

**THURGOOD MARSHALL SCHOOL OF LAW**



**EXTERNSHIP PROGRAM CONTACT FORM AND  
CERTIFICATION OF PROFESSIONAL ETHICS AND RESPONSIBILITIES**

STUDENT NAME: \_\_\_\_\_

STUDENT HOME ADDRESS: \_\_\_\_\_

STUDENT PHONE NUMBER: \_\_\_\_\_

STUDENT EMAIL ADDRESS: \_\_\_\_\_

ASSIGNED PLACEMENT: \_\_\_\_\_

DATE PLACEMENT BEGAN: \_\_\_\_\_

ASSIGNED PLACEMENT ADDRESS:  
\_\_\_\_\_

ASSIGNED PLACEMENT PHONE NUMBER: \_\_\_\_\_

SUPERVISING ATTORNEY NAME: \_\_\_\_\_

SUPERVISING ATTORNEY PHONE NUMBER: \_\_\_\_\_

SUPERVISING ATTORNEY EMAIL ADDRESS: \_\_\_\_\_

I certify that the information provided above is accurate. I also certify that:

1. I am neither entitled to ask for nor will accept compensation of any kind from anyone in connection with my service as an extern;
2. I expect to receive training at my externship that is similar, but more practical than I would receive in a law school class room;
3. I serve as an extern and accept placement as identified to me for my benefit and not for the benefit of the employer;
4. I am not related to my field supervisor via marriage or blood within the third consanguinity;
5. I am not entitled to a job with my field placement upon conclusion of my externship;
6. The duration of my externship placement is for a minimum of five weeks for a total of 180 hours. If a situation arises that makes it impossible and/or impractical for me to complete my commitment at the awarded placement, I agree that I will notify the Director of Experiential Learning immediately.

I acknowledge and certify that I will adhere to the following polices as promulgated by the Externship Director:

1. I SHALL not take files out of the office. EVER.
2. I SHALL not do any office related work on my personal computer without the expressed written permission of my DIRECT supervisor.
3. I SHALL not use my personal phone to check work emails, make work-related phone calls, or speak to clients.
4. I SHALL not use my work assigned computer to check social media websites (Facebook, Twitter, etc).
5. I SHALL not use my law school issued Lexis and or Westlaw account without setting up a client code.
6. I SHALL not use my personal email to send work-related emails.
7. I SHALL not TWEET; post status updates, or otherwise discuss my experiences at work on social media.
8. I SHALL not scan or take pictures of any documents or files that I encounter at my placement.
9. I SHALL not download, save, print or, or otherwise retain any templates, sample

documents, or any other files I encounter as a result of my placement.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_