



**EXTERNSHIP PROPOSAL / LEARNING CONTRACT**

**Students registering for externships must fill out this form with input from their faculty advisor and field supervisor and email to the assigned faculty advisor:**

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**Lisa Queen** - lisap4@email.arizona.edu

At the conclusion of the externship, separate evaluation forms must be completed by the field supervisor, the faculty supervisor, and student and sent to the faculty advisor.

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<b>Student Name</b>			
<b>Placement Office including address</b>			
<b>Field Supervisor Name</b>			
<b>Field Supervisor Phone</b>			
<b>Field Supervisor Email Address</b>			
<b>Faculty Advisor</b>			
<b>Semester of Externship</b> (e.g. Fall 2019):		<b>Number of semesters completed prior to starting externship</b>	
<b>Units of Credit Requested</b>		<b>Total hours of field work to be completed</b>	
<b>Proposed Start date of externship</b>		<b>Proposed End date of externship</b>	

<p><b>Schedule for completing hours required:</b> Please explain, in as much detail, the schedule you intend to keep to complete the hours required for this externship. For example, "I will work in the field office from 2:00 pm – 4:30 pm, Wednesdays and Fridays, for 10 weeks to complete the 50 hours needed for the one unit of credit I am requesting."</p>
<p><b>Educational Objectives and Outcomes:</b> Please explain, in as much detail as you can, what you intend to learn this semester through your work at this externship placement. Be prepared to assess whether you have met these educational objectives midway through and at the end of the semester.</p>
<p>1.</p>
<p>2.</p>

3.

4.

**Work to be performed during the externship:** Please describe in detail what you anticipate your day-to-day activities at the externship will entail.

1.

2.

3.

4.

**Clearly Articulate how student's performance will be evaluated by the field supervisor:** This section should be completed after a discussion with your field supervisor.

**How the student's performance will be evaluated by the faculty advisor.**

**EXTERN'S AGREEMENT**

The extern should fill in the necessary information, initial each standard, and add any comments on this form.

As an extern, I agree to the following:

- \_\_\_\_\_ **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.
  
- \_\_\_\_\_ **Confidentiality:** I agree to maintain the attorney-client relationship and keep information about cases worked on confidential in accordance with the rules of professional conduct.
  
- \_\_\_\_\_ **Development Goals:** I will create goals (Learning Objectives) for the semester for how I plan to develop professionally and will discuss these goals with my field supervisor and my faculty advisor.
  
- \_\_\_\_\_ **Academic Component:** I agree to submit all journal entries and complete other assignments requested by my faculty advisor. I agree to meet with my faculty advisor as required by the course syllabus.
  
- \_\_\_\_\_ **Opportunities for Reflection:** I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my externship. As indicated in the course syllabus, I will submit reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.
  
- \_\_\_\_\_ **Self-Evaluation:** I will strive to self-assess on each assignment I complete. In doing so, I will consider what I did effectively and what areas I can improve. Where possible and appropriate, I will discuss my self-assessment with my faculty advisor and field supervisors. I will be open to feedback and will consider how it can be applied to my work in the future.

**FIELD SUPERVISOR'S AGREEMENT & ACKNOWLEDGEMENT OF PROGRAM REQUIREMENTS:**

Are you interested in future externs at your office?	Yes	No	If yes, please indicate which semesters:
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> March-May <input type="checkbox"/> Summer
For future students, what application materials would you like to receive (e.g. resume, cover letter, writing sample, transcript).			

Please fill in the necessary information, initial each standard, and add any comments to this form.

As a Field supervisor, I agree to the following:

- \_\_\_\_\_ **Manual:** I have reviewed and understand the Field Supervisor Manual related to University of Arizona College of Law Externships. (Available: <https://law.arizona.edu/externships-0> )
  
- \_\_\_\_\_ **Supervision:** I have the authority, ability and resources to ensure that the extern has a supervising attorney or otherwise qualified individual who will actively direct, monitor, and mentor the student.
  
- \_\_\_\_\_ **Communication:** I will inform the extern of the system for assigning work and ensure he or she is given clear deadlines and will receive ongoing guidance for managing the workload. I will communicate with the Faculty Advisor at the beginning, middle, and end of the semester, and will complete an end of semester evaluation in a timely manner. I will alert the Faculty Advisor immediately should any professional, ethical, or other issues arise with the placement.

\_\_\_\_\_ **Skills Development:** The extern will be engaged in a substantial lawyering experience that is reasonably similar to the experience of a lawyer. The experience will include multiple opportunities for performance, feedback, and self-evaluation.

\_\_\_\_\_ **Assignments:** The extern will be assigned work that is similar to that of a law clerk or entry-level attorney, and it will include exposure to a broad range of lawyering skills. Assignments may include drafting documents and pleadings; researching and writing memoranda; interviewing clients and witnesses; attending conferences; negotiations or mediations; and observing or participating in meetings; depositions; or court proceedings. Administrative work will be kept to a minimum.

\_\_\_\_\_ **Feedback:** The extern will be provided specific, individualized, and timely feedback on their work.

\_\_\_\_\_ **Observation:** The extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and/or other appropriate professional activities.

\_\_\_\_\_ **Workspace/Site Visit:** I will verify that the extern has a designated workspace and access to the tools and support reasonably necessary to complete assignments. On request, will permit the extern's faculty advisor a site visit in compliance with ABA Rules regulating law school externship placement.

\_\_\_\_\_ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws related to the externship.\*

**\*For Corporate and For/Profit Placements:** The FLSA requires “for-profit” employers to pay employees for their work. To determine whether your extern is an employee, the courts look at the “economic reality” of the extern-employer relationship to ensure that the student, rather than the firm or corporation, is the “primary beneficiary” of the relationship. To ensure compliance, please review [U.S. Department of Labor Wage and Hour Division Fact Sheet #71- Internship Programs Under the Fair Labor Standards Act.](#)

FOR CORPORATE/FOR-PROFIT PLACEMENTS ONLY: Will the student be receiving pay? YES \_\_\_\_\_ NO \_\_\_\_\_ \*

\_\_\_\_\_  
Signature of Student/Date

\_\_\_\_\_  
Signature of Field Supervisor/Date

\_\_\_\_\_  
Signature of Faculty Advisor/Date