

FULL-TIME EXTERNSHIP FACULTY SUPERVISOR AGREEMENT

Dear Faculty Supervisor:

Thank you for agreeing to supervise a student for the academic requirements of her or his full-time externship, also known as a field placement. I know that the student joins me in thanking you for sharing your time and expertise. The specific requirements of full-time externships are described in the attached agreement. To summarize, to earn the ten units of ungraded academic credit for the placement, the student must work under the supervision of an attorney for 40 hours per week for 14 weeks at the field placement and complete the additional work described below under your supervision.

As a faculty supervisor, your role is to supervise the student on a written project worthy of three units of graded academic credit. The student, in consultation with you, shall formulate and define the project. She or he must obtain your approval for the type and length of the project and the timetable for completion. Frequently the projects are papers on a topic related in some way to the work of the placement. For instance, a student externing in a federal court may write about an issue of federal law or jurisdiction that interests her or him. Confidentiality concerns may preclude a student from working on a particular issue they are researching for the court, but more tangentially related issues may be the basis for a successful project. Some faculty have experimented with assigning 'practice projects' such as pleadings, memoranda or other legal documents that an attorney practicing in the court or organization where the extern works would be expected to submit. Over the course of the semester, you and the student must meet every other week, by phone or in person, to discuss the student's experiences at the field placement and the written project.

Externs are also required to write guided reflection assignments and submit detailed timesheets for the ten-credit portion of their externship. Externs are to submit these assignments to me, but if you prefer, your student, may submit the reflections to you instead. We can coordinate these assignments at the beginning of the semester if that is your preference.

Please contact me if any questions arise during the semester. Field placements can be seminal experiences for students, and they cannot happen without the participation of faculty members like you. You have our sincere thanks and appreciation.

Laura Fry
Director of Externships

Agreement

(This section to be completed by student.)

Name of Extern: _____

Name of Faculty Supervisor: _____

Placement (Agency or Court): _____

Placement Supervising Attorney's Phone No(s): _____

Placement Supervising Attorney's Email: _____

Requirements:

(This section to be reviewed and acknowledged by the faculty member with her or his signature at the end.)

1) The student must complete a directed research project sufficient to earn three academic credits. The parameters of the project shall be developed jointly by the student and the faculty supervisor, with final approval by the faculty supervisor.

2) The student and faculty supervisor must meet during the first week of classes to agree upon a schedule for the submission of the student's drafts and final product. The student and faculty supervisor will continue to meet, at least every other week, through the semester in order to discuss the student's experiences at her or his placement, and the work on the project.

3) The extern shall receive specific, individualized and timely feedback on her or his work.

Comments or additional agreements:

I have reviewed the requirements for a full-time externship with _____ (student name), and we have discussed and agreed upon an appropriate schedule for the work on the directed research project. I am aware that I may and should contact the Director of Externships with any questions or issues that arise during the externship.

I agree to supervise, provide feedback on and grade the writing project that this student will complete over the course of the _____ (term/year) semester in fulfillment of the requirements of her or his full-time externship.

Signature of Supervising Faculty Member

Date: _____