



EXTERNSHIP CONFIRMATION FORM

By completing and signing this form, the student and field supervisor are confirming that the student named herein will be hosted by the field supervisor named herein for an unpaid externship during the semester indicated, subject to approval.

Field placements are not finalized by submitting this form; all placements must be reviewed for approval to ensure quality learning will be provided with exposure to appropriate legal work. No placement is guaranteed to be approved in any given semester. Once approval of this placement has been made, the student and field supervisor will be notified by the student's Dayton Law faculty supervisor.

A. Contact Information (Please print):

Student Name

Telephone

Field Supervisor Name

Field Office Name

Field Supervisor Email

Field Supervisor Telephone

Externship to be completed during: Fall _____ Spring _____ Summer _____
Year Year Year

B. Student Agreement (Student to initial each section):

_____ I agree to complete my externship with the field supervisor and office indicated on this form, subject to approval as indicated at the top of this form.

_____ I understand that because this course is 4 credit hours, the ABA prohibits compensation from being provided to me for my externship work.

_____ I agree to work the minimum number of field hours for the number of weeks required during the semester I take the course.

_____ I agree to attend an externship orientation class. I understand that my failure to attend an externship orientation class will result in the cancelling of my externship during the semester noted above.

_____ I agree that I have not previously worked or volunteered in any capacity for this field supervisor or this office.

_____ I agree that unless indicated below, I do not have a previous relationship with this field supervisor or office, including being related to this field supervisor or other attorneys in the office. I understand that any pre-existing relationship may be grounds for my externship not being approved by Dayton Law's faculty supervisor.

_____ I agree that the majority of my work hours will be on site at my field office or other sites essential to my field supervisor's work, such as legal proceedings, meetings or investigations in the field, and that my field hours will be spread fairly evenly across the minimum number of weeks required during the semester.

_____ I understand that I am not permitted to use my Westlaw or Lexis passwords for work at my externship site, but that I may use them for the coursework assigned by my faculty supervisor.

_____ I agree that I will maintain true and accurate externship time sheets on a weekly basis verifying the time spent at my externship.

_____ I understand that I should be treated with respect and dignity and without discrimination on the basis of race, color, creed, national origin, gender, pregnancy, sexual orientation, age, disability or veteran status during my externship. I understand that I should not be subjected to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse during my externship. I agree to disclose any breaches to my faculty supervisor.

_____ I agree that any information requested, but not disclosed by me, on this form will be construed as a violation of the UDSL Student Honor Code.

Signature of Student

Date

C. Field Supervisor Agreement (Field Supervisor to initial each section):

_____ I agree to host this student for an unpaid externship during the semester indicated on this form, subject to approval as indicated at the top of this form.

_____ I understand that the externship experience is a learning experience for the law student, akin to an apprenticeship. It is intended to provide meaningful and practical experiences to the student in a real legal setting to help him/her to get exposure to and develop practical legal skills.

_____ I agree to provide adequate training to the student; monitoring the quality and quantity of the student's work; and keeping clerical tasks to a minimum.

_____ While the Dayton Law Externship Office understands that the work assigned to the student will vary depending upon my specific practice and office type, as well as the matters currently being handled by it, I agree that the types of opportunities the student will primarily be given will include the following:

- Producing written work product that requires the use of legal analysis, knowledge and skills,
- Observing legal proceedings when available,
- Observing client contacts when available,
- Observing other lawyering activities when available,
- Shadowing me or other attorneys/judges in my office, and
- Utilizing legal analysis skills.

_____ As the student's Field Supervisor, I agree to: spend time with the student to answer questions s/he has about work assignments or lawyering activities that s/he is observing; be available on-site to meet regularly with him/her; consistently provide feedback to

him/her; and answer his/her questions regarding topics being assigned to him/her by his/her faculty supervisor to reflect upon.

_____ I agree that I will not compensate the student for his/her externship work hours since doing so is prohibited by the ABA.

_____ I understand the majority of the student's work hours will be on site at my office or other sites essential to my work, such as legal proceedings, meetings or investigations in the field, and that the student's field hours should be spread fairly evenly across the minimum number of weeks required during the semester.

_____ I understand that the student is not permitted to use his/her student Westlaw or LEXIS passwords for externship work in my office.

_____ I agree that I am a judge currently serving on the bench OR an attorney, licensed for at least three years, who is in good standing. I further agree that I am an employee of the organization sponsoring the externship position for this student OR that I provide legal services on behalf of the sponsoring organization.

_____ I agree to timely provide to the student's Faculty Supervisor evaluations of the student as requested, and participate in a site visit when requested.

_____ I agree to timely verify the student's externship hours by initialing and signing his or her timesheet weekly.

_____ I agree that this student has not previously worked or volunteered in any capacity for me or this office.

_____ I agree that unless indicated below, I do not have a previous relationship with this student, including being related to him or her, and none of the other attorneys in my office have a previous relationship with this student. I understand that any pre-existing relationship may be grounds for the externship not being approved by Dayton Law's faculty supervisor.

_____ I agree to observe the same standards of conduct expected at Dayton Law with regard to the following:

- Students will be treated with respect and dignity and without discrimination on the basis of race, color, creed, national origin, gender, pregnancy, sexual orientation, age, disability or veteran status.
- Students will not be subjected to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse.

_____ I agree that the foregoing is true and accurate.

Signature of Field Supervisor

Date