

UNIVERSITY OF DAYTON SCHOOL OF LAW

EXTERNSHIP GUIDELINES

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UNIVERSITY OF DAYTON SCHOOL OF LAW
EXTERNSHIP GUIDELINES

These guidelines apply to all externships conducted through the University of Dayton School of Law ("UDSL") as of January 2007:

I. Purpose and Educational Goals of Externships

- A. Purpose. The purpose of UDSL's externship program is to provide students with the opportunity to obtain significant practical experience in a law office setting and to analyze and reflect critically on that experience from a variety of perspectives.
- B. Educational Goals. The educational goals of the externship program include the following:
- Exposing students to the practice of law and providing students with an opportunity to learn and use legal skills under the supervision of a licensed attorney;
 - When possible, providing students with the opportunity to gain experience in a substantive area of the law related to the student's academic track or professional interests;
 - Providing students with the opportunity for reflective analysis and critical thinking about values, ethics and professionalism, including: the ethics of law practice, social justice and the legal profession, and other tenets and principles central to the Catholic-Marianist tradition; and,
 - Providing opportunities for students to compare, evaluate, and reflect critically on topics related to their own career path and professional development, such as: settings, assignments, and daily activities in different types of law offices, the "fit" between the student and various legal careers, and the roles lawyers play in society.

II. Statement of Expectations

- A. Participants. There are three principal participants in each externship experience. These are: the law student extern; the law faculty supervisor, who may be an Externship Supervisor; and a field supervisor. Before law students can serve as externs at a sponsoring organization, they must complete a Statement of Expectations ("Statement") that is developed and signed by all three participants.
- B. Purpose of Statement of Expectations. The Statement sets out the goals and objectives of the extern during the externship.
- C. Contents of Statement of Expectations. The specific content of the Statement will be determined by the participants. At a minimum, each statement must include: 1) the learning objectives for the extern, including substantive area(s) of law, legal skills, and opportunities for the production of significant written work; 2) the types of work

(including office functions) the extern is expected to perform; 3) the types of opportunities the student will be permitted to participate in or observe; 4) the beginning and end dates of the placement and the anticipated schedule for the extern, including the number of hours the extern will spend on site each week; and, 5) the names and contact information for all parties, including identification of the extern's direct supervisor at the externship. The form of each Statement should conform substantially to the document attached at Appendix A.

III. Student Requirements

All UDSL students must participate in one semester-long four-credit externship experience to graduate. Students can receive academic credit for only one externship experience. (Law Clinic is not an externship.) Externs may not receive compensation for this experience.

- A. Prerequisites. All students must complete one academic year of study before participating in an externship. Most students will enroll in the externship during their fourth, fifth, or sixth semester of law school.
- B. Academic Requirements. To receive credit for the externship, students will be required to meet the minimum academic requirements set forth below and any individual course requirements developed and communicated by the law school faculty member teaching the course component of an externship.

- 1. Complete at least 192 hours (about two full days per week) of work for the externship placement; OR, complete at least 168 hours of work for the placement and 24 hours of a contemporaneous classroom component for the externship. Classroom instruction may include distance learning.

Students not participating in the classroom component must communicate with their law faculty supervisor at least four times per semester: once at the beginning of the semester, twice during the course of the semester, and once at the end of the semester. The purpose of these communications is to set student goals, evaluate progress and accomplishments, and reflect on the learning experience. The student must also satisfactorily complete any academic requirements assigned by the faculty supervisor.

- 2. Demonstrate thoughtful reflection on the externship experience. This is an academic requirement that will be assigned and graded by the faculty supervisor. Reflection may be demonstrated in a weekly journal, a critical essay or paper, or in periodic written reports to the faculty supervisor.
- 3. Produce work product from the externship that demonstrates the student's legal skills. Before submitting any work product to the law faculty supervisor, the student and the field supervisor will determine if redaction is necessary to protect confidentiality. If the nature of the placement is not conducive to the submission of work to the faculty supervisor, the faculty

supervisor will develop alternative means for evaluating the student performance in the externship.

4. Receive a satisfactory evaluation from the field supervisor. (See Sec. V(E).)
 5. Attend the pre-placement Orientation session.
- C. Administrative Requirements. To receive credit for the course, students must also fulfill the administrative requirements of the externship.
1. Complete preliminary administrative tasks, including: register for the externship course, work with an Externship Supervisor to secure an externship placement, contact the field supervisor and faculty supervisor to discuss and complete the Statement of Expectations, arrange a weekly work schedule, and complete any other administrative tasks required by the faculty supervisor or the Externship office.
 2. Provide the Externship Supervisor with a detailed evaluation of the externship experience on a form provided by the Externship Program. All forms must be submitted to the Externship Supervisor before the last day of classes for the semester or earlier if required. No grade for an externship will be released until the law faculty member reviews the evaluation and determines that it is satisfactory and complete.
- D. Grades. Externships will be graded under UDSL grading option B (S/U/Ex).
- E. Professional Conduct. All externs are responsible for complying with the rules of professional conduct relevant to their externship.
- F. Online Research. Externs are not permitted to use their student Westlaw or LEXIS passwords for work in their externships. Passwords may be used to complete course work, but not to research legal issues for the sponsoring organization.

IV. Faculty Supervisor Requirements

In most cases, the faculty supervisor will be one of the two Externship Supervisors. Other faculty members may supervise an externship class or a single extern subject to curricular needs and administrative approval.

- A. Preliminary Responsibilities. The faculty supervisor must meet with each extern under her supervision to review the goals and objectives of the externship before entering into the Statement.
- B. Classroom Component. The faculty supervisor must teach the contemporaneous classroom component, if any, required by the individual externship course. The purpose of the classroom component of the externship is to focus on themes, issues, skills, and experiences of common interest to students in the class. The

classroom component must also provide opportunities for students to reflect critically on their experiences as externs using journals or other short writing assignments.

- C. Evaluate Externs. Faculty supervisors must evaluate and grade each extern's performance in the course.
- D. Administrative Responsibilities.
 - 1. Communicate with the field supervisor.
The faculty supervisor must communicate with the field supervisor at least three times during the externship. The first communication will be before the start of the externship to set the terms of the Statements; the second meeting will be during the semester for an interim progress report; and, the final meeting will be at the end of the externship for a final evaluation of the extern. It is the faculty supervisor's responsibility to initiate these communications.
 - 2. Evaluate the field placement and field supervisor. At least once per year, faculty supervisors will prepare a short written evaluation of each field placement used by their externs. These evaluations shall be submitted to the Externship Supervisors and kept on file in the Externship Program office.

V. Field Supervisor Requirements

All UDSL externs must work under the supervision of a field supervisor who is a regular employee of the sponsoring organization, a licensed attorney in good standing with a minimum of three years' legal experience or a judge or justice currently serving on the bench. The field supervisor will assume principal responsibility for the extern and will serve as the contact person for the faculty supervisor.

- A. Design a rigorous externship experience. Prior to the extern's arrival, the field supervisor will discuss the required elements of the Statement with the extern. The purpose of the discussion is to develop learning goals and expectations and to clarify the terms of the externship. It is the student's responsibility to fill in the terms of the Statement and submit copies to the faculty supervisor and the field supervisor. However, the field supervisor should work with the extern to develop realistic goals for the semester.
- B. Provide adequate training for externs. Organizations sponsoring UDSL externs must provide sufficient training so that students can competently perform assigned work. Such training should include an initial orientation meeting to provide an overview of the sponsoring organization and its mission, the general legal issues typically before it, guidelines and resources for performing legal assignments, and office policy and procedures. Subsequent training for externs should also include regular workshops or information sharing sessions, and periodic meetings between the extern and the field supervisor or other

assigning attorneys to answer questions and provide guidance and feedback on specific projects.

- C. Monitor assignments. The field supervisor shall monitor the quality and quantity of work assigned to externs to ensure: 1) assignments are representative of legal work typically done in the organization; 2) assignments are as varied as conditions allow; 3) the extern has sufficient legal research and writing, but is also permitted to observe matters that the extern cannot participate in directly; 4) assignments are appropriately challenging and reasonable in terms of the extern's hourly commitment; and 5) clerical tasks (filing, photocopying, etc.) are kept to a minimum.
 - D. Meet regularly with externs. The field supervisor should meet with externs regularly to provide them with general supervision. This includes evaluating the extern's recent performance, discussing the activities of the sponsoring organization, answering the extern's questions about the organization, assignments or cases, and, generally, serving as a mentor for the extern.
 - E. Evaluate externs. At the end of the semester, the field supervisor will evaluate the extern on a form provided by the faculty supervisor. The evaluation is due to the faculty supervisor two weeks after the externship has ended.
 - F. Communicate with the faculty supervisor and/or Externship Supervisors. Field supervisors should communicate openly with the faculty supervisor about the extern a minimum of three times per semester. These communications will be initiated by the faculty supervisor, but depend on the frank assessments and evaluations of the field supervisor to be meaningful.
- VI. Externship Supervisor Requirements
- The Externship Supervisors have primary responsibility for teaching the externship courses. In addition to their responsibilities as faculty supervisors, they will perform the following duties:
- A. Advise students and assign externship placements. In the semester before the externship begins, the Externship Supervisors will meet with individual students to determine the type of externship the student is interested in and to assess which experience will be most suitable for the student's academic and career progress. Externship Supervisors will also assign each student to an externship placement.
 - B. Provide orientation for externs. The Externship Supervisors will teach a pre-placement xx-hour orientation session for all externs at the start of each semester. The purpose of the orientation is to provide an overview of the Externship Program, as well as course and administrative requirements. Part of the orientation will focus on professionalism and professional responsibility concerns, including conflicts of interest and confidentiality.

- C. Select, train, and evaluate field supervisors. The Externship Supervisors will assess and approve field supervisors at sponsoring organizations. The Externship Supervisors will provide training for field supervisors by providing written orientation materials, developing training seminars, or through individual consultation. No attorney may serve as a field supervisor without first receiving appropriate training. Written evaluations of every field supervisor and sponsoring organization, including those made after the periodic site visits, shall be kept by the Externship Program.
- D. Perform periodic site visits. Externship Supervisors will periodically visit all sites of sponsoring organizations to meet with field supervisors, assess the work environment, and evaluate whether the placement is meeting the educational goals of the Externship Program. During the visit, the Externship Supervisors will evaluate whether the sponsoring organization: 1) provides students with sufficient opportunities to develop their legal skills and knowledge; 2) provides students with ample and appropriate feedback on their performance; 3) provides students with appropriate supervision and guidance; and, 4) otherwise meets the academic requirements of the program. The Externship Supervisors, or their designees, will visit each active site at least once per year. No one may serve as a designee without administrative approval.
- E. Maintain program records. The Externship Supervisors will maintain records of the Externship Program including: 1) records of student placements; and, 2) evaluations of field placements and field supervisors by students, faculty supervisors, and Externship supervisors. These evaluations are for use only by law faculty and administrators.

Statement of Expectations

Student Name: _____

Placement: _____

I. Parties

This agreement is between the following (1) a student at the University of Dayton School of Law preparing to undertake an externship (“extern”); (2) law faculty supervisor; and, (3) field supervisor of the externship:

1. Extern:
(insert name, address, telephone number, and e-mail address)

2. Law Faculty Supervisor
(name)
University of Dayton School of Law
300 College Park
Dayton, Ohion 45659
937-229-xxxx
xxxx@notes.udayton.edu

3. Field Supervisor:
(insert name, title, address, telephone number, and e-mail address).

II. Placement Dates and Weekly Schedule

A. Placement Dates: From _____ to _____

B. Extern’s Weekly Schedule
(insert extern’s anticipated weekly schedule; include number of hours extern expects to work each week; indicate number of hours to be spent on site)

III. Extern's Goals and Objectives

The following goals and objective shall guide the extern's learning experience:
(include, as applicable, substantive area(s) of law and legal skills; all Statements must set out specific opportunities for the production of significant written work)

1. Goal 1: (set out broad goal and means to achieve it)
2. Goal (2 – end): (list as many goals as needed to cover the specifics of the externship)

IV. Type of work (including office functions) extern is expected to perform

V. Other opportunities extern may participate in or observe

Signed:

_____, Extern

Date: _____

_____, Law Faculty Supervisor

Date: _____

_____, Field Supervisor

Date: _____