

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 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 three (3) and six (6) academic credits for their participation in the Part-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 a minimum of 12 weeks for:

- | | | | |
|---|---|---|---|
| ☐ 8 hrs/wk (96 hrs. total)
= 2 credits | ☐ 12 hrs/wk (144 hrs.
total) = 3 credits | ☐ 16 hrs/wk (192 hrs.
total) = 4 credits | ☐ 20 hrs/wk (240 hrs.
total) = 5 credits |
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Supervising Attorney Responsibilities:

1. I accept primary responsibility for supervision of the above Student and will serve as the “Supervising Attorney” or “Site Supervisor.” 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 create a weekly standing meeting with the Student, though I will meet with the Student more frequently if necessary (note: the standing meeting is only required for remote students, but is a best practice for all). I understand that the Student will not receive a letter grade for the fieldwork, 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 mid-term meeting roughly halfway through the semester with either the Faculty Supervisor or another designated faculty member, which will be conducted via Zoom 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) that 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 remote or in-person, 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 class discussion and an on-line forum with 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. I have received a copy of and reviewed the Michigan Law Supervisor Manual.
9. If I have any concerns, questions, or difficulties, I will contact the Faculty Supervisor.

Student Responsibilities:

1. I will set a work schedule agreed upon in advance, and I will seek permission from the Supervising Attorney for any modifications in the work schedule. I will follow the site's policies regarding work hours, holidays, weather days, and sick days. If school holidays conflict with my work schedule, I will notify the Supervising Attorney well in advance.
2. I will seek clarification and advice from attorneys at the site in a timely manner, and I will conduct myself with professionalism and integrity.
3. 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.
4. 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.

5. I will ensure that I understand the confidentiality policies at the 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.
6. 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.
7. 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 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 monitor 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 mid-term meeting or check-in roughly halfway through the semester.
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, including a copy of Michigan Law's Supervisor Manual.
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****