

UNIVERSITY OF LA VERNE COLLEGE OF LAW AND PUBLIC SERVICE

SITE SUPERVISOR, STUDENT EXTERN, AND FACULTY SUPERVISOR AGREEMENT FOR
UNPAID EXTERNSHIPS

Important: Unpaid externs who are placed in a *private law firm* may only work on pro bono matters.

Extern: _____ Student ID#: _____ Semester/Year of Externship: _____

Supervising Attorney: _____ Faculty Supervisor: Professor Ibanez

Placement Name: _____

The following is a written understanding between each party to the externship experience – supervising attorneys(s), student extern, and faculty supervisor – setting forth the minimum standards expected of each in order for the successfully complete the externship program.

I. Site Supervisor's Agreement:

Thank you for your support, supervision, and mentoring of a law student extern. Please fill in the necessary information and add any comments on this form.

As a site supervisor, I agree to the following (initial each standard):

_____ **Orientation:** I will ensure that the extern receives 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 who will actively direct, monitor, and mentor the extern throughout the semester.

_____ **Communication:** I will inform the extern of the system for assigning work projects and ensure the extern is given clear deadlines and will receives ongoing guidance for managing the workload.

_____ **Skills Development:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

_____ **Assignments:** The extern will be assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include, but are not limited to, drafting documents and pleadings, researching and writing memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

_____ **Feedback:** The extern will be provided specific, individualized, and timely feedback on their work.

_____ **Observation:** The extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

_____ **Opportunities for Reflection:** The extern will have the opportunity to meet with their supervisor, other attorneys and staff to discuss the extern's observations, experiences, and other issues relevant to the profession.

- _____ **Supervisor Accessibility:** The extern and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be available to meet with the extern as needed to provide support and feedback on assignments.
- _____ **Forms:** I will comply with the school's evaluation requirements, including reviewing any student self-assessments, completing evaluations, and providing feedback to the extern in a timely manner.
- _____ **Logistics:** I will verify that 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:** All applicable labor and employment practices will be followed by my organization in compliance with state, local, and federal laws as related to the externship.
- _____ **Work Product:** I understand that failure to provide student externs with assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills, will cause the student to earn "no credit" for the externship. Assignments may include, but are not limited to, drafting and reviewing contracts, legal documents, and pleadings; researching and writing memoranda; interviewing clients and witnesses; attending conferences, negotiations or mediations; and observing or participating in meetings, depositions, or court proceedings.
- _____ **Bar Admission/Status:** I certify that I, and the extern's other direct supervisors if applicable, are active members of the (state)_____ Bar.

Please initial the applicable statement:

- _____ We have not previously employed this student as a paralegal or law clerk before.
- _____ We previously employed this law student as a _____ during the _____ (fall, spring, summer) semester in _____ (year). During the externship period, we will provide assignments to develop new legal skills, cover a new substantive area of law, or require more advanced legal work than required of the student in their previous employment with our office.

II. Extern's Agreement:

The extern should fill in the necessary information, and add any comments on this form.

As an extern, I agree to the following (initial each standard):

- _____ **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.
- _____ **Development Goals:** I will create goals for the semester of how I plan to develop professionally and will discuss these with my site supervisor and faculty supervisor.
- _____ **Academic Component:** I agree to complete all required readings, evaluations, and/or other assignments required by the faculty supervisor.
- _____ **Opportunities for Reflection:** I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my externship. As directed by my faculty supervisor, I will submit

reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.

Self-Evaluation: I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty and site supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

Work Product: If the work assigned does not include work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills, I bear the responsibility for raising the issue with the Faculty Supervisor and Externship Director. If the circumstances do not change, I bear the risk of receiving “no credit” for the externship.

My externship **Start Date** is: _____ (First day of semester).

My externship **End Date** is _____ (Last day of semester).

I am enrolled in _____ (#) units for this externship, and I understand I must complete 45 hours of work during the semester per unit. Therefore, I understand that to receive credit I must work _____ (#) hours over the course of the semester to receive credit. I further understand that I must work on average of _____ (#) of average hours per week, for _____ (#) weeks (weeks in semester) to meet my hour requirement.

During this semester, I have the following classes and commitments in addition to my externship. In addition to class, examples of commitments include work, office hours, pro bono, and any other regularly-scheduled events/ meetings).

Name of Class/Other Commitment

Day and Time OR # Hours per week.

III. Faculty Supervisor's Agreement:

The faculty supervisor has read and agreed to perform the following:

X Academic Requirements: I will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the extern's experience in their placement, including encouraging self-evaluation and reflection.

X 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.

X Training and Availability: I will be available as a resource should any concerns or issues arise. I will provide training to site supervisors and staff.

X **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. Based on this evaluation, I will determine whether credit should be granted

X **The** Supervising Attorney and Extern have been advised that significant quantities of work below the law clerk or entry-level staff attorney level will result in a "no credit" grade on the student's transcript.

IV. Signatures

We have reviewed this document and agree to act in accordance with these expectations.

Signature of Supervising Attorney: _____

Date: _____ Email Address: _____

Contact Phone Number: _____

Address: _____

Signature of Student Extern: _____

Date: _____ Email Address: _____

Contact Phone Number: _____

Signature of Faculty Supervisor:

Date: _____ Email Address: _____

Contact Phone Number: _____

Please keep a copy for your records, and return this form to:

lawexternships@laverne.edu, Associate Director of Career Development Kelly Fragiacomio (kfragiacomio@laverne.edu), and Faculty Supervisor Jonathan Ibanez (jibanez@laverne.edu)

This form was derived from and adopted for use by the Bay Area Consortium on Externships (BACE) and the Greater Los Angeles Consortium on Externships (GLACE). Participating BACE schools: Golden Gate University School of Law, JFK University College of Law, Santa Clara University School of Law, Stanford Law School, UC Berkeley School of Law, UC Davis School of Law, UC Hastings College of the Law, University of the Pacific/McGeorge School of Law, University of San Francisco School of Law. Participating GLACE schools: Chapman University Dale E. Fowler School of Law, Pepperdine University School of Law, Southwestern Law School, U.C. Irvine School of Law, UCLA Law School, USC Gould School of Law, Western State University College of Law, Whittier School of Law, and the University of La Verne College of Law.