**EXTERNSHIP LEARNING AGREEMENT**

1. **Externship Details**

Student Name:

Anticipated Graduation Semester:

Externship Units Previously Taken:

Externship Site:

Externship Site Full Address:

Field Supervisor Name:

Field Supervisor Email:

Faculty Supervisor Name: Shannon Trebbe

Semester of Externship (e.g., Fall 2024):

Units of Credit Requested:

Externship Start Date (no earlier than the first day of the semester):

Percentage of Work to Be Performed Remotely:  
Extern Compensation:

1. **Complete for Remote Externships Only (defined as >70% remote)**
2. Will the field supervisor meet with the student over phone or videoconference at least once per week over the course of the externship? \_\_\_\_ Yes \_\_\_\_ No
3. Does the externship site normally allow remote work for at least some of its attorneys? \_\_\_\_ Yes \_\_\_\_ No
4. Will the student be permitted to attend office meetings remotely or otherwise be able to interact with other attorneys and support staff in the office? \_\_\_\_ Yes \_\_\_\_ No
5. **Clinic Experience**
6. Is there a clinic available that covers the primary practice area of the student’s externship? \_\_\_\_ Yes \_\_\_\_ No
7. If yes, has the student taken that clinic or are you currently enrolled in it? \_\_\_\_ Yes \_\_\_\_ No
8. If a clinic is available and the student has not taken the clinic, please state why the student is taking the externship instead of the clinic:
9. **Schedule for Completing Required Hours**

Please state the schedule the student will keep to complete the credit hours requested for the externship.

1. **Educational Objectives and Outcomes**

Please explain, in as much detail as possible, what the student will learn this semester through their work at the externship placement. Objectives should include **both** professional **and** legal skills. **Please list at least three specific objectives**. Additionally, please indicate the substantive area(s) of law on which the externship will focus.

1. **Work to Be Performed During Externship**

Please describe in detail the work that the extern will perform to achieve their educational outcomes and objectives. Include specific projects if known, but please refrain from disclosing confidential details.

1. **Student Performance Evaluation by Field Supervisor**

Please explain in detail how the student’s performance will be evaluated by the field supervisor. This section should be completed by the field supervisor.

1. **Student Performance Evaluation by Faculty Supervisor**

Please explain in detail how the student’s performance will be evaluated by the faculty supervisor. This section should be completed by the faculty supervisor.

The student will attend a weekly class taught by the externship faculty supervisor and submit weekly written assignments to facilitate reflection on the student's externship. The student will turn in time records to the faculty supervisor throughout the semester showing the hours spent performing legal work at the externship. The student may be required to meet with the faculty supervisor for a final meeting and/or a mid-semester meeting to review the student’s evaluations and discuss the student’s externship experience. The faculty supervisor will ensure that the student is engaging in reflective work throughout the externship.

1. **Additional Employment Notice**

The student must disclose anyadditional position (paid or unpaid) to the field supervisor to avoid any potential conflict of interest and to alert the field supervisor as to any potential scheduling conflicts. If applicable, please include the name of the office, the nature of the work, and the time commitment (including schedule). All clinics in which the student will be concurrently enrolled should be disclosed. If N/A, leave this section blank.

1. **Student Extern Agreement**

The student should initial each standard and add any necessary comments to this form. **As a student 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 applicable rules of professional conduct.

**\_\_\_\_\_ Development Goals**: I will create goals (Learning Objectives) for the semester for how I plan to develop professionally and which specific skills I hope to improve. I will discuss these goals with my field supervisor and my faculty supervisor.

**\_\_\_\_\_ Academic Component**: I agree to complete any assignments requested by my faculty supervisor, including submitting all required written reflections and/or attending all required classes. I agree to meet with my faculty supervisor 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 journal entries analyzing my experiences and/or I will share my experiences in classroom discussions. In so doing, I will be mindful of my confidentiality obligations.

**\_\_\_\_\_ Self-Evaluation**: I will strive to self-assess my performance in the externship, both through assignments and independent reflection. 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 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 Agreement**

The field supervisor should initial each standard and add any necessary comments to this form. **As a field supervisor, I agree to the following:**

**\_\_\_\_\_ Manual**: I have reviewed and understand the [Field Supervisor Manual](https://law.arizona.edu/sites/default/files/2024-10/Extern-Supervisor-Manual-Updated-Fall-2024.pdf) related to University of Arizona College of Law Externships.

**\_\_\_\_\_ Supervision**: I am a licensed attorney and/or have earned a JD (or equivalent non-U.S. legal degree). I will actively direct, monitor, and mentor the student.

**\_\_\_\_\_ Disciplinary History**: I verify that I have not been involved in any state bar disciplinary proceedings within the past 10 years.

If you have been involved in a disciplinary proceeding, please describe it in the space below, attaching additional materials if necessary.

**\_\_\_\_\_ Family Relationship**: I verify that I am not in immediate family member or a domestic partner of the student extern.

If you are an immediate family member or a domestic partner of the student extern, please state the relationship below and describe how your supervision will ensure fair and impartial guidance, regardless of the relationship.

**\_\_\_\_\_ Communication**:I will inform the extern of the system for assigning work and ensure the extern is given clear deadlines and ongoing guidance for managing their workload. I will communicate with the faculty supervisor at the beginning, middle, and end of the semester, and I will complete the student’s mid-semester and final evaluations in a timely manner. I will alert the faculty supervisor 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 an entry-level attorney at my organization. The experience will include multiple opportunities for performance, feedback, and self-evaluation.

**\_\_\_\_\_ Assignments**: The extern will be assigned work 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; performing legal research; 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, I will permit the extern's faculty supervisor a site visit in compliance with ABA Rules regulating law school externship placement.

**\_\_\_\_\_ Anti-discrimination and Harassment Policy**: I agree to abide by the University of Arizona’s Anti-Discrimination and Harassment Policy put forth below.

The University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. All externship sites are expected to adhere to these policies.

**\_\_\_\_\_** **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. \*

\*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”](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf) of the relationship. To ensure compliance, please review the applicable [U.S. Department of Labor Wage and Hour Division Fact Sheet](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf).

Signature of Field Supervisor Signature of Student

Signature of Faculty Supervisor Date of Approval by Faculty Supervisor