THE UNIVERSITY of TULSA
COLLEGE OF LAW

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern: _____Semester/Year: _____

Supervisor(s): _____

Placement:_____

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs receiving academic credit.

Supervisor's Agreement:
Please initial each standard and add any comments to the bottom of this form.

_____**Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality and an overview of the work and expectations of the extern.

_____**Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

_____**Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____**Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____**Diversity of Tasks:** Externs are assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____**Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities**.**

_____**Opportunities for Reflection:** Externs will meet weekly with their supervisor, other attorneys and staff to discuss their observations, experiences and other issues relevant to the profession.

_____**Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____**No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable

out-of-pocket expenses related to the externship.

_____**Bar Admission/Status.** I certify that my first bar admission was to the *(state)*Bar in *(month/year)*_____and that I am currently an active member with the *(state)*__Bar.

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.

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

Start Date: _____ End Date: _____

Number of units of credit I seek for this externship: _____. I understand that to receive credit I must on average work _____ hours per week.

During this semester, I have the following classes and academic commitments:

Name of Class:	Day/Time:
_____	_____
_____	_____
_____	_____

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the College of Law's Externship Programs with any questions or issues that arise during the externship.

Student Signature: _____

Date: _____ Email Address: _____Phone:_____

Signature of Supervising Attorney/Judge:_____

Date: _____ Email Address: _____Phone:_____

Submit to: Christy Caves, Assistant Dean and Director of Experiential Learning, The University of Tulsa College of Law, ATTN: Marta Swanson, 3120 East Fourth Place, Tulsa, OK 74104-2499, fax to 918-631-2194; or email to marta-swanson@utulsa.edu.