



## Externship Statement

### A. Organization

1. Name:
2. Address:
  
3. Primary Field Supervisor<sup>1</sup>:
4. Contact email & tel. no.:

Additional supervision may be provided by (list field supervisor names and titles):

5. Description of Organization's Practice and/or Mission: (Please use additional pages as needed; You may also provide a link to information found on your organization's website.)

### B. **Educational Goals and Description of Work:**

Please identify the educational goals<sup>2</sup> that a student would work toward achieving while externing with you and describe the type of duties/assignments that you anticipate the student to perform to fulfill these goals. (Please use separate or additional pages if desired.)

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<sup>1</sup> A field supervisor must have at least 3 years of experience and be a member in good standing with the appropriate jurisdictional bar. (If the opportunity is non-traditional, JD advantaged, the field supervisor must have a JD.) Additionally, the field supervisor should not have been subject to sanctions either by a court or state (jurisdictional) bar. If the field supervisor has been sanctioned, please attach a brief statement providing the date and nature of the sanction.

Students can work with more than one field supervisor, but there should be a primary field supervisor who will oversee and evaluate the student's experience and performance, and be available to communicate with the school as necessary.

<sup>2</sup> The Extern Program's educational objectives for students include:

- Improve their lawyering skills such as research, writing, analysis, and oral advocacy;
- Increase their understanding of the range of skills necessary to effectively perform legal or law-related work.
- Develop a deeper understanding of substantive law and the legal or law-related issues facing the host organization and its mission;
- Enhance their understanding of professionalism, professional responsibility, and other workplace issues that arise in a professional work environment;
- Develop productive working relationships and explore career options; and
- Engage in critical self-reflection to promote self-directed, lifelong learning.

**C. Student Criteria:**

Students can earn between 2 to 4 pass/fail credits, requiring for following, minimum fieldwork hours: 2 cr – 73 hours; 3 cr- 115; 4 cr – 158. The externship term starts and ends 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. Is there a preferred schedule that would be most beneficial for a student’s experience? For example, 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?

**D. Evaluation of Student Performance:** We/I understand that the Extern Program is an academic program and to this end:

1. Commit to the educational goals of the program and will ensure that the externship is of substantial educational value, assigning tasks that are representative of the field supervisor’s typical day’s work, including opportunities to observe that work, and providing instruction and feedback throughout the process;
2. Will sign and return to the school the *Memorandum of Agreement* once an externship is offered to a student; and
3. Commit to being available to discuss the student’s performance both during and at the end of the semester with both the student and school.

Submitted by: \_\_\_\_\_  
Field Supervisor

Date: \_\_\_\_\_