Summer Externship
Information for Faculty Sponsors

The Summer Externship is a one-credit, co-curricular offering for the benefit of Students who are not compensated for their summer work and who are often required by employers to be participants in a credit-bearing program in connection with their volunteer summer activities. In order to receive the credit, a Student must work at least four weeks and 160 hours in a non-profit legal agency, governmental law office, corporate counsel office, or court. Each Student must have a Faculty Sponsor whose primary responsibilities are to ensure that the Student has a productive summer experience and that the Student completes work of sufficient quantity and quality to merit an academic credit. The Faculty Sponsor’s duties are modest, as detailed below. The Faculty Sponsor is supported by Externship Coordinator Cathy Kustner, who ensures among other things that the proper paperwork is done.

During the spring semester, Students find their own summer placements and register for the Summer Externship, which is technically a fall semester course. Students then identify a Faculty Sponsor and have their Field Supervisor complete an information form. The Faculty Sponsor should do the following:

1. Review the Field Supervisor Information and Agreement form (which you’ll receive from Cathy), which details the work that the Student will do, the supervisory/feedback arrangements, and the dates of the summer externship.

2. During the second week of work, touch base with both the Student and the Field Supervisor to make sure things are going well. Student contact should be by telephone or video.

Your conversation with the Student should cover:
   a. Confidentiality (How to talk about work without violating confidentiality?)
   b. What work is Student doing?
   c. What logistical arrangements are in place? Does Student have a desk/computer/phone and otherwise have adequate infrastructure to work?
   d. What are procedures for getting assignments/supervision/feedback?
   e. What are the Student’s learning goals for the summer?
   f. Any concerns?

Contact with Field Supervisor should cover:
   a. Introduce self.
   b. Review expectations.
c. Cover confidentiality/work product (Can redacted work product be shared at end of summer?).

d. Any concerns?

3. For an externship of 8 weeks or more, check in with the Field Supervisor at the mid-point of the externship (or at any other point). That conversation might cover:
   a. Generally how the work is going.
   b. Any challenges the Student is facing with respect to his or her performance and how those challenges might be addressed.
   c. What the Student is learning about the subject matter of the work, about lawyering, and about the Student's professional identity and career path.
   d. What goals the Student has for the second half of the summer, and strategies for accomplishing those goals.

4. Check in with the Student every few weeks to discuss how their work is going and whether they are meeting their learning goals for the summer.

5. For an externship of 8 weeks or more, consider having the student complete a Mid-Summer Self-Evaluation on a form that Cathy Kustner can provide.

6. Review the Student’s Final Self-Evaluation and Time Sheets, which you will receive from Cathy Kustner.

7. Review the Student’s Final Report and Time Sheets, along with the Field Supervisor’s Final Evaluation form (you should receive both from Cathy Kustner by September 15th) and assign an S/U grade for the course by September 30th.

Faculty Sponsors are free – but not required – to engage in any further reflection with Students that they may find appropriate. Such further reflection may consist of additional telephone/video conversations, readings, or even asking the Student to submit brief written reflections on guided topics.

Prof. Bob Jones (rjones1@nd.edu, 574-631-4863 and Externship Coordinator Cathy Kustner (ckustner@nd.edu, 574-631-9301) are available during the summer to answer questions or provide assistance.

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