

Three-Party Agreement Checklist

Please carefully review the following **before** submitting your Three-Party Agreement to participate in the Externship Program:

- ✓ Three-Party Agreements **must be completely filled** out and executed before being submitted.
- ✓ Three-Party Agreements **must be signed by the extern's supervising attorney**. Three-party agreements executed by anyone other than the supervising attorney including, but not limited to paralegals, assistants, or office managers, will be returned to the student as incomplete.
- ✓ **Supervising attorney must be licensed for at least two years** and **cannot have pending criminal and/or state bar actions** against them. Students are responsible for reviewing their supervising attorney's state bar profile before executing the three-party agreement.
- ✓ Although students may begin working at their placement before the start of the semester and may work after the completion of a semester, **only hours worked during the semester count towards units**. Therefore, **enter the first and last day of the semester as the start and end date of the externship**.
- ✓ On page 3, **students enter the number of units they will be seeking** to earn over the semester. Since students are required to work 45 hours during the semester per unit, **students must enter how many hours per week, on average, they must work to earn their units**. (*Note: Students are not required to work the same number of hours per week.) See breakdown of semester unit/hour breakdown below:

Fall & Spring 14-Week Semesters

- One (1) unit/45 hours – 3.2 hours per week on average
- Two (2) units/90 hours – 6.4 hours per week on average
- Three (3) units/135 hours – 9.6 hours per week on average
- Four (4) units/180 hours – 12.9 hours per week on average

Summer 9-Week Semester

- One (1) unit/45 hours – 5 hours per week on average
- Two (2) units/90 hours – 10 hours per week on average
- Three (3) units/135 hours – 15 hours per week on average

- ✓ Leave the "Signature of Faculty Supervisor" section at the bottom of page 4 blank.
- ✓ When complete, email the executed three party agreement to lawexternships@laverne.edu, cc jibanez@laverne.edu and kfragiacom@laverne.edu.