

Student Name: _____ Semester: _____

Externship Site: _____ Address: _____

Supervising Attorney Name(s) and Title(s): _____

Supervising Attorney Phone: _____ Supervising Attorney Email: _____

Faculty Supervisor Name and Title: Amy Sankaran, Director of Externship and Pro Bono Programs; Clinical Assistant Professor

The University of Michigan Law School Externship Program provides our students with a substantial lawyering experience outside the classroom, enabling students to perform sophisticated legal work in a particular field of interest. There are two components to the Externship Program: 1) A field placement under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and 2) an externship seminar under the supervision of a Faculty Supervisor. Students receive between 12 and 15 academic credits, which is equivalent to one (1) full semester, for their participation in the Full-Time Externship.

The Student, Supervising Attorney, and Faculty Supervisor agree to the following minimum standards for participation in the University of Michigan Law School Externship Program:

The Student will work from:

Start Date: _____ End Date: _____

Supervising Attorney Responsibilities:

1. I accept primary responsibility for supervision of the above Student and will serve as the “Supervising Attorney.” I understand that a Supervising Attorney must be a licensed attorney in good standing, or be otherwise qualified to supervise, and must be available to ensure the educational quality of the Student’s experience.
2. I will meet with the Student frequently, on at least a weekly basis if possible, to provide consistent feedback on the Student’s performance. We will schedule a weekly, standing meeting to touch base. I understand that the Student will not receive a letter grade for the fieldwork with me, and therefore, I will be as candid as possible with my feedback so that the Student can maximize learning and professional development. I will strive to provide meaningful feedback on assignments or legal tasks as quickly as possible.
3. I understand that the Student is required to set realistic goals for this experience. I will review the Student’s goals in order to develop a workable plan for the semester.

4. I will take part in a site visit near the middle of the semester with either the Faculty Supervisor or another designated faculty member and that the site visit will be conducted either in-person or via Skype or other videoconference means when possible. I will complete a final evaluation of the Student's performance and meet with the Student to discuss both evaluations.
5. I will provide the Student with meaningful and challenging legal work that 1) exposes the Student to the variety of legal tasks and issues that a lawyer in this practice regularly confronts and 2) allows the Student to develop legal skills, legal judgment, ethical sensibilities, and problem-solving skills. Whenever possible, I will allow the Student to participate in or observe staff meetings, client meetings, court proceedings, and the like. I generally will not assign the Student primarily make-work tasks, such as copying, intake, or covering the front desk.
6. I will provide the Student with an adequate workspace if on-site, and whether in-person or remote, the necessary tools and resources to complete assignments.
7. I understand that the Student is enrolled in a required seminar taught by the Faculty Supervisor and that the Student will be required both to submit regular reflective essays to the Faculty Supervisor and participate in an on-line forum with the other externship students. I will talk to the Student about the confidentiality rules in our office to ensure that the Student does not violate confidentiality through participating in the seminar.
8. If I have any concerns, questions, or difficulties, I will immediately contact the Faculty Supervisor.

Student Responsibilities:

1. I will work at least 40 hours per week from the first day of classes through the last day of classes, or in the alternative, for a longer time and duration agreed upon by me, the Supervising Attorney, and the Faculty Supervisor in advance.
2. I will follow my site's policies regarding work hours, holidays, weather days, and sick days, and I will seek permission from the Supervising Attorney for any modifications in the work schedule. If I will be absent for more than two days, I will notify/seek permission from the Faculty Supervisor, as well.
3. I will seek clarification and advice from attorneys at the site in a timely manner, and I will conduct myself with professionalism and integrity.
4. I will articulate detailed goals at the beginning of my Externship, which I will share with the Supervising Attorney and others as appropriate. I will continuously assess my progress toward my goals and reevaluate or change my goals as needed.
5. I will self-assess my performance on each assignment I complete, focusing on what I did well and what I could do better. I will seek feedback from assigning attorneys, as appropriate, so I can grow and learn from my assignments. I will reflect on what I am seeing, hearing, doing, and learning.

6. I will ensure that I understand the confidentiality policies at my site, and I will speak to the Supervising Attorney or others at the site to clarify my confidentiality obligations should questions arise. I understand that the Faculty Supervisor is never seeking confidential information from me through our assignments. If an assignment appears to require the disclosure of confidential information, I will clarify the assignment with the Faculty Supervisor.
7. I will complete all required assignments on time for the externship seminar, as outlined in the syllabus and course website. I will communicate with the Faculty Supervisor in advance if I foresee any difficulty meeting a deadline.
8. If I have any concerns, questions, or difficulties, I will speak with the Supervising Attorney, others at the site, or the Faculty Supervisor.

Faculty Supervisor Responsibilities:

1. I will ensure the Externship Program complies with ABA and University of Michigan Law School Standards and Policies.
2. I will provide students with a syllabus for the externship seminar before the first day of classes, which will include course objectives, the methods of on-going contemporaneous reflection required, a clearly articulated method of evaluating the student’s academic performance, and all other expectations I have for student externs.
3. I will review evaluate the Student’s academic performance throughout the semester, including reviewing assignments and performance evaluations, as outlined in the syllabus and on the course website.
4. I will conduct a site visit at the mid-point in the semester or designate another faculty member to do so.
5. I will not ask Students to divulge confidential information. I will clearly state this in my syllabus and other relevant places.
6. I will provide periodic training and materials to Supervising Attorneys.
7. I will be in regular contact with the Student and Supervising Attorney. Additionally, I will be available to both as a resource for any concerns, questions, or difficulties they are facing.

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

Signature of Supervising Attorney: _____ Date: _____

Signature of Student: _____ Date: _____

Signature of Faculty Supervisor: _____ Date: _____

Completed Forms should be returned to lawexternships@umich.edu

*Revised 10/2021