



THE CATHOLIC UNIVERSITY OF AMERICA  
Columbus School of Law

**SITE SUPERVISOR, FACULTY SUPERVISOR, AND EXTERN AGREEMENT**

Extern Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Site Supervisor Name & Title: \_\_\_\_\_

Placement: \_\_\_\_\_

Faculty Supervisor: Professor Christopher Ross

The following are the minimum standards expected of site supervisors, faculty supervisor(s), and externs to receive academic credit. All externships will consist of two components: (a) a work experience under the supervision of the site supervisor; and (b) an academic component under the supervision of the faculty supervisor(s).

**Site Supervisor's Agreement**

Thank you for your support, supervision, and mentoring of a law student extern. Please fill in the necessary information and add any comments on this form.

1. **Orientation:** The student extern will receive an orientation to the placement, including a discussion of office procedures, confidentiality, and other ethical obligations, an overview of the work and the expectations for the extern, and a discussion of the extern's professional and personal goals.

2. **A single primary supervisor:** The extern will have a single primary supervisor, who is a licensed attorney employed by the placement. In the event of the supervisor's extended absence, another supervisor will be assigned.

3. **Designated workspace:** The extern will have a designated workspace in the same location as the supervisor and access to the tools (e.g. desk, telephone, and computer) and support needed to complete assignments. Absent extraordinary circumstances, externs may not work remotely.

4. **In person:** Legal Externships for credit are expected to be completed in person. If there is the possibility that your externship will be partially remote, prior approval must be obtained.

5. **Skills development:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

6. **Assignments:** The extern will be assigned work that is similar to that of a law

clerk or entry-level staff 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, and attending or observing meetings, conferences, negotiations, and court, legislative, or administrative proceedings.

**7. Limiting administrative work:** The extern will be given substantive assignments and will not be asked to undertake significant amounts of administrative work.

**8. Regular supervision meetings:** The supervisor and the extern will meet at least once per week to discuss the extern's assignments and experiences. The supervisor and extern also will meet at the midpoint and the end of the semester to discuss the extern's overall performance and evaluate the extern's progress in achieving his or her goals.

**9. Assignments and feedback:** The extern will be given clear deadlines for assignments and guidance on managing the workload. The extern will be provided regular, specific, individualized, timely feedback on each assignment.

**10. Fee-generating matters:** Where the extern is assigned work on fee-generating matters, the extern's time will not be billed, and the work assigned will further the extern's legal education.

**11. Mid-semester and final evaluations:** Both at the mid-point and at the end of the semester, the supervisor will complete a form evaluating the extern's work and return the form to the law school. A fillable pdf document or a link to an online form will be emailed to the supervisor for completion at the relevant times.

**12. Site visit:** The supervisor will participate in a brief site visit upon request.

### **Extern's Agreement**

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

Students must complete 120 hours of work to earn 2 credits and 180 hours of work to earn 3 credits. It is expected that all work will be completed between the first and last day of classes and not during the reading or exam period.

Number of credits I seek for this externship: \_\_\_\_\_ (#), or the equivalent of \_\_\_\_\_ (#) total work hours. I understand that in order to receive the indicated credits I must work on average \_\_\_\_\_ (#) hours per week for \_\_\_\_\_ (#) weeks.

My supervisor and I agree that the start and end dates of my externship are:

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

If I complete the number of hours required for credit before my end date, I may be able to apply additional hours to the Pro Bono Program. Please see what counts as pro bono on the Law School's webpage. Students are not required to work during University holidays or breaks.

### **Faculty Supervisor's Agreement**

The faculty supervisor agrees to perform the following:

**1. Academic Requirements:** I will ensure that the student enrolls in an approved companion course to the externship placement. I will ensure that the law school's externship curriculum includes requirements (including readings, reflective papers or journals, presentations, and/or other assignments) designed to develop the extern's experience at the placement, including encouraging self-evaluation and reflection.

**2. Communication:** I will remain in regular contact with the externship site, the extern, and the faculty teaching externship courses to ensure the quality of the educational experience. I may conduct a brief site visit as appropriate.

**3. Availability:** I will be available as a resource should any concerns or issues arise.

**4. Evaluation:** I will evaluate the extern's performance at the externship based, inter alia, on the extern and supervisor evaluations, timely and thorough completion of time sheets and other course requirements, as applicable, and professionalism. Based on this evaluation, I will determine whether credit should be granted for the extern's fieldwork. In most cases, an extern will complete a separately credited companion academic seminar during the semester in which the extern completes his or her fieldwork. In such cases, the faculty member teaching the companion course will evaluate the extern's academic performance in the course according to the evaluation criteria outlined in the course syllabus.

We have reviewed this document and agree to act in accordance with these expectations.

**Student Extern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Supervising Attorney Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Bar Admission/Status:** I am currently an active member of the (state) \_\_\_\_\_ Bar.

**Faculty Supervisor Signature** (Professor Christopher Ross): \_\_\_\_\_

**Date:** \_\_\_\_\_

*Thank you for participating in the CUA Law Externship Program. Please call or email Christopher Ross, Clinical Assistant Professor, to discuss any questions, comments, or concerns at 202-319-6783 or rosscs@cua.edu.*