

**EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT**

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Placement: \_\_\_\_\_

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs who will receive academic credit.

**Supervisor's Agreement:**

Please initial each standard and add any comments to the bottom of this form.

\_\_\_\_\_ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

\_\_\_\_\_ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

\_\_\_\_\_ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

\_\_\_\_\_ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

\_\_\_\_\_ **Diversity of Tasks:** Externs are assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

\_\_\_\_\_ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

\_\_\_\_\_ **Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

\_\_\_\_\_ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

\_\_\_\_\_ **No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

\_\_\_\_\_ **Bar Admission/Status.** I certify that my first bar admission was to the (state) \_\_\_\_\_ Bar in (month/year) \_\_\_\_\_ and that I am currently an active member with the (state) \_\_\_\_\_ Bar.

**Extern's Agreement:**

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that the start and end dates of my externship are:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of units of credit I seek for this externship: \_\_\_\_\_. I understand that to receive credit I must on average work \_\_\_\_ hours per week.

During this semester, I have the following classes and academic commitments:

Name of Class:	Day/Time:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the Law School's Externship Programs with any questions or issues that arise during the externship.*

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Signature of Supervising Attorney/Judge:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Submit to: Isabel Choi, Assistant Professor and Director of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to [externships@usfca.edu](mailto:externships@usfca.edu).

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate, Santa Clara, Stanford, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco