



TEXAS SOUTHERN UNIVERSITY
THURGOOD MARSHALL SCHOOL *of* LAW

**EXTERNSHIP PROGRAM
TIMESHEET & DESCRIPTIONS OF LEGAL TASKS**

Attached is a sample Time Sheet with a list of legal tasks Extern students have routinely performed at prior placement offices. The list of legal tasks is not exhaustive, and if you spend time on an activity that does not appear on the list, please set forth your description of the activity on your time sheet.

You should make time entries on a one-quarter (1/4) hour basis. For example, ¼ hour = .25, ½ hour = .50, ¾ hour = .75. Just as in a professional law office, you must maintain the time sheets in a contemporaneous manner, i.e., every day that you work at your placement location, you must complete a time record.

The time record must describe the legal task in such a way as to enable us to tell the type of task you are performing, and enough specifics to know the quality and breadth of such task. You, of course, **shall** do so without divulging any confidences if you are working on a particular client's case.

Cases need **not** be identified by name, but may be assigned a number by each student. The purpose of case identification being solely to quantify the breadth of student exposure to different matters during a semester's placement.

The time sheets assist the Externship Program in assessing and comparing the types of legal tasks that students participate in at each placement. It is also used to verify the time each student spent working.

Note: Travel time to and from your placement and attendance at the required Class Component **shall not** be counted toward the 200-hour requirement.

It is required that time sheets be signed by the placement supervisor, at a minimum on the Friday of each week. Once signed, the student extern shall tender the completed and signed time sheet to their externship professor by no later than the following Friday. No late time sheets will be accepted; thus, requiring the student extern to make up any missing time.



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DESCRIPTION OF LEGAL TASKS

Interviewed Client (IC)	Trial (T)
Prepare Client File (PC)	Trial Prep (TP)
Legal Research (LR)	Review Files (RF)
Draft Pleadings (DP)	Court (C)
Draft Memorandum (DM)	Meetings (M)
Draft Brief (DB)	Meeting with Supervisor (MS)
Phone Call to Client (Ph)	Draft Correspondence (DC)



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Extern Placement TIMESHEET

Student Name: _____

Placement/Office/Agency: _____

Semester: _____ First Date of Work Week: _____

Date Submitted: _____

Date	Case Identification	Legal Code/Description of Legal Task	Time Worked	Supervisor Acknowledgement (required)
Example Monday 9/15/23	Example State v. J.S.	Example Interviewed witness	Example .50 hours	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hours for the Week				

Note: Travel time to and from your field placement and attendance at the required class component *shall not* be counted toward the 200 hours required for your field placement.

Contemporaneous reflections of this week's work:
