



TEXAS SOUTHERN UNIVERSITY
THURGOOD MARSHALL SCHOOL of LAW

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Assistant Professor and Director of Experiential Learning Programs

**EXTERNSHIP PROGRAM
SUPERVISING ATTORNEY and STUDENT EXTERN AGREEMENT**

WELCOME:

Thank you for agreeing to serve as an externship placement for our 3L law students. We look forward to working with you to provide a structured method for our students to continue their legal education with this immersive introduction into the profession. The law school recognizes and values your expertise in the legal profession and would like to provide some programmatic explanations so that our partnership is strengthened for the benefit of the student extern.

PURPOSE:

The Thurgood Marshall School of Law Externship Program is designed to further the student extern's legal education by providing for academic credit, an experiential learning experience that immerses the student in a professional setting under the close supervision of an experienced Attorney/Judge. The program's goals are to: 1) introduce the student to and allow the student to practice core competencies of the lawyering profession; 2) allow the student extern the opportunity to develop insight into legal systems and the legal profession; 3) continue the inculcation of professionalism; 4) encourage the development of professional responsibility in "live" situations; and 5) provide the student extern the ability to reflect on and learn from his or her experiences in the legal profession. The intent is to help students begin a systemic approach to life-long professional education that will help develop and strengthen their professional identity beyond law school graduation.

Expectations:

Based on the aforementioned goals, we are asking all placements and placement supervisors to agree to the following: 1) to abide by the "Field Supervisor" expectations that are listed in this "Externship Agreement" and the "Field Placement" Handbook; 2) to sign the weekly student timesheet so that the student can account for their time and track their progress to their hourly requirement for the semester, (a copy of the timesheet is attached for your review). Please note as to the timesheet, while there is a signature line for each day of the week that the extern works, only one signature from you is needed for the entirety of the week; 3) review the students' goal sheet and goals memorandum with them so that the student is held accountable for tracking their progress as they journey to reach their goals while serving as your extern. As to the goal sheet, the individual goal sheet for your extern will be sent to you under separate cover, but a copy is provided for your review; 4) complete the student exit evaluation and tender it to me within 10 days of their last day of service at your office and 5) give the student an honest opportunity to work and learn from their experience, with you as their mentor and guide to help steer them toward best practices in practice and in ethics in the legal profession.

Site Visits:

During the semester, I will also make site visits to check-in on the students' development and progress. I understand the nature of confidential interactions, having been licensed for 19 years, but to ensure student accountability, I think it is important for me to make occasional visits. I also understand that your time is valuable; hence, I will ensure that my visits will not be intrusive or disruptive to your operations.

Supervising Attorney Information:

Name of Supervising Attorney/Judge: _____

Organization: _____

Address: _____

List of All states that you are licensed to practice in:

State:

State Bar Number:

Office Phone: _____ Email: _____

Cell Phone: _____ Alternate Email: _____

Will you be providing any sort of financial compensation to this student? Yes or No (please circle)

- If yes, please explain the amount and the nature of the compensation:
- Amount: _____ Nature, (Example, hourly rate, monthly rate, Grant) _____
- _____
- _____

Student Extern Information:

Semester that Student Extern is assigned to Your Office: _____

Name of Student: _____

Do you have a familial relationship with the Student Extern: _____?

- If the answer is yes, please describe: _____

Roles & Responsibilities of Field Placement:

- **Certifications:** Upon joining the Thurgood Marshall School of Law externship program, all Supervising Attorneys have agreed to, and continue to agree to:
 - Maintain malpractice insurance;
 - Certify that they are in (by executing this agreement) and work to remain in good standing in all jurisdictions in which the supervisor is licensed to practice law;
 - Limit administrative work assigned to the Student Extern to no more than to 10% of their work load;

- Provide opportunities for the Extern to observe the day to day work of a licensed attorney/ Judicial Officer working in the placement, and to perform tasks typically done by an entry level attorney where appropriate;
 - Actively supervise the Extern
 - Meet with the Extern at least weekly to discuss assignments
 - Provide timely feedback (written or oral) on the Extern’s performance
 - Complete written evaluations of the Extern’s progress at least at the end of each semester. Written evaluation forms will be provided by the Law School, and the Field Supervisor will complete the form, send it to the Law School, and review the evaluation with the Extern.
 - Notify the Extern Director if the Extern is not performing competently at any time during the term.
 - Provide the Extern with adequate work space, a safe work environment, and research facilities.
 - Help the Extern conform to the jurisdiction’s rules of professional responsibility; leading by example.
- **ABA Standards on Externships & Experiential Courses:** The ABA sets forth a number of rules and regulations for externships. Supervising Attorneys, externs, and externship faculty understand that TMSL’s, which includes an in-class seminar and reflective component as well as the extern’s fieldwork, must collectively:
 - ***Provide a Substantial Lawyering Experience to the Extern:*** The ABA requires that all field placements (the ABA’s term for externships) must provide a substantial lawyering experience that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks.
 - ***Conform to the Definition of an Experiential Course:*** TMSL considers all externships offered through its Externship Program to be experiential in their entirety. As defined by the ABA, field placement courses, such as TMSL externships, must be primarily experiential in nature and must integrate doctrine, theory, skills, and legal ethics; help students develop the concepts underlying the professional skills being taught; provide multiple opportunities for performance; provide opportunities for self-evaluation; and engage students in one or more of the following professional skills needed for competent and ethical participation as a member of the legal profession including: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation.
 - **Paid Externships:** ABA standards now permit students to receive compensation for work performed as part of for-credit field placement courses, including externships. If a placement decides to offer pay for work performed as part of an externship for credit, the Supervising Attorney must still abide by the requirements set forth in this acceptance form, the Supervising Attorney Manual, any other documentation provided by TMSL, and the requirements imposed by the ABA on for-credit field placements.
 - **Orientation, Evaluations, Feedback, & Grading:** Supervising Attorneys and team members at the placement, as appropriate, are expected to provide the Student Extern with an orientation at the beginning of their placement. Supervising Attorneys and team members are also expected to provide the Student Extern with day-to-day oversight of the extern’s work and offer ongoing feedback on performance. Supervising Attorneys are responsible for completing final evaluations of all externs, both of which are made available to externs. Externship faculty members will review and evaluate the extern’s self-evaluations, reflective exercises, and other assignments required of externs by TMSL. Externship faculty shall award a grade, as appropriate, for the fieldwork component of the externship. Such grades are determined by both satisfactory performance in the field and by completion of TMSL’s related assignments.
 - **Supervising Attorney Manual:** Supervisors are expected to review the [Supervising Attorney Manual](#) and abide by any rules or regulations set forth in the manual.
 - **Student Handbook & Field Requirements:** Externs are expected to review the [Student Handbook](#) and abide by any and all rules or regulations set forth in the handbook.

Roles & Responsibilities of Student Extern:

The **Student Extern** agrees:

1. To work for a minimum of 240 hours, (Fall and Spring semesters)/180 hours (Summer semester) hours that they are enrolled in the externship program.
2. To not allow compensation to distract them from the primary learning experience of the externship placement.
3. To draft a Goals Memorandum identifying three personal/professional goals within 7 days of the date that this agreement is executed. The Extern will memorialize these goals in a memorandum, and then submit the memorandum to the Externship Director for review.
4. To maintain accurate weekly time logs of all activities which detail the task and time spent completing the task; and to tender these time sheets timely to the Externship Director.
5. To complete all tasks as assigned by the Field Supervisor or his or her delegate, consistent with the law of the jurisdiction, during regularly scheduled hours. The Extern will take no unsupervised action in any case, for any reason.
6. To enroll in TWEN as maintained by the Externship Director within 7 days of the date of this agreement.
7. To review and act in accordance with the jurisdiction's rules of professional conduct with respect to all work assigned and undertaken under the direction of the Field Supervisor.
8. That the Extern will not take a bar examination during the same semester in which they serve in their externship. Preparing for the bar examination requires sustained attention over a period of weeks and is inconsistent with the continuous effort required for a successful externship experience.
9. If the Extern is placed on academic probation after grades are posted, but before the externship begins, the Extern will immediately notify the Externship Director in writing.
10. That this experience is for the Extern's educational benefit and does not entitle the Extern to a job with the placement once the externship placement ends.

TERMINATION OF THE AGREEMENT: If the Extern terminates the externship with less than 240/180 (depends on the semester) hours completed, without good cause as determined in advance by TMSL, the Extern will receive a failing grade. If the placement is unsatisfactory to the Field Supervisor or the school, the Field Supervisor or the school must give written notice to all parties of the concerns, and provide an opportunity to remedy the deficiency. If the concerns are not remedied, the placement may be terminated.

ORIENTATION CHECK LIST

On the intern's first day, Field Supervisor's please make sure to review the following:

1. The function of your agency, office, or organization;
2. The role of the Student Extern in the office's functioning;
3. The nature of the student's work;
4. Relevant office policies and chain-of-command;
5. Schedule for weekly meetings with the student;
6. The student's expectations for the externship;
7. The student's work schedule;
8. Layout of the office and library and introduction to others;
9. Showing the student his/her work space; and,

10. Explanation of the first assignment

Supervising Attorney's Signature

Date

Student Extern's Signature

Date

Completed forms should be returned to the Externship Director via email at stephanie@ledesma-law.com. Professor Ledesma's contact information is as follows:

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