



Dear Externship Field Supervisor,

Thank you for your willingness to supervise a College of Law extern! We recognize and appreciate the demands on your time and understand that supervision of a law student adds to your duties and responsibilities. We hope that the investment you make in supervising and developing your extern will serve your organization as the student's competency and ability to take on progressively more complex tasks grows.

Quality practical training is essential to the College of Law's mission to form and educate future lawyers. Externships are an integral part of our experiential learning program. Through externship, students gain skills needed to be successful attorneys—from improving their research, writing and drafting proficiencies to developing their interpersonal communication skills, strategic decision-making, and understanding and integrating the values of the profession. Equally important, for most students, externships are the first real opportunity they have to appreciate, in real time, what it means to be a lawyer.

In any externship program, the quality of a student's experience is directly related to the quality of the supervision provided—by both the law college and the supervising attorney or judge. While the relationship between the student and his or her placement is a dynamic one; we hope our Field Supervisor Manual will assist you in effectively mentoring an extern and help establish a mutually beneficial relationship between you, your extern, and the College of Law.

The manual reflects the ABA and Federal Fair Labor Standards requirements for the conduct of externship programs, articulates the standards we expect our extern supervisors to follow, and highlights some best practices in extern supervision.

We thank you for your willingness to become directly involved in the extern's education. We ask that you choose assignments that will stretch their legal skills and that you provide feedback that will allow them to learn from their experiences. To further foster meaningful reflection, we hope that you will discuss with them professional mores and the things that drive you to perform excellently as a professional. Finally, we ask that you act as mentors and role models, helping the externs develop their own internal sense of professional commitment, responsibility, and identity.

As we work to develop meaningful and exciting externship placements, we are open to all of your suggestions and feedback.

Very Truly Yours,

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