

**SOUTHERN UNIVERSITY**  
L A W C E N T E R

**SUPERVISOR, EXTERN, AND FACULTY 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 receiving academic credit.

**Supervisor's Agreement:**

Please initial each standard, fill in the blanks in the "Bar Admission/Status" standard, and *sign at the bottom of the Agreement*.

\_\_\_\_\_ **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:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney, if not myself, who will actively direct, monitor and mentor him/her throughout the semester.

\_\_\_\_\_ **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:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance and self-evaluation. The extern will be assigned

work that is similar to that of an entry-level attorney including 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 weekly with their supervisor, other attorneys and staff to discuss observations, experiences and 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.

\_\_\_\_\_ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

\_\_\_\_\_ **Fee-Generating Matters:** Where the extern is assigned work on fee generating matters, the extern's time will not be billed. Work assigned is in furtherance of the extern's legal education.

\_\_\_\_\_ **Professional Requirements:** I certify that I have a Juris Doctorate degree and have been actively engaged in my field of work (litigation, compliance, policy, etc.) for at least five years.

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

Comments:

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**Extern's Agreement:**

The extern should fill in the necessary information, initial the standards, and add any comments.

*Sign at the bottom of the Agreement.*

\_\_\_\_\_ **Professionalism, Goals and Reflection:** 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. I will create goals for the semester of how I plan to develop professionally and will discuss these with my supervisor and faculty/dean. I will reflect on the observations, experiences, ethical considerations, and other issues that may arise during my externship. I will be mindful of confidentiality obligations.

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

The number of units of credit I seek for this externship are: \_\_\_\_\_

I understand that to receive credit I must work the following average number of hours per week: \_\_\_\_\_

During this semester, I have the following classes and academic commitments (INCLUDE YOUR EXTERNSHIP COURSE):

CLASS TITLE	DAY/TIME

Comments:

**Faculty/Dean's Agreement:**

**Academic Requirements:** I will establish requirements designed to develop the extern's experience in their placement, including self-evaluation and reflection.

**Site Evaluation:** I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.

**Availability:** I will be available as a resource should any concerns or issues arise.

**Evaluation:** I will evaluate the extern's academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. This evaluation will determine whether credit should be granted.

*We have reviewed this document and "Professional Skills for Externs" and agree to act in accordance with these expectations. We are aware that we may contact the Assistant Dean and Director of Externships with any questions that may arise during the externship.*

**Student Extern Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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

**Supervisor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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

**Dean/Faculty Signature:** \_\_\_\_\_