



UNIVERSITY OF
NOTRE DAME

Corporate Counsel Externship

Agreement

The undersigned agree to establish an externship relationship through Notre Dame Law School's Corporate Counsel Externship program pursuant to the following terms.

Extern: _____ **Semester/Year:** _____

Placement and Supervisor Information

1. _____
Name of Primary Field Supervisor Title
- _____ E-mail
- _____ Phone
- _____ City, State, Zip

2. Name and title of any other person(s) affiliated with the placement who may also directly supervise the intern's legal work.

_____ Name Title

_____ Name Title

3. Does the organization accept:
- Second and third year externs
- Third year externs only

4. Does the organization expect any pre-requisite courses or have any other requirements of prospective externs? If so, please describe:

Description of Legal Work and Supervision Process

5. Please summarize the type of legal work and experiences that will be provided to the Extern, including any opportunities for shadowing or observation:

7. Number of hours and credits.

- 8 hours per week (112 hours total) – 3 credits
 12 hours per week (168 hours total) – 4 credits

Extern's Commitment

The undersigned extern agrees that he or she will:

Follow the supervisor's directions, seek clarification and advice in a timely fashion, and perform with diligence, professionalism and integrity;

Honor the extern's duty of confidentiality to the organization and its clients;

Refrain from giving any legal advice to a person or a client, or express any opinion concerning the merits of a client's case to a client or any third party, unless explicitly authorized by the supervising attorney;

Work the number of hours set forth above in paragraph 7 and document the hours on contemporaneous time sheets.

Supervisor's Commitment

The supervisor agrees that:

Orientation: The extern will receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations for the extern. The supervisor will review the extern's proposed learning agenda and discuss it with the extern.

Supervision: The extern will receive regular direction, monitoring, and mentoring throughout the semester, including constructive and timely feedback on the extern's performance.

