



## Notre Dame Law in Chicago

### Externship Agreement

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

**Extern:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_

#### Placement and Supervisor Information

1. \_\_\_\_\_  
Name of Primary Field Supervisor Title  
  
\_\_\_\_\_  
Name of Organization E-mail  
  
\_\_\_\_\_  
Street Address Phone  
  
\_\_\_\_\_  
City, State, Zip

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

\_\_\_\_\_  
Name Title  
  
\_\_\_\_\_  
Name Title



*Reflection and Professional Development:* The Student Extern agrees to create professional development goals for the semester, strive to meet those goals, and engage in regular reflection and self-evaluation with respect to those goals.

### **Site Supervisor's Responsibilities**

The Site Supervisor agrees that:

*Purpose:* This is an educational program of which the Student Extern is the primary beneficiary. The program is designed to provide lawyering experiences in setting outside the Law School and to help students learn from those experiences.

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

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

*Assignments:* The Student 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.

*Evaluations:* The Supervisor will complete and submit to the Externship Program two evaluations of the Student Extern's performance: a Mid-Semester Evaluation and an End-of-Semester Evaluation. The supervisor will meet with the student at mid-semester and at the end of the semester to discuss the student's performance.

*Time Records:* The Supervisor will review the time records kept by the student extern. At the end of the semester, the supervisor will certify the total number of hours of fieldwork completed by the student extern.

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

*Professional Liability Protection:* If the organization provides professional liability protection to its full time employees, the Student Extern will be covered by that protection to the same extent as full time employees. (This provision is not applicable to judicial or corporate counsel externships.)

## Faculty Member's Responsibilities

The Faculty Member agrees that:

*Assurance of Educational Quality:* The Faculty Member will assure the educational quality of the Student Extern's experience and evaluate the Student Extern's academic performance.

*Reflective Component:* The Faculty Member will provide contemporaneous, faculty-guided reflection through an externship seminar approved by the Law School faculty.

*Individual Student Support:* The Faculty Member will meet individually with each Student Extern at least once during the semester to review the Student Extern's progress and will respond individually to each Student Extern's draft learning goals, self-evaluations, and other written reflections.

*Support and Oversight of Placements:* The Faculty Member will maintain regular communication with Supervisors, provide them with relevant information and materials, and respond to any concerns that they or Student Externs express concerning the success of the placement.

### Signed:

_____	_____
Student Extern	Date
_____	_____
Site Supervisor	Date
_____	_____
Faculty Member	Date

### Faculty Member:

Robert L. Jones, Jr., Associate Dean for Experiential Programs,  
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