



STATEMENT OF EXTERNSHIP EXPECTATIONS (EXTERN / SUPERVISORS)

Extern Name: _____ Semester/Year: _____

Placement (including the name of the agency, office, division or unit): _____

Faculty Supervisor (name / email): _____

Supervising Attorney (name/email): _____

EXTERN'S STATEMENT OF EXPECTATIONS:

The following are the standards expected of externs. After reviewing, please initial where appropriate.

_____ **Goal-Setting:** I will create goals for the semester of how I plan to develop academically and professionally and will discuss these with my site supervisor and faculty supervisor.

My top three goals, and action steps for how to achieve these goals, are:

The mechanisms I will use to measure whether I have achieved my goals are:

_____ **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

_____ **Self-Reflection:** I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my externship. As directed by the externship program, I will submit reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.

_____ **Academic Requirements:** I agree to complete all required readings, evaluations, and/or other assignments requested by the externship program.

_____ **Self-Assessment:** I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will

discuss my self-assessment with my faculty and site supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

_____ **Communication with Faculty and Site Supervisors:** I have discussed these expectations with my supervisors.

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

Start Date: _____ **End Date:** _____

My supervisor and I agree that my work schedule shall be as follows:

Day(s)/Times each week: _____

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 other commitments (journal, moot court, etc):

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

FACULTY SUPERVISOR / EXTERNSHIP DIRECTOR'S STATEMENT OF EXPECTATIONS:

The faculty supervisor / Externship Director has read and agreed to perform the following:

_____ **Availability:** I will be available as a resource should any concerns or issues with the externship arise.

_____ **Goal-Setting and Reflection:** I will meet in person with the student at the beginning, middle, and end of the externship period to reflect on the extern's personal, professional, and academic goals, and how the placement has contributed to achieving those goals. I will read and give feedback where necessary on the student's bi-weekly reflection papers.

_____ **Evaluation:** I will evaluate the quality of the placement as it contributes to the student's academic achievement. I will also continually evaluate the placement to ensure the best substantive experience for the student, including keeping a strong connection with the site supervisor and doing site visits.

SUPERVISING ATTORNEY'S STATEMENT OF EXPECTATIONS:

The following are the standards expected of extern supervisors. After reviewing, *please initial each standard* and add any comments to the bottom of this form.

_____ **Orientation:** I will ensure that the extern receives an orientation, including a discussion of office procedures, culture, and confidentiality, as well as an overview of the work and expectations of the extern.

_____ **Skills Development:** I will ensure that the extern engages in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

_____ **Supervision:** I will participate in directing, monitoring, and mentoring the extern throughout the semester. I understand that I am expected to meet at least weekly with the extern, but will make myself available to the extern as needed.

_____ **Assignments:** I will inform the extern of the system for assigning work projects, give clear deadlines, and give ongoing guidance for managing the workload. Externs will be assigned work directly related to their specified educational objectives whenever possible, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ **Feedback:** I will ensure that the extern is provided specific, individualized, and timely feedback on each assignment. This will include mid-semester and end-of-semester evaluations where required by the externship program.

_____ **Observation:** I will ensure that the extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

_____ **Opportunities for Reflection:** I will ensure that the extern will meet with me, 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.

_____ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

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

Student Signature: _____

Date: _____ Contact Phone Number: _____

Signature of Supervising Attorney: _____

Date: _____ Contact Phone Number: _____

Supervising Attorney 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.

Signature of Externship Director: _____

Date: _____