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**Externship PROPOSAL / Learning Contract**

**Students registering for externships must fill out this form with input from the Director of Externships (or another faculty supervisor) and field supervisor and email to:** Amanda Bynum**,** Director of Externships & Bar Success, abynum@email.arizona.edu

At the conclusion of the externship, separate evaluation forms must be completed by the field supervisor, any faculty supervisor, and the student and sent to the Director of Externships. Blank forms are available through the externships link on the website.

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| --- | --- |
| **Student name:**  |  |
| **Placement Office including address** |  |
| **Field Supervisor Name :** |  |
| **Field Supervisor Phone:** |  |
| **Field Supervisor Email Address:** |  |
| **FACULTY SUPERVISOR** **(if other than Prof. Bynum)** |  |
| Semester of Externship (i.e. Fall 2018): |  | Number of semesters completed prior to starting the externship.  |  |
| Units of Credit Requested: |  | # of total hours of field work to be completed: |  |
| Proposed Start date of externship |  | Proposed End date of externship: |  |

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| --- |
| **Schedule for completing hours required**: (Please explain, in as much detail as you can at this point, the schedule you intend to keep in order to complete this hours required for this externship. For example, “I will work in the field office from 2 – 4:30 pm, Wednesdays and Fridays for 10 weeks to complete the 50 hours needed for the one unit of credit I am requesting.”). |
|  |
| **Educational Objectives and Outcomes:** 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 and at the end of the semester. |
| 1.2.3.4. |
| **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.  |
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| **How student’s performance will be evaluated by the faculty supervisor:**  |
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**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 advise in a timely fashion, and comport myself with professionalism and integrity.

\_\_\_\_\_ **Confidentiality:** I agree to maintain the attorney-client relationship and keep confidential information about cases worked on in accordance with the rules of professional conduct.

\_\_\_\_\_ **Development Goals:**  I will create goals (Learning Objectives) for the semester of how I plan to develop professionally and will discuss these goals with my field supervisor and Director of Externships.

\_\_\_\_\_ **Academic Component:** I agree to attend all required classes, complete all required readings, evaluations and any other assignments requested by the Director of Externships and required on the D2L portal. I agree to meet with the Director of Externships 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 based on the prompts for each module. 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 so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty supervisor and field supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

**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: |
| □ Fall □ Spring □ March-May □ Summer |

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 him or her throughout the semester.

\_\_\_\_\_ **Communication:** I will inform the extern of the system for assigning work projects and ensure he or she is given clear deadlines and will receive ongoing guidance for managing the workload. I will communicate with the Faculty Supervisor 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 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 a lawyer advising or representing a client or engaging in other lawyering tasks that includes 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, including 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.

\_\_\_\_\_ **Logistics/Site Visit:** I will verify that the extern has a designated workspace and access to the tools (i.e. telephone, computer, and library) and support reasonably necessary to complete assignments. On request, will permit the Director of Externships a site visit in compliance with the ABA Rules regulating law school externship placements.

\_\_\_\_\_ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as 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.](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

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

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Signature of Student/Date Signature of Field Supervisor/Date

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Signature of FACULTY SUPERVISOR