

WNE
WESTERN NEW ENGLAND
UNIVERSITY
SCHOOL *of* LAW

**EXTERNSHIP PROGRAM
HANDBOOK**

PROGRAM STAFF

Externship Faculty

Beth Cohen

Associate Dean for Academic Affairs

Email: bcohen@law.wne.edu

Phone: 413-782-1622

Office: Dean's Suite

Lauren Carasik

Associate Dean of Clinics

Email: lcarasik@law.wne.edu

Phone: 413-782-1504

Office: Room 337

Externship Administration

Marie Fletcher

E-mail: mfletcher@law.wne.edu

Phone: 413-782-1469

Office: 119A

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INTRODUCTION

This handbook provides students with an overview of the policies and procedures relevant to the Western New England University School of Law Externship Program. An externship is a law-related placement outside the Law School, where students perform and observe legal work under the guidance of a supervising licensed attorney or judge, and earn academic credit. Externships provide practical training that complements classroom study in a wide range of practice settings, including government offices, public interest agencies, and courts.

The Externship Program has several educational goals for students, including: 1) training students in lawyering skills; 2) providing insight into the workings of various aspects of the legal system and profession; 3) encouraging a sense of professional responsibility; 4) developing students' abilities to reflect on and learn from their experience; and 5) facilitating students' career planning.

An Externship Informational Session is held each semester to provide an overview of the externship placements and the application/interviewing process.

EXTERNSHIP PROGRAM RULES AND REQUIREMENTS

Student Eligibility

A student must successfully complete 28 hours of law studies before enrolling in an externship.

Advising Session

It is advisable for students to attend an advising session prior to applying for an externship placement. Appointments are available on TWEN.

Restrictions

1. A student may not simultaneously enroll in more than one externship, or a clinic and an externship.
2. A student may receive credit for three externships for a maximum of nine credits (not including the one-credit externship seminar) during law school. (should we include our policy about repeating externships at the same place?)
3. Students shall enroll in the one-credit externship concurrently with their *first* externship. A student who takes a subsequent externship may, but is not required, to take the externship seminar.
4. A student shall not apply for an externship if the placement would present a conflict of interest, even if the conflict is only apparent. A conflict of interest exists in the following situations:
 - a. Simultaneous work for a public defender's or prosecutor's office and a Judicial Externship in the same court system (e.g., work in a prosecutor's office in Hartford and a Judicial Externship in a Connecticut State Court).

- b. Involvement in a case pending before a court and a Judicial Externship in that court.
 - c. Legal employment while participating in a judicial externship.
 - d. Such other simultaneous enrollments as the Associate Dean for Academic Affairs may determine constitutes a conflict.
5. Students may not receive compensation, other than reimbursement of reasonable out-of-pocket expenses related to their fieldwork, while they are receiving law school credit.
- Reimbursement is permitted for the following expenses:
- During all semesters: local transportation costs (e.g., parking, tolls); and
 - During the summer only: the cost of transportation to and from the field placement if it is at a distance from Springfield (an “out of town” placement) and for housing and food costs only to the extent they are greater than what they would have been at the student’s home location.
6. Externs may not be supervised by a family member or a close friend. Students who wish to extern in an office where a family member or close friend works must obtain the permission of the Associate Dean of Clinics Lauren Carasik prior to applying for the externship.
7. Students who have already enrolled in an externship must, before applying for a subsequent externship, certify that 1) they have successfully completed any prior externship and 2) any prior externship supervisors have indicated in the student’s final evaluation or in other written form that the supervisor would recommend the student for another externship placement.
8. Externships are Restricted Withdrawal courses. Externship employers rely on commitments made by students. Once a student affirmatively accepts an externship, the student is committed to participate in that externship. A student who withdraws from this externship course any time after 30 days prior to the start of the semester shall receive a “W” on their transcript.
9. Students who wish to complete a second externship at the same site must obtain permission from the Associate Dean of Academic Affairs or the Associate Dean of Clinics at least two weeks prior to the start of the semester.

Grading

All externships are graded on a pass/fail basis. No professor will issue a passing grade unless all course requirements are met and a field supervisor evaluation is received.

Memorandum of Understanding

Pursuant to ABA Standard 304 students are required to sign, along with their field placement supervisor and their faculty supervisor, a Memorandum of Understanding (Appendix A) which outlines the roles, responsibilities, and expectations of each of the parties.

EXTERNSHIP PLACEMENT HOURS

Externs must begin work at their placements during the first week of classes and work a minimum of 12 hours a week for 13 weeks at their placement. The minimum work requirement for the semester is 156 hours for all types of externships offered. Students must remain working at the site for the 13-week period even if the 156-hour requirement is met earlier in the semester.

EXTERNSHIP PLACEMENT TYPES

Judicial Externship

Students work in an approved judicial setting. While all judicial externships include research, writing, and observation opportunities, externship experiences vary depending on the student's placement. Students in the Federal District Court generally work on two or three assignments throughout the semester. Topics may include Social Security Administration appeals, civil rights issues, pro se petitions, or jurisdictional questions. Students in Federal Bankruptcy Court conduct research on sections of the United States Bankruptcy Code. Students in an appellate court will generally spend the semester working on two or three cases with relatively complex issues.

Students in the trial courts will work on more projects than students in the federal or appellate courts, although typically the projects will be less complex. Trial court externs can expect to work on criminal issues such as the lawfulness of an arrest or search, or on the civil side, a statute of limitations or statutory interpretation issue. Students in the probate courts will typically work on issues involving dissolution of marriage, custody, visitation, support, and property division. Juvenile court externs will work on delinquency issues and care and protection cases. Housing court externs will be assigned cases involving issues such as landlord-tenant disputes, eviction proceedings, or easements.

Opportunities for observation are greatest for those externs working in the state trial courts. Students often have the opportunity to watch arraignments, sentencing hearings, or short trials. Externs in the federal courts have the opportunity to observe similar cases, but the cases may not arise with the same frequency as in state trial courts. Observation opportunities are generally more limited in the appellate courts.

A judicial extern may not have simultaneous legal employment. Courts have a strict conflict of interest policy that prohibits judicial externs from having any other legal employment during their externship.

Law Practice Externship

Students work in an approved nonprofit organization, governmental agency, law office, or corporate counsel office engaging in a variety of lawyering tasks under the supervision of an attorney. Law Practice Externships provide an opportunity to develop lawyering skills through participation in activities such as legal research and writing, courtroom observation, client interviewing and counseling, factual investigation, development and implementation of case theory and strategy, negotiation, mediation, litigation skills, and other forms of advocacy. The emphasis of the placement is for students to acquire a range of lawyering skills with a particular focus on professionalism and ethics.

Externship Seminar

The seminar meets for a total of 13 hours over the course of the semester. Students earn one credit for taking this seminar. Seminar assignments and readings provide an opportunity for structured reflection on many aspects of the role of the judiciary. Students are responsible for completing a Conflicts form, a Learning Agenda, submitting weekly journals and time sheets, and completing additional assignments. An orientation is offered at the beginning of the semester.

Students receive 3 credits for the externship and 1 credit for seminar participation. This satisfies 4 experiential learning credits.

Faculty Supervised Externship

After successfully completing an externship and the accompanying seminar class, students may take any of the approved Externship placements or an approved student secured externship placement as a Faculty Supervised Externship. Students must secure a full-time faculty member to be an advisor prior to enrolling for the externship. Students meet with the faculty supervisor at least once every other week, and the faculty supervisor must contact the field supervisor twice during the term. Students are responsible for completing a Conflicts form, a Learning Agenda and submitting weekly time sheets and journals.

Students receive 3 credits for the externship. This satisfies 3 experiential learning credits.

Student Secured Externship

In addition to externing at an already approved externship site, students may secure their own externship placement in a judicial or public interest setting, or law firm. However, students seeking approval to add a new externship site must obtain preliminary approval from the Associate Dean for Academic Affairs or the Associate Dean for Clinics prior to submitting formal site approval paperwork. Students seeking approval of a student secured externship must provide information that demonstrates a good reason why they cannot obtain a similar experience at one of the approved sites, including expanding geographic, practice, or substantive areas.

Sufficient lead time (a minimum of 2 weeks prior to the start of the semester) must be given to complete the approval process. The approval process will include a consultation with the proposed supervisor, an assessment of the substance of the proposed work, and a written agreement with the supervisor regarding the expectations and requirements for on-site supervision and mentoring.

Once approval is granted, student shall enroll in the one-credit externship seminar if this is their first externship placement.

Faculty Supervised Summer Externship

Students may enroll in a Faculty Supervised Externship during the Summer Term. Students must have successfully completed 28 hours of law studies and the externship seminar course prior to enrollment in a summer externship. Students who have not taken the externship seminar but have significant work experience may request a waiver from the Associate Dean for Academic Affairs or the Associate Dean for Clinics.

Students are required to work 156 on-site hours over a 8-week period (approximately 19.5 hours/week). Students are required to contact their faculty supervisor at least every other week. Students are responsible for completing a Conflicts form, a Learning Agenda, a Program Evaluation, and submitting weekly time sheets and journals.

Students receive 3 credits for the externship. This satisfies 3 experiential learning credits.

The School of Law does not operate a formal externship application process for summer placements. Accordingly, for summer placements, students secure their own externship placement. Placement sites will necessarily fall into two categories: (1) pre-approved sites that already participate in the WNE externship program; or (2) sites that have not participated in the WNE externship program and will need to be approved in advance. Students should contact Clinical Programs Administrator Marie Fletcher to start the approval process.

Summer externship credits are considered as part of your summer course load.

SELECTION PROCESS

In selecting an externship, it is important to consider what type of skills you want to develop or enhance. Consider what skills will you need for the type of entry-level job following law school you hope to secure. It is also important to consider vocational issues as a factor in choosing an externship. Consider how a specific externship will enhance your employability at the end of law school.

Here are a few questions you may want to ask yourself as you begin the process of applying for an Externship.

1. What do I expect to gain from my externship experience?
2. Am I interested in working in a particular substantive area?
3. What type of environment do I want to work in (government office, public interest organization, private law firm, judicial setting)?
4. What type of skills do I want to develop (research, writing, client advocacy)?
5. Have I read the site evaluations or talked to students who previously completed externships at a particular site?
6. Will this opportunity help me clarify long-term career directions?
7. Will this opportunity provide me with transferable legal skills?

APPLICATION PROCESS

1. Students apply each semester (fall and spring) for an externship placement the following semester.
2. Students may apply to up to **seven** different externship sites per semester. Evaluations from students who have participated in externships at the various sites can be found on

Symplicity under Employers. Note: You are strongly encouraged to review the evaluations before you decide on the sites to which you apply.

3. If you have questions about which externship placements would best fit your career and academic goals, please feel free to meet with the Career Services staff, Associate Dean for Academic Affairs Beth Cohen, Associate Dean for Clinics Lauren Carasik, and/or your faculty advisor or Clinical Programs Administrator Marie Fletcher.
4. Students who will have successfully completed 28 credit hours of law studies at the time of the externship placement are eligible to apply. A few placements limit applications to third-year full-time and fourth-year part-time students. See Symplicity for complete application requirements for each externship placement.
5. Applications for extern positions are made through Symplicity. During the application period, students may view extern job descriptions and application requirements on Symplicity.

Instructions for Symplicity:

- To access Symplicity, go to <https://law-wnec-csm.symplicity.com/students>.
- Enter the user name and password emailed to you by Career Services (if you do not have a password, please contact Marie Fletcher at mfletcher@law.wne.edu or 413-782-1469).
- From your Symplicity home page, click on the Jobs tab.
- Select Externships from the dropdown list. You will see the extern positions available.
- To view the job description for each externship site, click on the Job Title. Please keep in mind that you must have your resume uploaded into Symplicity before you can apply and view other required documents.
- To apply, upload all required application documents under the Documents tab. Return to the job and click on the Apply Button.

If you need any assistance using Symplicity, please contact Marie Fletcher at 413-782-1469.

6. In the interest of fairness, students may not contact externship sites directly.

INTERVIEWING GUIDELINES

Interview Arrangements

Some externship sites will make offers based on resumes and application materials alone. Other sites prefer to interview students. In some cases, the externship sites will contact students directly to arrange interviews, and in other cases, the extern sites will ask the Clinical Programs Administrator to arrange the interviews. Students should not request a phone interview – interviews must be done in person unless the site requests a phone interview. Calls from the externship site to set up an interview must be returned by students within 24 hours. Remember,

the externship supervisors are taking time out of their busy schedules to set aside time to interview students.

Things to Remember When Scheduling an Interview

1. You are scheduling a business appointment.
2. You are making a commitment to a site supervisor to be present for his or her interview.
3. Missed interviews frustrate site supervisors who are dedicating time to talk to you.
4. Missed interviews damage the credibility of the School of Law.
5. Missed interviews may damage your future employment opportunities.

Scheduled Interviews

If you accept an interview, then you are expected to honor your commitment. “No shows” demonstrate disrespect for a site supervisor, are a poor reflection of your professionalism, and are extremely unfair to students who were not selected for interviews, and reflect poorly on the School of Law. In addition, rescheduling or canceling interviews should be avoided absent extreme circumstances. If you have decided not to take an externship or have selected another placement, please make sure you cancel all scheduled interviews.

Logistics

Find out where the interview will be held. Get exact directions and parking instructions. Be generous in estimating when you need to leave for the interview. If possible, locate the office a day or two before the scheduled interview. Arrive for the interview about 10 minutes early.

Getting Ready

Interviewing is a skill. Preparing in advance can help you avoid common interview pitfalls. Read the Career Services handout on interviewing. You can practice with friends or set up an appointment with Career Services to have a mock interview. The Career Services Office can be reached at 413-782-1416.

Dressing for the Interview

All students are expected to dress appropriately for externship site interviews. Students are also representatives of the Law School and should strive to dress in a professional manner. Your attire should contribute to your professionalism. Although site supervisors may have different dress codes, err on the conservative side when interviewing.

Clothing should be clean, ironed, and in good repair. Shoes should be clean and in good condition. Appearance should be neat and tasteful. Jewelry should be minimal and non-distracting. Tattoos, brands, and unusual body piercings should generally be covered by clothing.

None of the following items should be worn:

- Tank tops/sleeveless shirts
- Athletic shoes
- Jogging suits/track suits
- Jeans or denim clothing
- Clothing with large logos or slogans
- Miniskirts
- Hats

- Dirty, torn, or excessively worn clothing
- Flip flops/sandals
- Shorts
- T-shirts
- Too tight or revealing clothing

Materials

Bring several copies of your resume, list of references, transcript, and a writing sample to your interview in a professional looking folder.

The Interview

A small notebook is useful if you want to make a notation about something during or after the interview. Immediately following an interview, when everything is fresh in your mind, stop to write down the name of the interviewer you just met and a few phrases to remind you later of what was discussed. You can refer to these notes when writing your thank-you letters. Some externship sites may offer you a placement at the time of your interview. Be prepared with a response. You may accept the placement on the spot or indicate to the interviewer that you have not completed all your interviews and ask them if you can get back to them with your decision. Give them a specific date within a reasonable amount of time by which you will respond. ***Be sure to contact them by that date even if you are declining their offer.***

Interview Follow-up

Follow up your interview with a typed thank-you letter or email. Do not handwrite a note or send it on a note card. Think of your thank-you letter as part of your application materials, because it is.

The Offer

Accept and decline offers professionally. Phone calls from extern sites must be returned within 24 hours. Students must accept or decline an offer for an externship as soon as possible but no later than 5 days after the placement is offered. Once you have accepted a placement offer you are obligated to honor that commitment. You may ***not rescind*** an acceptance in the absence of exceptional circumstances. Candidates should consider the acceptance of an offer a binding obligation. The policy regarding withdrawal from a clinic or an externship is very strict. Any student seeking to rescind their acceptance of an externship placement must obtain permission from the Associate Dean for Academic Affairs by completing a Restricted Withdrawal Form (Appendix A).

UPON ACCEPTANCE OF AN OFFER OF AN EXTERNSHIP, CANDIDATES SHOULD IMMEDIATELY WITHDRAW FROM PREVIOUSLY SCHEDULED INTERVIEWS WITH ALL OTHER EXTERNSHIP SITES.

Acceptance Notification

You must notify Clinical Programs Administrator Marie Fletcher when you accept an externship placement.

REGISTERING FOR AN EXTERNSHIP

Externship Seminar

Contact the Clinical Programs Administrator for the Externship Seminar enrollment form. Completed form should be returned to the Registrar's Office.

Faculty Supervised Externship

Contact the Clinical Programs Administrator for the Faculty Supervised Externship Enrollment Form. The form must be signed by your faculty supervisor. Completed form should be returned to the Registrar's Office.

Withdrawal from an Externship

Externships are Restricted Withdrawal courses. Externship supervisors rely on commitments made by students. Once a student affirmatively accepts an externship, the student is committed to participate in that externship. A student who withdraws from this externship course any time after 30 days prior to the start of the semester shall receive a "W" on their transcript.

RULE 3:03 CERTIFICATION

Some externship placements provide an opportunity for students to represent clients in court. Massachusetts S.J.C. Rule 3:03 permits students to appear in court on behalf of clients only under very limited and narrowly defined circumstances. Second year full-time or third year part-time students enrolled in an academic clinic or externship program who have completed or are currently enrolled in the course of Evidence or Trial Practice may appear without client-paid compensation in civil proceedings on behalf of indigents or the Commonwealth. Third year full-time students or fourth year part-time senior students who have completed or are currently enrolled in the course of Evidence may appear without client-paid compensation in civil or criminal proceedings on behalf of indigent parties or the Commonwealth. All students must appear under the supervision of a qualified member of the Massachusetts Bar, subject to other conditions set out more fully in Rule 3:03. Students must be recertified each semester. Please contact Marie Fletcher for more information on 3:03 Certification requirements. Students wishing to be 3:03 Certified for an Externship placement should see Marie Fletcher to complete required documentation for the Supreme Judicial Court (SJC).

Please note the SJC rescinds a student's 3:03 certification at the end of the semester in which the student is enrolled in an externship.

EVALUATIONS

Student Performance Evaluations

The externship site supervisor will conduct a mid-term and final evaluation with the student extern. Evaluations will be submitted to the supervising faculty member for review.

Student Program Evaluation

Student externs are required to complete a mid-semester and final program evaluation. The final program evaluations are used to allow the School of Law to evaluate the placement and to assist future students in applying for externship placements.

GUIDELINES FOR FACULTY SUPERVISED EXTERNSHIPS

1. The student is required to meet with the faculty supervisor at least every other week to engage in a critical evaluation of the student's externship placement. At such meetings, the faculty advisor shall assess student's progress, review journal entries and promote guided reflection, and provide ongoing counsel on implementation of goals.
2. The faculty supervisor shall contact the supervising attorney or judge on at least two occasions during the term to assess student progress, and to confirm extern is working the required 12 hours a week to meet the 156 minimum hour requirement. Field supervisors are asked to complete a written mid-term and final extern evaluation and review the evaluation with the student.
3. Faculty advisor will issue a pass/fail grade based upon:
 - (a) on-site supervisor's evaluations
 - (b) quality of weekly journal
 - (c) completion of required hours at placement and submission of weekly time sheets
 - (d) attendance at and participation in regular meetings with faculty advisor
4. If the faculty advisor, following consultation with all parties, believes that the Externship is not operating satisfactorily and cannot be remedied, the faculty advisor, in consultation with the Associate Dean for Academic Affairs or the Associate Dean for Clinics, may terminate the Externship and either convert it to an independent study or consider the breach as the basis for a failing grade in the Externship.

Appendix A – Memorandum of Understanding



SITE SUPERVISOR, FACULTY SUPERVISOR, AND STUDENT EXTERN AGREEMENT

Extern: _____ Semester/Year: _____

Site Supervisor: _____

Placement: _____

Faculty Supervisor: _____

The Western New England University School of Law externship program is administered in accordance with all American Bar Association educational standards and requirements, including those that are found in Chapter 3, Standard 304, "Simulation Courses, Law Clinics, and Field Placements."

The following are the minimum standards expected of site attorney supervisors, faculty supervisors, and externs to receive academic credit. All externships will consist of two components: (a) a work experience component under the supervision of the site attorney supervisor; and (b) an academic component under the supervision of the faculty supervisor.

We ask that students, site supervisors, and faculty supervisors read this entire document for an understanding of the relevant responsibilities of all parties.

Please sign the appropriate signature page and return the completed agreement to:

Marie Fletcher
Clinical Programs Administrator
Western New England University School of Law
1215 Wilbraham Road, Springfield, MA 01119
Email: mfletcher@law.wne.edu
Fax: 413-796-2119

SITE ATTORNEY SUPERVISOR'S AGREEMENT

Extern _____

Site Attorney Supervisor _____

Thank you for your support, supervision, and mentoring of a law student extern. Please fill in the necessary information on the following two pages by initialing this page and signing the signature page.

As a site attorney supervisor, I agree to the following:

Orientation: I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work that is expected 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 him or her throughout the semester.

Communication: I will inform the extern of the system for assigning work projects and ensure that he or she is given clear deadlines and will receive 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 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 meet with his/her supervisor, other attorneys, and staff to discuss his/her 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 able 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.

_____ *Site Attorney Supervisor's Initials*

Legal Compliance: My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

Bar Admission/Status: I certify that my first bar admission was to the (state)_____ Bar in (month/year) _____, and that I am currently an active member in good standing with the (state) _____ Bar.

I have reviewed this Memorandum of Understanding and agree to act in accordance with these expectations.

Signature of Supervising Attorney: _____ Date: _____
Email Address: _____ Phone #: _____

Please return the Site Supervisor's signed agreement pages to:

Marie Fletcher
Clinical Programs Administrator
Western New England University School of Law
1215 Wilbraham Road, Springfield, MA 01119
Email: mfletcher@law.wne.edu
Fax: 413-796-2119

EXTERN'S AGREEMENT

Extern _____

The extern should fill in the necessary information and sign on the signature line below.

As an extern, I agree to the following:

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 requested 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.

The start and end dates of my externship are: **Start Date:** _____ **End Date:** _____

I understand that to receive credit I must on average work (12) hours per week for 13 weeks, for a total of 156 hours during the semester.

During this semester, I have the following classes and commitments:

Name of Class/Commitment:	Day/Time/# Hours per week:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have reviewed this Memorandum of Understanding and agree to act in accordance with these expectations.

Signature of Student Extern: _____ **Date:** _____

Email Address: _____ **Phone #:** _____

Please return the signed Extern Agreement to Marie Fletcher at mfletcher@law.wne.edu or fax to 413-796-2119.

FACULTY SUPERVISOR'S AGREEMENT

Extern _____

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

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.

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.

Availability: I will be available as a resource should any concerns or issues arise.

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.

I have reviewed this Memorandum of Understanding and agree to act in accordance with these expectations.

Signature of Faculty Supervisor: _____ **Date:** _____

Email Address: _____ **Phone #:** _____

Please return the signed Faculty Agreement to Marie Fletcher at mletcher@law.wne.edu or fax to 413-796-2119.