



REQUEST FOR APPROVAL OF STUDENT EXTERN SUPERVISOR

1. COURT/OFFICE INFORMATION:

Agency/Office: _____

Address: _____

Website: _____

2. SUPERVISING ATTORNEY OR JUDGE:

(circle) Mr./Ms.: First name: _____ Last name: _____

Title: _____ Direct phone: _____

Email: _____

State of Bar Admission: _____ Month/Year of Bar Admission: _____

3. **Minimum Hour Commitment.** Students must complete a certain number of fieldwork hours over the course of their externships, which may be 14 weeks in the Fall or Spring Semesters and 6 or 12 weeks in the Summer Term. Specifically, students earn 1 hour of academic credit per 45 hours of fieldwork. Students may apply for two to twelve credits in a legal setting, two to three in state court, and two to five in federal court. Each academic credit hour requires 45 hours of work. In the Fall and Spring Semesters, students enrolled in 12 hours or more of other course work should not do more than 20 hours of field work per week, and students enrolled in less than 12 hours of other courses should not do more than 40 hours of field work per week. In the Summer, students enrolled in other courses should do no more than 20 hours of field work per week and all other students should do no more than 40 hours of field work per week.

(Check one) 10-20 *hours/week* _____ 21-30 *hours/week* _____ 31-40 *hours/week* _____

4. Number of students you can accommodate each semester: _____

5. Certification under the Oklahoma Licensed Legal Internship Program is:
Required _____ *Preferred* _____ *Not necessary* _____

6. Please answer the following questions regarding the externship. ***Please print your responses on Court/Office letterhead and attach.***

- A. Describe the work done in your office as well as the area (s) of law included. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.
- B. Describe the educational objectives of this externship will fulfill. In doing so, please reference the legal and professional competencies discussed in the document entitled *Professional Skills for Externs*.
- C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervisor will work together.
- D. Describe how the supervision and work assignments will meet the College of Law 's supervision requirements outlined in the "Externship Supervisor and Extern Agreement" form.
- E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.
- F. Attach the résumé(s) or summary of professional/educational experience of the supervisor.

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the extern is receiving an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate participation in the program for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship. Accordingly, please review the supervisor's obligations listed in the *Extern Supervisor and Extern Agreement*.

I have read the College of Law's policies, requirements and procedures for externships, including its *Extern Supervisor and Extern Agreement*, and I am willing to comply with them. I also certify that I am in good standing with the Bar.

Signature of Supervisor

Date

University of Tulsa College of Law

Date Reviewed

Approved _____ Disapproved _____