

## 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.

xtern:	Semester/Year:	
Placement and Supervisor Information		
Name of Primary Field Supervis	sor Title	
Name of Organization	E-mail	
Street Address	Phone	
City, State, Zip		
	son(s) affiliated with the placement who may als	
	son(s) affiliated with the placement who may als egal work.	
Name and title of any other per		
Name and title of any other per directly supervise the intern's le	egal work.	
Name and title of any other per directly supervise the intern's less than a supervise that it is a s	Title  Title	
Name and title of any other per directly supervise the intern's le	Title  Title	
Name and title of any other per directly supervise the intern's less than a supervise that a supervise the intern's less than a supervise that a supervise than a supervise than a supervise that a supervise than a supervise that a supervise than a supervise that a supervise t	Title  Title  Title  rems  y pre-requisite courses or have any other	

## **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:
Extern, including any opportunities for snadowing or observation.
•
·
•
7. Number of hours and credits.
8 hours per week (112 hours total) – 3 credits
$\square$ 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

## Supervisor's Commitment

The supervisor agrees that:

contemporaneous time sheets.

*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.

Assignments: The extern will be assigned substantial, challenging, and varied legal work. The assignments will expose the extern to the organization's practice area, allow the extern to hone legal skills, and help the extern develop professional judgment and problem solving abilities. Administrative work will be kept to a minimum.

*Logistics:* The extern will have a designated workspace and access to the tools (telephone, computer, internet) and support reasonably necessary to complete assignments.

Signed:		
	Extern	Date
_		
	Supervisor	Date

Instructor: Jay Lewis, Adjunct Professor, University of Notre Dame Law School,

jlewis@thklaw.com (574) 232-3538