



EXTERNSHIP LEARNING CONTRACT

Students registering for externships must fill out this form with input from the Director of Externships 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 and the student and sent to the Director of Externships. Blank forms are available through the externships link on the website.



Student name:			
Placement Office including address			
Field Supervisor Name and Contact information:			
Faculty Supervisor:			
Semester of Externship (i.e. Fall 2017):		Number of semesters completed:	
Units of Credit Requested:		# of total hours of field work to be completed:	
Start date of externship		End date of externship:	
Date faculty supervisor and field supervisor communicated to establish educational purposes of externship and the role of the field supervisor, and to discuss the manual for externship supervisors available on the Law College website:			
How, and how often, faculty and field supervisor will communicate (must be "regular"):			

<p>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.").</p>

Educational Objectives and Outcomes:
1.
2.
3.
4.
Work to be performed during the externship
1.
2.
3.
4.
How student's performance will be evaluated by the field supervisor:
How student's performance will be evaluated by the faculty supervisor:
How and how often faculty supervisor and student will communicate about the student's experience [this must be at least every other week] and how students will engage in guided reflection:

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.

_____ **Development Goals:** I will create goals 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 complete all required readings, evaluations and any other assignments requested by the Director of Externships. I agree to attend or view the classroom component online.

_____ **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 so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with the Director of Externships and site 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.

FACULTY SUPERVISOR'S AGREEMENT:

_____ I have read the Bylaws relating to Externships as well as ABA Standard 304, and understand that academic credit shall only be awarded if the requirements set forth above are met during the externship.

_____ If the student will be receiving both credit and compensation, all work done for both credit and pay will be consistent with the educational goals and requirements of the learning contract.

_____ I have worked with the student to develop a written plan to protect confidential information but also enable the student to convey sufficient information to the Faculty Supervisor to achieve the learning goals of the placement.

_____ Credit will be awarded only when the Faculty Supervisor has provided to the Director of Externships a copy of the Faculty and Field Supervisors' written evaluations of the student's performance.

FIELD SUPERVISOR'S AGREEMENT:

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.

_____ **Orientation:** I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

_____ **Supervision:** I have the authority, ability and resources to ensure that the extern has a supervising attorney 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.

_____ **Skills Development:** The extern will be engaged in a substantial lawyering experience 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 other appropriate professional activities.

_____ **Opportunities for Reflection:** The extern will meet with his/her supervisor, other attorneys and staff to discuss his/her observations, experiences, and other issues relevant to the profession.

_____ **Supervisor Accessibility:** The extern and supervising attorney will meet at least weekly. IN addition to any standing meetings, the supervising attorney will be able to meet with the extern as needed to provide support and feedback on assignments.

_____ **Forms:** I will comply with the school's evaluation requirements, including reviewing any student self-assessments, completing evaluations, and providing feedback to the extern in a timely manner.

_____ **Logistics:** I will verify that the extern has a designated workspace and access to the tools (i.e. telephone, computer, library) and support reasonably necessary to complete assignments.

_____ **Bar Admission/Status:** I certify that I am currently an active member of the state bar of _____.

_____ **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/FOR-PROFIT PLACEMENTS: Will the student be receiving pay? YES _____ NO _____ ***Credit-only, nonpaid externships:** To ensure compliance with federal employment law, the student must not be assigned fee-generating matters, the student's contribution must not displace the work of regular employees and must be performed under close supervision of a licensed attorney. The corporation must not derive any immediate advantage from the law student's activity, though it may derive long-term intangible benefits such as the general reputational benefits associated with the student's work on particular projects.

Signature of Student/Date

Signature of Field Supervisor/Date

Faculty Supervisor/Date