



EXTERN, SUPERVISOR & SCHOOL MEMORANDUM OF UNDERSTANDING

Student: _____ Semester: _____ Externship Site: _____

Field Supervisor: _____ Externship Director: Cecily A. Becker

Student Expectations:

I understand that by participating in the Extern Program:

1. I am making a commitment to complete my required hours at my placement and am responsible for working with my supervising attorney to create a schedule that will meet that requirement and abiding by that schedule.
2. I am committed to attending classes, meeting with my faculty supervisor, and completing and submitting my reflective journals and time as described in the course syllabus.
3. I will work with my supervisor to develop my personal goals into a learning plan. I will take responsibility for my experience and communicate regularly with my supervising attorney regarding my experiences/assignments and my progress toward meeting my goals.
4. I am making a commitment to an organization/attorney that will be assigning me tasks related to active law practice and/or law-related operations of the organization. Therefore, I commit to being pro-active and engaged in my learning. I will seek clarification and advice in a timely manner. The quality of all assignments submitted to my field supervisor(s) will meet their outlined expectations and what I would expect of myself.
5. I will respect all those I work and come into contact with by displaying the utmost in professionalism and integrity. I will be **on time, communicate professionally, and be prepared** for all meetings, hearings or appointments.
6. If any concerns or issues arise regarding my assignments, supervisors, requirements, or procedures, I will discuss them with the Extern Director.

Field Supervisor:

As the student's primary supervisor, I understand that the Extern Program is an academic program and that I must ensure basic academic standards are met, including the program goals. To this end, I agree:

1. I have the authority or have been delegated authority to supervise the student and to designate a portion of my work time to supervising the student. If the student performs assignments for additional supervisors, I will ensure they are providing appropriate feedback and guidance in accordance with this agreement.
2. To ensure that the externship is of substantial educational value, assigning legal and/or law-related tasks that are representative of my typical work and that are as challenging as the student can reasonably handle. The externship will provide instruction in professional skills and substantive law and will permit the student to observe the daily work of field supervisors.
3. To supervise the student in full compliance with the applicable jurisdiction's rules of professional conduct, especially with its equivalent to Model Rule 5.3, "Responsibilities Regarding Non-Lawyer Assistants," and to orient the student as to the confidentiality rules and other requirements, policies and procedures of the office.

4. To manage the student's work and meet regularly with the student to discuss assignments and provide feedback. This will include:
 - a. Discussing the student's goals and develop a learning plan;
 - b. Reviewing and verifying the student's hours.
 - c. Reviewing written work and oral communication skills and providing constructive advice and critique;
 - d. Discussing the relationship of the assignment to the larger substantive, procedural or practical issues at hand;
 - e. Discussing any significant ethical issues involved; and
 - f. Completing an evaluation (provided by the school) on the student's work, and reviewing the evaluation with the student.

5. To remember the academic mission of the program and value the student's time and commitment to other classes. This may include being flexible during finals and not expecting the student to work more hours per week than they are signed up for in credits. To provide the student the resources necessary to work and learn effectively, including adequate workspace.

6. To not charge any client or collect any fee for the student's time if the student is not receiving compensation for work performed.

7. To be available to speak with the school throughout the semester and as needed, and to notify the Extern Director if the student is not performing competently at any time during the term.

Student & Field Supervisor:

We understand:

1. That the externship is of a fixed duration, is not a guarantee of future employment and is structured around an academic experience. The student is committing to work _____ hours in exchange for _____ pass/fail academic credits. Anticipated start date _____; end date _____.

2. That the externship experience is for the educational benefit of the student; that the externship, even though it includes actual operation of the organization, is similar to training which would be given in the educational environment; that the student does not displace or substitute for regular employees, but works under close supervision of existing staff; that the organization will derive no immediate advantage from the activities of the student and on occasion operations may actually be impeded; that the student is not necessarily entitled to a job at the conclusion of the externship; and that the student is not entitled to wages for the time spent in the externship.

3. That a student cannot accept a stipend or be compensated for work performed while interning for credit, or be reimbursed for reasonable out-of-pocket expenses, unless pre-approved by the Extern Director.

_____; _____; _____; _____
 Student Signature Date phone E-mail

_____; _____; _____; _____
 Field Supervisor Date phone E-mail

If you do not have the authority to designate a portion of your work time to supervision, please provide a supervisor signature below authorizing participation, and designating you as the field supervisor for the student this semester.

By signing below, I authorize the field supervisor above to designate a portion of his/her work time to supervise the student.

_____; _____; _____
Authorizing Field Supervisor Date phone E-mail

Texas A&M School of Law:

The Extern Director agrees:

1. To support the student and field supervisor to ensure the learning and working experience is the best it can be. If any aspect of the externship raises concerns or problems for either the student or field supervisor, the Extern Director will work with both to achieve a resolution.
2. To communicate the program's requirements and expectations to the student, field supervisor and host organization and ensure the placement meets those requirements.
3. To oversee the academic component, review and respond to the student's goals and journals, conduct a mid-term review and provide final evaluations, and evaluate the student's performance, in consultation with the field supervisor, on a pass/fail basis;
4. To communicate with the field supervisor and student, either through telephonic or email communications, or through on-site visits or video-conferences, as needed throughout the semester.

Please feel free contact the **Externship Director, Cecily A. Becker**, at any time whether you have questions, concerns, or just wish to share a comment **at either 817-212-4058 or by email at cbecker@law.tamu.edu**.