

**THE UNIVERSITY OF TULSA COLLEGE OF LAW  
FIELD STUDY EXTERNSHIP GUIDELINES**

**CONTENTS**

|           |   |   |
|-----------|---|---|
| I.        | Purpose and Educational Goals of Externships .....                    | 1 |
| A.        | Purpose   |   |
| B.        | Educational Goals   |   |
| II.       | Statement of Expectations .....                                       | 1 |
| A.        | Participants  |   |
| B.        | Purpose of Statement of Expectations                                  |   |
| III.      | Student Requirements .....  | 2 |
| A.        | Prerequisites   |   |
| B.        | Academic Requirements   |   |
| C.        | Administrative Requirements   |   |
| D.        | Grades  |   |
| E.        | Professional Conduct  |   |
| F.        | Online Research   |   |
| IV.       | Faculty Supervisor Requirements.....                                  | 3 |
| A.        | Preliminary Responsibilities  |   |
| B.        | Classroom Component   |   |
| C.        | Evaluate Externs  |   |
| <b>D.</b> | <b>Administrative Responsibilities</b>                                |   |
| V.        | Field Supervisor Requirements.....                                    | 4 |
| A.        | Design a Rigorous Externship Experience                               |   |
| B.        | Provide Adequate Training for Externs                                 |   |
| C.        | Monitor Assignments   |   |
| D.        | Meet Regularly with Externs   |   |
| E.        | Evaluate Externs  |   |
| F.        | Communicate with the Faculty Supervisor and/or Externship Supervisors |   |
| VI.       | Director of Field Studies and PDO Requirements.....                   | 5 |
| A.        | Advise Students and Assign Externship Placements                      |   |
| B.        | Provide Orientation for Externs                                       |   |
| C.        | Select, Train, and Evaluate Field Supervisors                         |   |
| D.        | Perform Periodic Site Visits  |   |
| E.        | Maintain Program Records  |   |
|           | Appendix A, Statement of Expectations.....                            | 8 |

## THE UNIVERSITY OF TULSA COLLEGE OF LAW FIELD STUDY EXTERNSHIP GUIDELINES

These guidelines apply to all field study externships (FSE) of four or more credit hours conducted through The University of Tulsa College of Law (TU) as of January 2011:

### I. Purpose and Educational Goals of Externships

**A. Purpose.** The purpose of TU's FSE program is to provide students with the opportunity to obtain significant practical experience in judicial chambers, law office, government, not for profit and other lawyering settings, to develop professional lawyering skills, and to analyze and reflect critically on that experience from a variety of perspectives.

**B. Educational Goals.** The educational goals of the FSE program include the following:

- Exposing students to the practice of law and the judicial process and providing students with an opportunity to learn and use legal skills under the supervision of a judge or licensed attorney;
- When possible, providing students with the opportunity to gain experience in a substantive area of the law related to the student's academic track or professional interests;
- Providing students with the opportunity for reflective analysis and critical thinking about values, ethics and professionalism, including; the ethics of law practice, social justice and the legal profession; and
- Providing opportunities for students to compare, evaluate, and reflect critically on topics related to their own career path and professional development, such as: settings, assignments, and daily activities in different types of law offices; the "fit" between the student and various legal careers; and the roles lawyers play in society.

### II. Statement of Expectations

**A. Participants.** There are three principal participants in each externship experience. These are: the law student extern; the law faculty supervisor, who may be the Director of Field Study or other faculty member; and a field supervisor. Before law students can serve as externs, they must complete a Statement of Expectations ("Statement") that is developed and signed by all three participants.

**B. Purpose of Statement of Expectations.** The Statement sets out the goals and objectives of the extern during the externship.

**C. Contents of Statement of Expectations.** The specific content of the Statement will be determined by the participants. At a minimum, each statement must include: 1) the learning objectives for the extern, including substantive area(s) of law, professional lawyering and problem-solving skills, and opportunities for the production of significant written work; 2) the types of work (including office functions) the extern is expected to perform; 3) the types of opportunities in which the student will be permitted to participate or observe; 4) the beginning and end dates of the placement and the anticipated schedule

for the extern, including the number of hours the extern will spend on site each week; and 5) the names and contact information for all parties, including identification of the extern's direct supervisor at the externship. The form of each Statement should conform substantially to the document attached at Appendix A.

### III. Student Requirements

- A. Prerequisites.** All full time students must complete one academic year of full time study before participating in an externship. Part time students may be permitted to participate in a FSE as determined by the Director of Field Study and the Vice Dean, or his designee.
- B. Academic Requirements.** To receive credit for the externship, students will be required to meet the minimum academic requirements set forth below and any individual course requirements developed and communicated by the law school faculty member teaching the course component of an externship.

1. Complete 45 hours per academic unit of credit within the specified dates of the externship and 14 hours of a contemporaneous classroom component for the externship. Classroom instruction may include distance learning.

Students not participating in the classroom component (i.e., students who participated in the 14 hour FSE course component in a previous semester) must communicate with their law faculty supervisor at least four times per semester: once at the beginning of the semester, twice during the course of the semester, and once at the end of the semester. The purpose of these communications is to set student goals, evaluate progress and accomplishments, and reflect on the learning experience. The student must also satisfactorily complete any academic requirements assigned by the faculty supervisor.

Students are expected to engage in their externships primarily at their placement sites and other sites essential to their lawyering work, such as legal proceedings, meetings or investigations in the field.

2. Demonstrate thoughtful reflection on the externship experience. This reflection is an academic requirement that will be assigned and graded by the faculty supervisor. Reflection may be demonstrated in a weekly journal, a critical essay or paper, or in periodic written reports to the faculty supervisor or any combination of thereof.
3. Produce work product from the externship that demonstrates the student's legal skills, including written work and observations by the field supervisor about the student's performance of non-written lawyering skills. Before submitting any work product to the law faculty supervisor, the student and the field supervisor will determine if redaction is necessary to protect confidentiality. If the nature of the placement is not conducive to the submission of work to the faculty supervisor, the faculty supervisor will develop alternative means for evaluating the student performance in the externship.

4. Receive a satisfactory evaluation from the field supervisor.  
(See, § V (E) *infra* at. p 5)
5. Attend the pre-placement Orientation session.

**C. Administrative Requirements.** To receive credit for the course, students must also fulfill the administrative requirements of the externship.

1. Complete preliminary administrative tasks, including: register for the externship course; work with the Professional Development Office (PDO) to secure an externship placement; contact the field supervisor and faculty supervisor to discuss and complete the Statement of Expectations; arrange a weekly work schedule; and complete any other administrative tasks required by the faculty supervisor or the Director of Field Studies and the PDO.
2. Provide the faculty supervisor with a mid-term evaluation of the externship experience on a form provided by the FSE program. All forms must be submitted to the faculty supervisor as set forth on the evaluation form. No grade for an externship will be released until the law faculty member reviews the evaluation and determines that it is satisfactory and complete.

**D. Grades.** Externships will be graded pass/fail.

**E. Professional Conduct.** All externs are responsible for complying with the rules of professional conduct relevant to their externship and the Honor Code.

**F. Online Research.** Externs are not permitted to use their student Westlaw or LEXIS passwords for work in their externships unless specifically informed by the Director of the MLIC that such use is acceptable under the terms of the licensure agreements the College of Law maintains with those vendors. Any such permission must be in writing from the MLIC Director and must be copied to the Director of Field Study.

#### **IV. Faculty Supervisor Requirements**

In most cases, the faculty supervisor will be the Director of Field Study. Other faculty members may also supervise an externship class or a single extern.

- A. Preliminary Responsibilities.** The faculty supervisor must meet with each extern under her supervision to review the goals and objectives of the externship before entering into the Statement.
- B. Classroom Component.** The faculty supervisor must teach the contemporaneous classroom component required by the individual externship course. The purpose of the classroom component of the externship is to focus on themes, issues, skills, and experiences of common interest to students in the class. The classroom component must also provide opportunities for students to reflect critically on their experiences as externs using journals or other short writing assignments.

**C. Evaluate Externs.** Faculty supervisors must evaluate and grade each extern's performance in the course.

**D. Administrative Responsibilities.**

1. Communicate with the field supervisor.

The faculty supervisor must communicate with the field supervisor at least three times during the externship. The first communication will be before the start of the externship to set the terms of the Statement; the second meeting will be during the semester for an interim progress report; and, the final meeting will be at the end of the externship for a final evaluation of the extern. The communications may be in person or through other means such as email, phone conferences or other means. It is the faculty supervisor's responsibility to initiate these communications.

2. Evaluate the field placement and field supervisor.

At least once every two years, faculty supervisors will prepare a short written evaluation of each field placement used by their externs. These evaluations shall be submitted to the Director of Field Study and kept on file in the PDO.

**V. Field Supervisor Requirements**

All externs must work under the supervision of a field supervisor who is a licensed attorney in good standing with a minimum of five years' legal experience, if in private practice, or a minimum of three years if he or she has practiced as a prosecutor, public defender or a legal service's attorney for that period, or a judge or justice currently serving on the bench. In addition, field supervisors will be available on-site to field study externs whenever such students are engaged in their placement activities, in order to observe, critique, review and otherwise closely supervise their legal work. This availability includes supervision at other places essential to the lawyering work of the externs, such as the sites of legal proceedings, meetings, and field investigations. The field supervisor will assume principal responsibility for the extern and will serve as the contact person for the faculty supervisor.

**A. Design a rigorous externship experience.** Prior to the extern's arrival, the field supervisor will discuss the required elements of the Statement with the extern. The purpose of the discussion is to develop learning goals and expectations and to clarify the terms of the externship. It is the extern's responsibility to fill in the terms of the Statement and submit copies to the faculty supervisor and the field supervisor. However, the field supervisor should work with the extern to develop realistic goals for the semester.

**B. Provide adequate training for externs.** Field supervisors must provide sufficient training so that students can competently perform assigned work. Such training should include an initial orientation meeting to provide an overview of the office or chambers and its mission, the general legal issues typically before it, guidelines and resources for

performing legal assignments, and office policy and procedures. Subsequent training for externs should also include regular workshops or information sharing sessions, and periodic meetings between the extern and the field supervisor or other assigning attorneys to answer questions and provide guidance and feedback on specific projects. The nature of the training field supervisors should provide is more fully explained in the Field Study Supervisor's Manual.

- C. Monitor assignments.** The field supervisor shall monitor the quality and quantity of work assigned to externs to ensure: 1) assignments are representative of legal work typically done in the office or chambers; 2) assignments are as varied as conditions allow; 3) the extern has sufficient legal research and writing, but is also permitted to observe matters in which the extern cannot directly participate; 4) assignments are appropriately challenging and reasonable in terms of the extern's hourly commitment; and 5) clerical tasks (filing, photocopying, etc.) are kept to a minimum. The nature of the monitoring field supervisors should provide is more fully explained in the Field Study Supervisor's Manual.
- D. Meet regularly with externs.** The field supervisor should meet with externs regularly to provide them with general supervision. These meetings include evaluating the extern's recent performance, discussing the activities of the office or chambers, answering the extern's questions about the assignments or cases, and generally serving as a mentor for the extern. The nature of the feedback and supervision field supervisors should provide is more fully explained in the Field Study Supervisor's Manual.
- E. Evaluate externs.** At the end of the semester, the field supervisor will evaluate the extern on a form provided by the faculty supervisor. The evaluation is due to the faculty supervisor two weeks after the externship has ended.
- F. Communicate with the faculty supervisor and/or the Director of Field Study.** Field supervisors should communicate openly with the faculty supervisor about the extern a minimum of three times per semester. These communications will be initiated by the faculty supervisor but depend on the frank assessments and evaluations of the field supervisor to be meaningful.

## **VI. Director of Field Study and PDO Requirements**

The Director of Field Study has primary responsibility for the academic requirements of the field study externships and for teaching the externship course. The PDO Assistant Dean has primary responsibility for securing externship placements and administering the FSE programs.

- A. Advise students and assign externship placements.** In the semester before the externship begins, the PDO will meet with individual students to determine the type of externship in which the student is interested and to assess which experience will be most suitable for the student's academic and career progress. The PDO will send resumes and other materials to prospective field supervisors who will interview students and make extern selections. In the event a student secures her own prospective supervising attorney

or judge, the PDO Assistant Dean and the Director of Field Study will visit with the attorney or judge before the placement is made in accordance with requirement C below.

- B. Provide orientation for externs.** The PDO Assistant Dean will teach a pre-placement 2-hour orientation session for all externs at the start of each semester. The purpose of the orientation is to provide an overview of the FSE program, as well as course and administrative requirements. Part of the orientation will focus on professionalism and professional responsibility concerns, including conflicts of interest and confidentiality.
- C. Select, train, and evaluate field supervisors.** The Director of Field Study and the PDO Assistant Dean will assess and approve field supervisors at sponsoring organizations. They will provide training for field supervisors by providing written orientation materials, developing training seminars, or offering individual consultation. No attorney may serve as a field supervisor without first receiving appropriate training. Written evaluations of every field supervisor and sponsoring organization, including those made after the periodic site visits, shall be kept by the PDO.
- D. Perform periodic site visits.** The Director of Field Study and the PDO Assistant Dean will periodically visit all FSE sites to meet with field supervisors, assess the work environment, and evaluate whether the placement is meeting the educational goals of the Field Study Externship Program. During the visit, they will evaluate whether the sponsoring organization: 1) provides students with sufficient opportunities to develop their legal skills and knowledge; 2) provides students with ample and appropriate feedback on their performance; 3) provides students with appropriate supervision and guidance; and 4) otherwise meets the academic requirements of the program. The Director of Field Study and the PDO Assistant Dean, or their designees, will visit each active site at least every two years. No one may serve as a designee without administrative approval. Visitation may be in person or through electronic means.
- E. Maintain program records.** The PDO will maintain records of the FSE program including: 1) records of student placements; and 2) evaluations of field placements and field supervisors by students, faculty supervisors, and the Director of Field Study. These evaluations are for use only by law faculty and administrators.

Appendix A

**The University of Tulsa College of Law  
Field Study Externship Programs  
Statement of Expectations**

**Student Name:** \_\_\_\_\_  
(Print)

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

**I. Parties**

This agreement is between the following (1) a student at the University of Tulsa Collage of Law preparing to undertake an externship (“extern”); (2) law faculty supervisor; and (3) field supervisor of the externship:

1. Extern: *(insert name, address, telephone number, and e-mail address)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Law Faculty Supervisor: Catherine M. Cullem  
Director of Field Studies & Professor of Legal Writing  
catherine-cullem@utulsa.edu  
918.631.2464 (office);918.631.2194 (fax)

3. Field Supervisor: *(insert name, title, address, telephone number, and e-mail address).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Placement Dates and Weekly Schedule**

**A. Placement Dates:** From \_\_\_\_\_ to \_\_\_\_\_

**B. Extern’s Weekly Schedule**  
*(insert extern’s anticipated weekly schedule)*

MONDAY: \_\_\_\_\_ TUESDAY: \_\_\_\_\_

WEDNESDAY: \_\_\_\_\_ THURSDAY: \_\_\_\_\_

FRIDAY: \_\_\_\_\_

Total No. of Hours Per Week: \_\_\_\_\_ No. of hours on-site: \_\_\_\_\_

**C. Are you a licensed legal intern?**  Yes  No

**III. Extern’s Goals and Objectives**

The following goals and objective shall guide the extern’s learning experience: (include, as applicable, substantive area(s) of law and legal skills; all Statements must set out specific opportunities for the production of significant written work; all Statements must set out at least four goals.)

- 1. Goal 1: (set out broad goal and means to achieve it)

---

---

---

---

---

- 2. Goal (2 – end): (list as many goals as needed to cover the specifics of the externship; attach additional pages as needed to state those goals and the means by which those goals will be achieved)

---

---

---

---

---

**IV. Type of Work**

The type of Work (including office functions) the extern is expected to perform to achieve the goals listed in part III (include the anticipated types and projected number of written work products the student will prepare; anticipated lawyering skills in which the student will be engaged; and practical experiences to which student is anticipated to be exposed that enhance the student’s understanding of principles learned in law school or to help the student’s understanding about the legal aspects of the practice of law). Please attach additional sheets as needed to the Statement.

---

---

---

---

---

V. Other Opportunities in Which the Extern May Participate or Observe

---

---

---

Signed: \_\_\_\_\_  
Extern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Faculty Supervisor