

EXTERNSHIP MEMORANDUM OF AGREEMENT

Student Extern (Student): _____ Semester/Year: _____

Site Supervisor (Supervisor): _____

Placement: _____

Faculty Supervisor (Faculty): _____

The following are the expectations for the supervisor, student and faculty. We created these expectations using ABA Standard 304(c). All externships will consist of two components: (a) work experience under the supervision of the supervisor; and (b) an academic component under the supervision of the faculty.

The hours and dates for the externship are:

Expected Start Date: _____ **Expected End Date:** _____

Credits/Hours: The student is registered for _____ credits (total field credits plus the one credit seminar). This requires _____ total hours of work over the course of the semester, approximately _____ hours per week.

SUPERVISOR RESPONSIBILITIES:

The mentorship, supervision and practical training provided to students at their externship placements is an integral part of teaching and forming future professionals. The law school is aware that accepting students in such a mentoring role entails additional work and time on the part of the supervisor, the other attorneys, and staff of the placement office. We are grateful and express our sincere thanks. Please fill in the necessary information, initial each standard, and add any comments on this form. **As a supervisor, I agree to the following:**

_____ **Orientation:** I will ensure that the student receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations.

_____ **Nature of Assignments:** I agree to:

Engage the student in work that provides substantial lawyering experience and to include multiple opportunities for performance, feedback and self-evaluation;

Assign projects as challenging as the student can reasonably handle;

Keep clerical and administrative tasks that are outside the role of attorneys in the office, to less than 5% of the student's work time;

Invite the student, when feasible, to participate in the strategic decision-making process; and

Encourage the student to observe court proceedings, strategy meetings, trainings and CLEs, other appropriate professional activities, and to talk with the student about their reflections on these experiences.

Assignment and Feedback Process: I agree to engage in the following process:

The student and I will discuss the matter to be assigned, including a discussion of our mutual objectives, the relationship of the project to the larger substantive, procedural or practical issues in the case/matter, relevant legal doctrine and theory, and any noteworthy ethical or social implications.

I will advise the student of the resources, methods, and materials available for the project.

When the student completes a first draft of written work, I will timely review the draft and meet with them to provide specific feedback.

I will have the student redraft, and will continue to provide feedback, as many times as necessary until we achieve a satisfactory final product.

I will encourage the student to self-assess their performance and will help the student strategize ways to improve and develop their skills and knowledge.

Regular Meetings and Reflection Opportunities: I will meet with the student at least weekly to discuss assignments, provide feedback, and invite reflection (discuss the student's observations, experiences, goals, and questions). I will be available to meet additionally as needed.

Forms and Program Contact: I agree to complete both the mid-term and final evaluation form on the student's work (forms to be provided by the law school), to return the form by the set due date, to communicate with the Externship Program regularly, especially in the event of a student issue, and to familiarize myself with the material in the Externship Program Handbook.

Logistics: I will verify that the student has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

Legal Compliance: My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship. My organization will provide a working environment free from harassment or discrimination.

_____ **Licensure:** I certify that I am a judge or licensed attorney, and that I have the authority, resources, and ability to directly supervise the student.

Please describe the duties/opportunities you envision for the student:

STUDENT RESPONSIBILITIES:

The school is excited to support you during your externship experience. Please fill in the necessary information, initial each standard, and add any comments on this form. **As an extern, I agree to the following:**

_____ **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

_____ **Communication:** I agree to keep my supervisor and faculty informed of my schedule and workload, and to inform them in advance if I need to make adjustments or anticipate conflicts.

_____ **Development Goals:** I will create goals for the semester of how I plan to develop professionally and will discuss these with my supervisor and faculty.

_____ **Academic Compliance:** I agree to attend orientation, all classroom/online sessions, meetings, and to complete all required readings, evaluations, timesheets, and assignments.

_____ **Reflection:** I will reflect on the observations, experiences, and ethical considerations that arise during my externship, and will be mindful of confidentiality.

_____ **Self-Evaluation:** I will strive to self-assess each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. I will seek out and encourage feedback and discuss my self-assessment with supervisor and faculty.

GONZAGA UNIVERSITY SCHOOL OF LAW EXTERNSHIP PROGRAM RESPONSIBILITIES:

The faculty agrees to perform the following:

Program Administration: We will oversee the Externship Program to assure the educational quality of the student's experience and evaluate the student's academic performance.

Academic Requirements: We will provide classroom/on-line instruction related to the field placement experience and will ensure on-going, contemporaneous, faculty-guided reflection to develop the student's experience, including encouraging self-evaluation and reflection through

written assignments, one-on-one meetings, readings, and guided discussions with other student externs.

Contact/Availability: We will remain in regular contact, including possible visits, with the placement and the student to ensure the quality of the educational experience. We are available to assist the student and supervisor should any questions or concerns arise during the semester.

Evaluation: I will evaluate the student's academic performance during the externship. The assessment will be based on the student and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. Based on this evaluation, I will determine whether credit should be granted.

Supervisor's Signature: _____

Date: _____ Email Address: _____

Physical Address: _____

Phone Number: _____

Student's Signature: _____

Date: _____ Email Address: _____

Phone Number: _____

Faculty Signature: _____

Date: _____ Email Address: laurent@gonzaga.edu

Phone Number: (5 0 9) 3 1 3 - 3 7 4 7

Please return completed form to:

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This form is based on the collaborative work of Externship Programs from across the country