

FACULTY SUPERVISED EXTERNSHIP

A student may receive credit for three externships during law school.

ALL STUDENT SECURED EXTERNSHIP SITE PLACEMENTS MUST BE PRE-APPROVED.

Please contact Marie Fletcher for requirements at mfletcher@law.wne.edu or 413-782-1469.

Section to be completed by Law Student

Student Name: _____ Student Status: Full-time Part-time

Phone Number: _____ Email: _____

I wish to enroll in the Faculty Supervised Externship for the: Fall Spring Summer Semester of 20 _____

I will work 156 hours/semester in the office/court of _____

I have completed no other Externship

I have completed the Externship Seminar at _____
Name of Placement

I have completed a Faculty Supervised Externship at _____
Name of Placement

I understand I cannot **rescind** my acceptance of an externship placement offer and that it is a **binding obligation**. I understand and agree that, if I accept an externship, I am making a commitment to the externship placement and that I am obligated to follow through until the conclusion of the semester. I also understand that I will not be permitted to withdraw from the externship without the approval of the Associate Dean for Academic Affairs due to extraordinary circumstances.

I understand that if I am approved for student practice under SJC Rule 3:03 it will only be in place for the semester in which I am enrolled for the externship. Certification is terminated at end of the semester by the SJC.

Student Signature

Date

Section to be completed by Faculty Advisor

I agree to supervise _____ (Print Student's Name).

Signature of Faculty Advisor

Print Name of Faculty Advisor

Date

Approval for enrollment in Faculty Supervised Externship

Reviewed by Marie Fletcher

Clinical Programs Administrator's Signature

Date

Approved

Disapproved

Associate Dean's Signature

Date

WESTERN NEW ENGLAND UNIVERSITY
SCHOOL OF LAW
SPRINGFIELD, MA 01119

You must fulfill all of the following requirements before you may register for a Faculty Supervised Externship. You must arrange for a full-time faculty member to act as your advisor. To register for a Faculty Supervised Externship, a student must have completed a minimum of 28 credit hours. Students may not receive compensation for work done in an Externship.

You must meet with your faculty advisor prior to commencement of the Externship to determine the nature and terms of the Externship.

The following guidelines must be met for enrollment in a Faculty Supervised Externship:

- (1) You must work 12 hours each week for a total of 156 semester hours and set up a clear and specific schedule that does not conflict with your class schedule.
- (2) You may take any approved externship placement site as a faculty supervised externship.
- (3) If seeking a Student Secured Externship, you must contact Marie Fletcher at mfletcher@law.wne.edu or 413-782-1469 to begin the approval process for placements not included in the list of approved externship placement sites.
- (4) You must meet at least once every two weeks with your faculty advisor to discuss your progress.
- (5) Twice during the semester, or more frequently if deemed desirable by the faculty advisor, the advisor shall have a consultation with the supervising judge or attorney to determine how the judge or attorney views your progress. These consultations may be in person or by telephone.
- (6) You will be graded by the faculty advisor on a pass/fail basis. The grade should be based upon:
 - (a) submission of Learning Agenda;
 - (b) submission of required journals and time sheets any other required assignments;
 - (c) mid-term and final evaluations completed by the supervising site attorney/judge;
 - (d) mid-term and final program evaluations completed by the student.
- (7) If the faculty advisor, following consultation with all parties, believes that the Externship is not operating satisfactorily and cannot be remedied, the faculty advisor 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.