

THURGOOD MARSHALL SCHOOL OF LAW



EXTERNSHIP PROGRAM TIME SHEET AND 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 the course of 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.

Student, please note: Travel time to and from your placement and attendance at the required Class Component shall not be counted toward the 180 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 the Externship Director 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.

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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EXTERNSHIP PROGRAM

EXTERNSHIP PLACEMENT TIME SHEET

STUDENT NAME: _____

PLACEMENT/OFFICE/AGENCY: _____

SEMESTER: SPRING 2016 FIRST DATE OF WORK WEEK _____

DATE SUBMITTED: _____

DATE	CASE IDENTIFICATION	LEGAL CODE/DESCRIPTION OF LEGAL TASK	TIME WORKED	SUPERVISOR ACKNOWLEDGEMENT REQUIRED.
EXAMPLE MONDAY 1/3/2013	EXAMPLE IN THE INTEREST OF K.L.	EXAMPLE INTERVIEW CLIENT (IC)	EXAMPLE 0.50 HOURS	
MONDAY _____				
TUESDAY _____				
WEDNESDAY _____				
THURSDAY _____				
FRIDAY _____				
TOTAL				

HOURS FOR THIS WEEK				
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PLEASE NOTE: TRAVEL TIME TO AND FROM YOUR FIELD PLACEMENT AND ATTENDANCE AT THE REQUIRED CLASS COMPONENT SHALL NOT BE COUNTED TOWARD THE 180/240 HOURS REQUIRED PER SEMESTER.

CONTEMPORANEOUS REFLECTION OF THIS WEEK'S WORK:

