



Externship Statement

Organization Name: _____

Address: _____

Supervising Attorney: _____

Contact email & tel. no. _____

A. Supervision:

Primary supervision will be provided by _____. Additional supervision may be provided by (list attorney’s names and titles):

A supervising attorney should have at least 5 years of experience and be a member in good standing with the Texas Bar (or other state bar as appropriate). Additionally, the attorney should not have been subject to sanctions either by a court or state bar. If the attorney has been sanctioned, please attach a brief statement providing the date and nature of the sanction.

Students can work with more than one attorney, but there should be one attorney that will be the student’s main supervisor who will oversee and evaluate the student’s experience and performance, and be available to communicate with the school as necessary.

B. Description of Organization’s Practice and/or Mission:

C. Law Student Goals & Objectives: The Extern Program’s educational objectives for students include:

- Increasing their knowledge of substantive law and the legal process;
- Improving their lawyering skills;
- Increasing their understanding of the range of skills necessary for effective lawyering;
- Improving their understanding of issues related to professional responsibility in legal practice;
- Developing productive working relationships; and
- Engaging in reflective lawyering.

With that in mind, please identify two or three educational goals that fall within these objectives that a student would work toward achieving while externing with you:

D. Student's Tasks and Assignments: Please list the type of projects/legal tasks that you anticipate assigning to the student to fulfill these goals. While observation and performance of clerical tasks is permissible, it should be kept to a minimum. Students must be actively involved in the legal work of the organization.

E. Student Criteria:

Students earn 1 pass/fail credit for every 60 hours of fieldwork committed to a placement, up to 3 credits (180 hours). In other words, students can work approximately 4.5, 8.5 or 13 hours/week over the 14 week semester for 1, 2 or 3 credits, respectively. The externship term should start and end with the semester term, with a minimum 10 week commitment in spring or fall, and 5 week commitment in summer.

1. Is there a minimum time commitment that you would like to see from an extern?
2. Do you have a preferred schedule that would be most beneficial for a student's experience? That is, mornings/afternoons, Mondays vs. Fridays, etc.?
3. Do you have any preferred experience, courses taken or other academic criteria that you would like a student to possess?

F. Evaluation of Student Performance: I understand

1. All work will be reviewed by one of the supervisors and evaluated.
2. Feedback will be provided when appropriate.
3. The student's overall performance will be discussed and evaluated by all of the supervising personnel at the end of the term. Issues to be discussed will be:
 - a. Attitude and professionalism
 - b. Quality of work product
 - c. Fulfillment of the required number of hours.

Submitted by: _____
Attorney Name

Date: _____