Summer Externship
Field Supervisor Information and Agreement

A. General Information
This one-credit legal externship requires students to perform legal work of at least four weeks and 160 hours or more during the summer in any non-profit legal agency, governmental law office, corporate counsel office, or court. Students may not be compensated for their work. Faculty Sponsors will communicate with Field Supervisors and Students about their work.

B. Site Information
Student Name: _________________________________________________

Approximate Start and End dates of externship: ____________ to ____________

Name of Organization:____________________________________________

Address: _____________________________________________________

City: ______________________________ State: _______ ZIP___________

Supervisor tel: _______________________ email: _____________________

C. Information on Work to be Performed
Please describe the nature of the work the student will be asked to perform:

Describe how the student will be supervised and given substantive feedback on his or her work:
D. Expectations of Supervisors

Supervisors are requested to:

1. Provide the student with substantial, challenging and varied legal work. Assignments should expose the student to the organization’s practice area, allow him/her to hone legal skills, and help him/her develop professional judgment and problem-solving abilities.

2. Provide opportunities for the student to observe activities that will allow the student to develop an understanding of the practice, such as court proceedings, client/staff/strategy meetings, or other appropriate professional activities.

3. Provide the student with a suitable workspace and access to infrastructure (computer, telephone, internet) that will allow the student to work productively.

4. Identify one supervisor to be the contact person and primary mentor for the student.

5. Be accessible to the student and provide careful supervision of the student’s work. Such supervision should include, at a minimum:
   a. Collaboration with the student to review assignments and discuss progress.
   b. One-on-one meetings, generally weekly, to discuss the student’s assignments and progress. Such meetings need not be lengthy, a regular opportunity to check-in.
   c. Feedback on the student’s performance of significant tasks. Feedback can be oral or written. The key is for students to have a sense of whether they are meeting expectations and how they might improve.
   d. Communicating with the faculty instructor by phone or email if there are questions or concerns about the student’s progress.
   e. At the end of the externship, complete a brief written evaluation.

6. Discuss confidentiality requirements and procedures with the student.

7. Ensure that the student is protected from professional liability exposure to the same extent as attorneys employed at the field placement.

8. Confirm that the student will not be compensated for his or her work.

E. Supervisor’s Signature

Supervisor should type name and date here (or sign) if he/she attests to the above information, then return this form electronically to the Student and the Externship Coordinator Cathy Kustner, ckustner@nd.edu:

_____________________________________ ________________
Name        Date