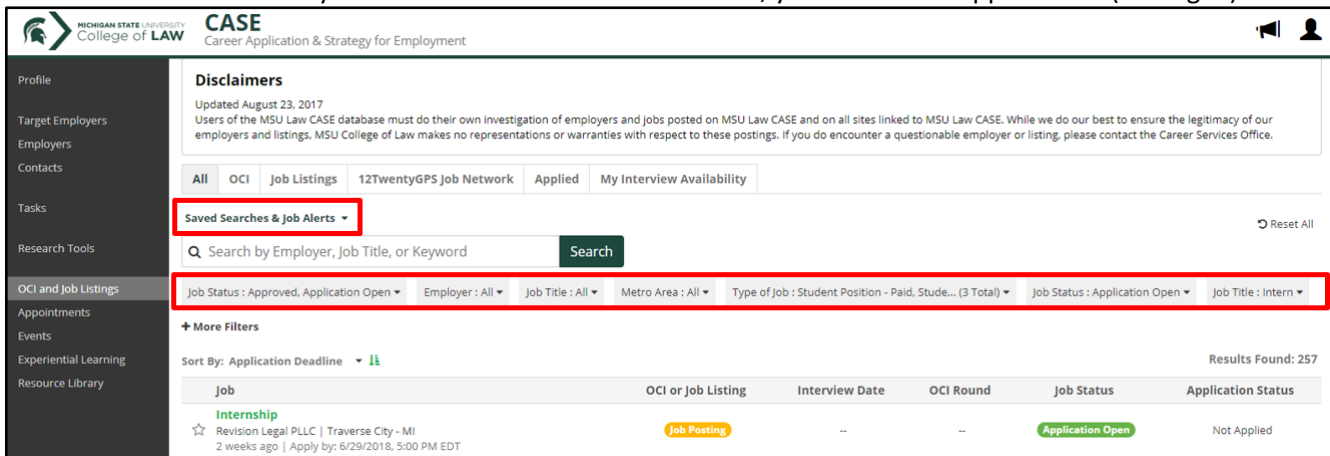


Fig. 6

- Happy Job Searching! When you find the site where you would like to extern, please send to your potential supervisor or another representative, the **Externship Site Information Packet** (<http://www.law.msu.edu/careers/externships-employer-resources.html>), so that the site can learn more about the MSU Law Externship Program.

## B. Your Experiential Learning Record

### New Experience Form

- Filling this out creates your *Experiential Learning Record* which will contain your **Externship Enrollment Form**. This eventually will be printed and submitted to the Registrar’s office.
- Navigate to the “Experiential Learning” tab on the left (see Fig. 7). Once there, you can click on “+New Experience” to begin your Externship Application and Enrollment Form (see Fig. 8).
- Fill in all fields and click “Save.”
- You will see a window pop up to confirm. Click “Ok.”

The screenshot shows the CASE web application interface. At the top, the Michigan State University College of Law logo and the CASE (Career Application & Strategy for Employment) title are visible. On the right, there are icons for help, settings, a notification bell with a '99+' badge, and a user profile icon. A dark sidebar on the left contains navigation options: Employers, Contacts, Tasks, Activity Stream, Reporting Dashboards, Custom Reports, Research Tools, OCI and Job Listings, Events, Experiential Learning (highlighted with a red box), and Resource Library. The main content area is titled 'Experiential Learning' and features a '+ New Experience' button in a red box. Below this, there are tabs for 'All' and 'My Approvals'. A table with columns for Employer, Student, Type, Academic Term, Status, and Hours is shown, but it contains no data, with the text 'No experiences found.' centered below it. The top right of the main area shows 'Results Found: 0'.

Fig. 7

The screenshot shows the 'Create New Opportunity' form in the CASE web application. The top header includes the MSU Law logo and the CASE title. A dark sidebar on the left lists navigation options: Profile, Target Employers, Employers, Contacts, Tasks, Research Tools, OCI and Job Listings, Appointments, Events, Experiential Learning (highlighted with a red box), Resource Library, and 12Twenty Guide. The main content area is titled 'Create New Opportunity' and has 'Cancel' and 'Save' buttons. A large text box contains the following information:  
**FALL 2018 EXTERNSHIP APPLICATION AND ENROLLMENT DEADLINES:**

- August 1, 2018 for submission of all documents.

**APPLICATION PROCESS:**

- See the [MSU Law website](http://law.msu.edu/ex) for the steps to follow in the Externship Application and Enrollment Process. All forms you will need are available there and in CASE after you complete Steps 1 - 5 of the application/enrollment process. If you have any questions, first consult the Externship pages on the MSU Law website: <http://law.msu.edu/ex> . Next contact the Career Services Office at [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu), call at 517-432-6830, or stop in to see us.

**FALL 2018 START AND END DATES:**

- August 28 - December 7, 2018 (Students MUST work 14 weeks)

**Basics**  
The form includes several input fields:

- Employer\*: Specify employer name
- Experiential Learning Type\*: -- Experiential Learning Type --
- Address: Address
- Country\*: -- Country --

Fig. 8

**IMPORTANT NOTE:** After you fill out the New Experience Form, you must wait for a confirmation email from CSO indicating “Preliminary Site Approval” before you download and send the Externship Agreement Form referred to in Section D below.

- Once you fill in and complete your New Experience form, you will see this page (see Fig. 9). Throughout all externship directions, this page is referred to as your **Experiential Learning Record**.
- It is important to note that your **STATUS** will change throughout the process. These are explained in Section D below.

The screenshot shows the Michigan State University CASE system interface. The header includes the MSU logo and 'CASE Career Application & Strategy for Employment'. The main content area is for 'Sparty Law (Deborah) LLC (Test Employer)' with a 'Draft' status. A sidebar on the left lists navigation options like Profile, Target Employers, and Experiential Learning. The main content area has three tabs: 'Details', 'Hour Log', and 'Documents and Forms'. The 'Details' tab is active, showing fields for Employer, College, Experiential Learning Type, Street Address, City, Country, Supervisor, When (Start Date, End Date, Academic Term, What year was this?), and Other (PID#, Number of credits, Seminar Preference, Externship class drop, Student Signature, Date signed). A red callout box on the right explains the purpose of each tab: 'Details' acts as the Externship Enrollment Form, 'Hour Log' is for recording hours, and 'Documents and Forms' holds the necessary forms for completion. The word 'status' in the callout is circled in red.

**Experiential Learning Record**

**Check your process status here.**

**Details:** this tab acts as your Externship Enrollment Form.

**Hour Log:** you will record your externship hours here throughout the semester.

**Documents and Forms:** this tab holds the forms that will allow you to complete the externship process.

Fig. 9

## C. Documents and Forms

- Navigate to the *Documents and Forms* tab of your Experiential Learning record (See Fig. 10a).
- You will see a list of informational documents and the Externship Agreement form which will need to be submitted for your Externship (see Fig. 10b).

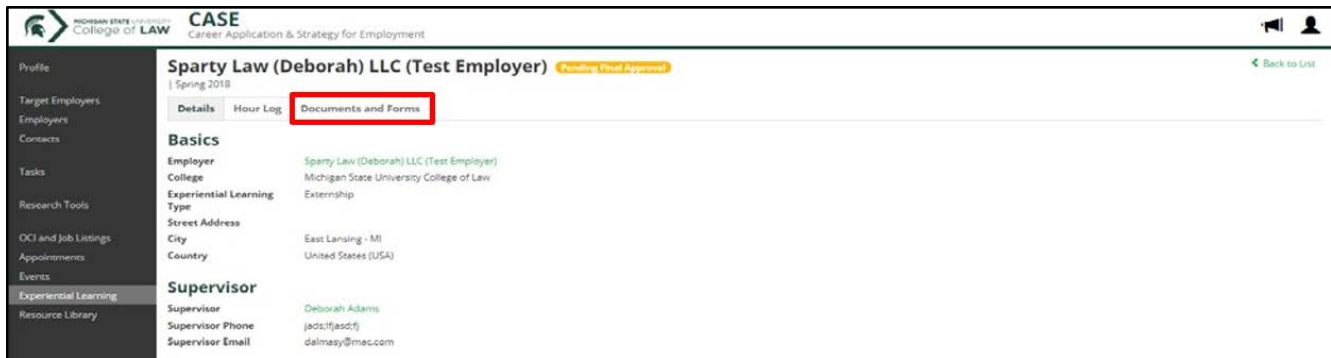


Fig. 10(a)

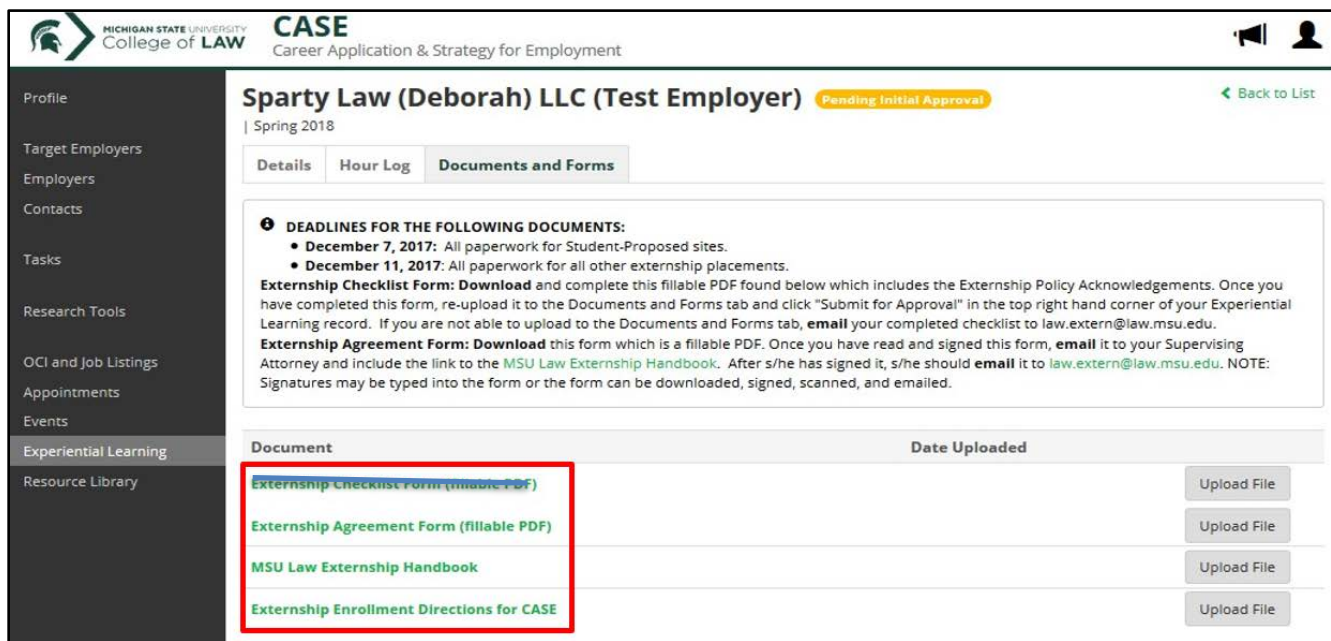


Fig. 10(b)

- **List of Documents and Forms:** To download documents, click on the title of the document. To upload documents, click on the **Upload File** button to the right of the title. (see Fig. 11).

### **Information Only: MSU Law Externship Handbook**

- **DOWNLOAD and READ** carefully. Refer frequently to this handbook of externship rules and guidelines. You are responsible for the information provided in it.

### **Information Only: Navigating CASE for Externship Enrollment**

- This is the document you are reading now. It helps you navigate through CASE throughout the Externship application and enrollment process.

### **Information Only: Recent Externship Placements**

- This is a list of recent placements to assist you in finding an Externship position.

### **Download & Send to Prospective Site: Externship Site Information Packet**

- Once you have received an offer and have spoken to your employer about earning credit for your work through an externship experience, send this packet to your supervisor or other representative for their review. **This is not the official employer Externship Agreement Form.**

**Complete & Send to Assistant Dean (if applicable): Request for Approval for 9-credit Externship**

- Students may only complete a 9-credit externship for Talsky Center Externships. Requests for all other 9-credit Local or Semester-Away placements will only be approved for exceptional circumstances. To request an exception from the Assistant Dean, email this form to [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu) before the application deadline date.

**Download, Sign, & Send to Employer: Employer Externship Agreement Form**

- **AFTER YOU HAVE RECEIVED AN EMAIL CONFIRMATION FOR PRELIMINARY SITE APPROVAL**, you can **Download** this form.
  - Once you have read and completed Section C. on page 6, sign on page 8 and **email** it to your Supervising Attorney and include the link to the **MSU Law Externship Handbook**: <http://www.law.msu.edu/careers/externships-employer-resources.html>
  - After your Supervising Attorney has signed the Agreement, s/he should **email** it to [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu). NOTE: Signatures may be typed into the form or the form can be downloaded, signed, scanned, and emailed.

The screenshot shows a sidebar on the left with navigation options: Home, Students, Employers, Contacts, Tasks, Activity Stream, Mail Campaigns, Reporting Dashboards, and Custom Reports. The main content area is titled 'APPLICATION PROCESS:' and includes the following text:

- See the [MSU Law website](http://www.law.msu.edu/ex) for the steps to follow in the Externship Application and Enrollment Process. All forms you will need are available there and in CASE after you complete Steps 1 - 5 of the application/enrollment process. If you have any questions, first consult the Externship pages on the MSU Law website: <http://www.law.msu.edu/ex>. Next contact the Career Services Office at [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu), call at 517-432-6830, or stop in to see us.

**FALL 2018 START AND END DATES:**

- August 28 - December 7, 2018 (Students MUST work 14 weeks)

**Note: You will see the Upload Button next to each document and form in the list, but you will only upload one document: The Checklist Form.**

| Document  | Date Uploaded |
|---|---------------|
| Information Only: MSU Law Externship Handbook                               | Upload File   |
| Information Only: Navigating Case for Externship Application and Enrollment | Upload File   |
| Information Only: Recent Externship Placements                              | Upload File   |

Fig. 11

## D. Experiential Learning Status/Approvals

- The two main ways CSO and the Dean of Experiential Learning will communicate with you throughout the externship application and enrollment process, are through your MSU email (some come directly from CASE and others directly from CSO) and through the **STATUS** button on the main page of your Experiential Learning Record. Develop a habit of regularly checking your email and **STATUS** until you reach the end of this process. Below is a description of each **STATUS**:
- **“Draft”**
  - After you have filled out the **New Experience** form and click on “Save” at the bottom of the form, **“Draft” STATUS** will appear.



- In “Draft” **STATUS**, you can still edit your form and you will be able to access the *Documents and Forms* tab. However, CSO will not be notified about your application for an externship until you click the green “**Submit for Approval**” button on the top right (See Fig. 12).

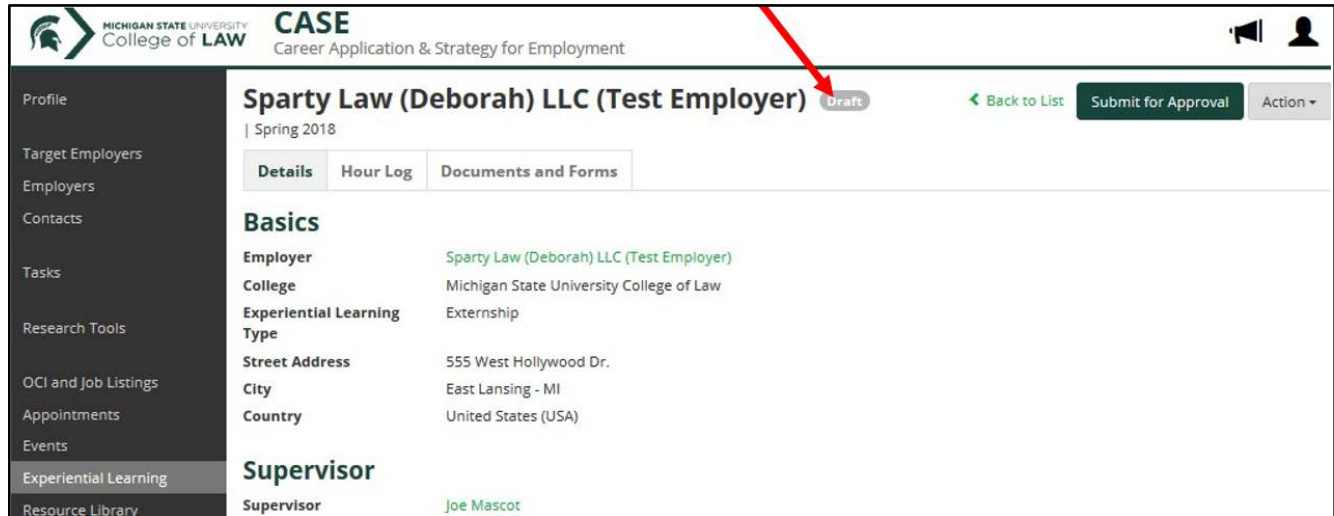


Fig. 12

- **“Pending Initial Approval”**
  - Once you submit your New Experience Form, your **STATUS** bar will change from “Draft” to “Pending Initial Approval” (see Fig. 13).



Fig. 13

- **“Needs Additional Information”**
  - This **STATUS** appears when your Externship Enrollment Form has been received in CASE, but additional information is needed, or the Externship Agreement Form has not yet been received from your Supervisor. This status will be accompanied by a **Reason for Rejection** statement indicating what is still needed. You will also receive an email notification from CSO specifying what information is needed.
  - Students should not upload Externship Agreement Forms. These should be sent by you to the employer, then **from the employer** to [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu). If the employer sends the completed Agreement Form directly to you, **forward** his/her email to

[law.extern@law.msu.edu](mailto:law.extern@law.msu.edu). CSO staff will upload the completed Agreement Form. Then, it will be reviewed, approved, signed and re-uploaded by the Assistant Dean. You will receive email notification from CSO throughout the process.

- **“In Progress”**

- When all required documents have been **received and approved** by the Assistant Dean and your Externship has been approved, your **STATUS** will turn green and say “In Progress.” **From this point forward, do not click the “Submit for Approval” button.**
- You will receive an email directing you to print and sign the *Details* tab of your Externship Experiential Learning Record, then email it to the CSO Office.
- If you are unable to print the details page of your Experiential Learning record, please contact us at [law.extern@law.msu.edu](mailto:law.extern@law.msu.edu) or stop in to CSO during posted hours for assistance. For help with printing using Paper Cut, see **Section E. Technical Assistance**.
- You are now able to enter hours in the Hour Log.

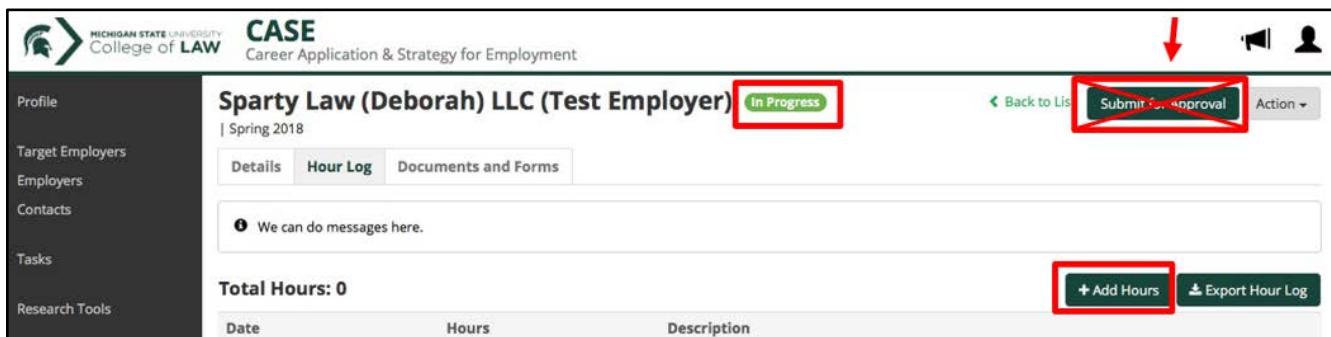


Fig. 14

- **“Pending Final Approval”**

- During the semester while you are entering hours in the Hour Log, your **STATUS** will say “In Progress” and you will see the green “Submit for Approval” button all semester.
- At the end of your externship experience, when you have submitted all hours, you will click “Submit for Approval” for the last time. The **STATUS** will turn to “Pending Final Approval” and the “Add Hours” button will go away. You will not be able to enter any more hours at this time (see Fig. 15).

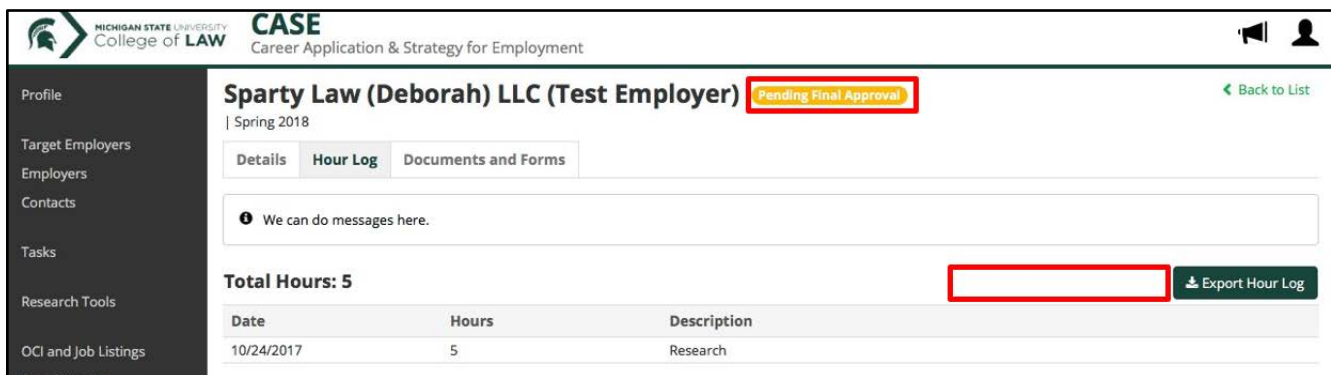


Fig. 15

- **“Complete”**
  - This **STATUS** will appear when the Assistant Dean has approved your hours and has confirmed that your Student Evaluation and Employer Evaluations have been submitted (see Fig. 16).



Fig. 16

## E. Technical Assistance

- Contact CSO at 517-432-6830 if you have any issues with CASE.
- Contact MSU College of Law Tech Support at 517-432-9292 for other technology support issues.
- For help with printing using Paper Cut:
  1. Go to the webpage you would like to print.
  2. Right click on your mouse and choose "print."
  3. When the printing option comes up, choose "Print as PDF" under destination or printer. Click print.
  4. You can name your document and then save to whatever folder you would like to save the document to.
  5. Once your document is saved, you can open Papercut and follow the normal steps to upload and print a document.