EXTERNSHIP LEARNING CONTRACT (GOVERNMENT & NON-PROFIT)
University of Arizona
James E. Rogers College of Law

Students registering for externships must fill out this form with input from the faculty and field supervisor and email to:

Seánnna Howard, Externship Coordinator
University of Arizona Rogers College of Law
1201 E Speedway Blvd.
Tucson, AZ 85721-0176
showard@email.arizona.edu
Phone (520) 626-8223

For ad hoc externships, your application must first be approved by the Law College Curriculum Committee. Please submit this form as early as possible in the semester preceding the intended externship to allow the Committee to fully consider the proposal. It is the student’s responsibility to ensure they are enrolled in the proper number of externship units.

At the conclusion of the externship, separate evaluation forms must be completed by the field supervisor and the student and sent to the Externship Coordinator. Blank forms are available through the externships link on the website. For journaling requirements see the attachment to this form.

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**Student name:** Click here to enter text.

**Externship placement information (Name of government agency or non-profit entity):**
Click here to enter text.

**Number of semesters of law study fully completed:** Click here to enter text.

**Proof of good standing (g.p.a. of 2.0 required):** Click here to enter text.

**Faculty supervisor** (with whom student has worked to develop this externship proposal & experience):
Click here to enter text.

**Field Supervisor contact information** (must be attorney or judicial officer, licensed to practice law, who is directly supervising extern’s legal work):
Units of Credit requested (An eligible student may receive up to 10 semester hours of academic credit for a single approved externship):

Schedule for completing hours required: (Please explain, in as much detail as you can at this point, the schedule you intend to keep in order to complete this hours required for this externship. For example, “I will work in the field office from 2 – 4:30 pm, Wednesdays and Fridays for 10 weeks to complete the 50 hours needed for the one unit of credit I am requesting.”).

Educational Objectives and Outcomes:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

Work to be performed during externship (must be activities and product that lawyers regularly engage in):

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.

Date faculty supervisor and field supervisor communicated to establish educational purposes of externship and the role of the field supervisor, and to discuss the manual for externship supervisors available on the Law College website:

How, and how often, faculty and field supervisor will communicate (must be “regular”):

How student’s performance will be evaluated by faculty supervisor:

Click here to enter text.
How student’s performance will be evaluated by field supervisor:
Click here to enter text.

Plans for on-site visit [Note: site visit or equivalent required if for 4 or more units]:
Click here to enter text.

How and how often faculty supervisor and student will communicate about the student’s experience [this must be at least every other week] and how students will engage in guided reflection (observing how the experience has influenced his or her thoughts about the values and responsibilities of the legal profession and on his or her ability to assess his or her own performance and level of competence: see Introduction to Journaling attached):
Click here to enter text.

The faculty supervisor and student agree to the following:

A. We have read the Bylaws relating to Ad Hoc Externships as well as ABA Standard 305, and understand that academic credit shall only be awarded if the requirements set forth above are met during the externship. Students may not be compensated for work performed.

B. The Student, Faculty Supervisor and Field Supervisor will develop a written plan to protect confidential information but also enable the student to convey sufficient information to the Faculty Supervisor to achieve the learning goals of the placement.

C. The Student understands that to receive credit, the required hours must be completed by submitting timelogs and work assigned by supervisors must be completed.

D. We have provided a copy of this proposal to the Field Supervisor, who understands that academic credit may not be awarded unless the requirements of this proposal are met.

E. Credit will be awarded only when the Faculty Supervisor has provided to the Registrar a copy of the Faculty and Field Supervisors’ written evaluations of the student’s performance, a copy of which the Registrar will provide to the Chair of the Curriculum Committee or the Vice Dean.

__________________________________________________________  ____________________________________________________________
Signature of Student/Date                                              Signature of Faculty Supervisor/Date

__________________________________________________________
Signature of Field Supervisor at Government or Non-Profit Placement / Date
Reflection and Adaptation

By reflecting on your experience, we hope that you will learn more about the kind of work you enjoy, the environments you thrive in, the interactions that are best for you, the skills you have developed, and the personal values that your work must incorporate for you to enjoy peace of mind as well as the substantive law you are learning to successfully complete your internship. Ultimately, we hope that journaling will help you identify your aspirations, your place in the profession, and the relationship of your work in law to the other parts of your life. Along the way, by reflecting on your experience, we hope that you will become more flexible and able to adapt to new demands and new environments. Our ultimate goal is for you to observe more and experience greater satisfaction professionally and personally than you would without this reflection.

It is amazing how quickly your semester will go; we ask you to keep a journal so that you will set aside time for, and actually articulate, your reflections. By making the time to reflect, you will be able to distill much more out of your experiences than if you rush through them without considering what they can teach you.

The Logistics

• **Format:** Journal entries should be submitted as attachments to e-mail messages to your faculty supervisor. While there is no required format, the journal should be in complete sentences and paragraphs, using proper grammar and spelling. Stream of consciousness is not acceptable. Be sure to include your name and the date submitted on each journal entry.

• **Subject Line of E-Mail Submissions of Journals:** In submitting your journals, please indicate your name and the number of your journal entry, e.g., Jonathan Swift, Journal 1.

• **Confidentiality:** No confidential information should be included in your journal.

• **Journal due dates:** A journal entry is due the first Saturday following your first week of work, and entries must be submitted every week throughout your externship unless you and your faculty supervisor agree on a different schedule. A final journal entry must be submitted on the last day of the semester, so that you can reflect on how your internship experiences have changed your approach to law school, if at all.

“How” to Journal

A journal is not meant to be a log of your assignments or your life’s events. It is a place to reflect...explore your thoughts and feelings...solve problems...and think about the relationship of your current experiences to your future. You should also be thinking about the substantive law you are learning, the experiences you are having as a student, and how this relates to future life as an attorney.
When you journal, you are creating a reflection of yourself that you wouldn’t normally see, and are learning to listen to yourself in a new way.

At first, you may feel skeptical about the value of writing a journal or awkward about sitting down to write. Learning to keep a journal is a matter of discipline. These suggestions may help:

• Commit to writing for 15 minutes and, after that time, quit if you must. Chances are good that you will probably keep writing.

• If you can’t figure out what to say to get the words flowing, the following prompts may help:
  • “One thing that bothered me today was…”
  • “I was surprised that/excited about/proud of…”
  • “I have really been wondering about…”
  • “I never realized how . . .”

• Be open to the unknown. You don’t have to know where journaling will take you. Just begin, and let the writing take you where it will. Don’t be judgmental about the feelings and thoughts that you may find yourself expressing.

• Focus on new experiences, new satisfactions, new challenges. You will be in new situations, with people unknown to you, and will be asked to undertake responsibilities that may be new to you. Notice what skills you are applying in new situations, and what skills you need to develop.
(a) Authority of Curriculum Committee. The Curriculum Committee has the authority to approve, on an ad hoc basis, government-related, government-sponsored, or non-profit externships not specifically provided for elsewhere in this chapter. It is the responsibility of the Curriculum Committee and the faculty supervisor to assure that each externship approved under this section meets the requirements of ABA Accreditation Standard 305 and any successor Standard. An externship does not include a clinical or judicial placement program established by the faculty.

(b) Definitions.

(1) An externship is defined as experience in which a law student receives academic credit for legal work performed outside of the College of Law under the direct supervision of a field supervisor who is an attorney licensed to practice law. Externships referred to under this section do not include faculty approved clinical education programs.

(2) Absent unusual circumstances, which the student submitting a proposal must demonstrate, a field supervisor must be an attorney or judicial officer who directly supervises a law student’s legal work.

(3) A placement is defined as the location, office or organization in which an externship takes place.

(4) An eligible student is one who has completed two semesters of law school and is in good standing.

(5) A faculty supervisor is the faculty member or dean who has direct responsibility for the educational component of an externship.

(6) An eligible student may receive up to 10 semester hours of academic credit for a single approved externship, but, absent unusual circumstances, which the student must demonstrate, should not expect to receive more than 3 units in any fall or spring semester where the placement is in Arizona. Students earning externship credit may not receive compensation for their work. Absent approval from the Executive Committee, no law student may receive more than 10 semester hours of externship or internship credit, in the aggregate, while in law school. Externships are graded on a pass/fail basis. For each unit of credit awarded, the student should work a minimum of 50 externship hours.

(c) An Approved Externship Must Meet the Following Criteria:

(1) Proposals for new externships shall be developed with a faculty member or dean who will be the faculty supervisor. The faculty member should have an academic or curricular interest in the field placement.
(2) Each proposal shall be submitted to the Curriculum Committee for review and approval before the externship placement can be offered.

(3) A proposal for an externship must describe its educational objectives, the educational outcomes, the work to be performed by the student, and any prerequisites for the externship. The educational objectives and outcomes must provide that substantially all of the extern’s work be legal work or work directly related to that, involving activities and work product that lawyers engage in and produce and that will contribute to the professional development and legal education of the extern.

(4) A proposal shall describe how issues of professional ethics will be addressed including confidentiality, professional liability and conflicts of interest.

(5) The field supervisor must be an attorney or judicial officer and must be able to devote the requisite time to supervision of the student. The proposal shall describe the method for training and evaluating the field supervisor. If the externship is new, there must be a pre-placement orientation for the field supervisor in which the educational purposes of an externship and the role of a field supervisor are explained.

(6) A proposal for an externship must describe how the faculty and the field supervisors will maintain regular contact about the student’s experience.

(7) An externship must include opportunities for faculty-guided reflection and shall describe the mechanism for such student reflection.

(8) A proposal for an externship must describe how and how often the faculty supervisor and the student will communicate about the student’s experience.

(9) A proposal for an externship must clearly describe how the student’s academic performance will be evaluated. Such evaluation must involve both the faculty and the field supervisors.

(10) Faculty oversight must include an on-site visit to the externship placement as required by ABA Standard 305. For out-of-town placements, this requirement may be delegated upon approval of the Curriculum Committee.

(d) Burden to Obtain Approval. The burden is on the person proposing that a particular externship receive Law College academic credit to establish that the externship meets all the requirements of this section and that a particular law faculty member is qualified and willing to serve as the supervising faculty member. The Curriculum Committee may require the proposer to furnish whatever documentation it considers necessary to make its decision. The judgments and determinations of the Committee whether the proposed externship meets the requirements of this section are final and not appealable.

[Section 2-405 was replaced by faculty vote on March 28, 2011.]
Standard 305. FIELD PLACEMENTS AND OTHER STUDY OUTSIDE THE CLASSROOM

(a) A law school may grant credit toward the J.D. degree for courses that involve student participation in studies or activities in a format that does not involve attendance at regularly scheduled class sessions, including courses approved as part of a field placement program, moot court, law review, and directed research.

(b) Credit granted for such a course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.

(c) Each student’s educational achievement in such a course shall be evaluated by a faculty member. When appropriate a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program.

(d) The studies or activities shall be approved in advance and periodically reviewed following the school’s established procedures for approval of the curriculum.

(e) A field placement program shall include:

(1) a clear statement of its goals and methods, and a demonstrated relationship between those goals and methods and the program in operation;
(2) adequate instructional resources, including faculty teaching in and supervising the program who devote the requisite time and attention to satisfy program goals and are sufficiently available to students;
(3) a clearly articulated method of evaluating each student’s academic performance involving both a faculty member and the site supervisor;
(4) a method for selecting, training, evaluating, and communicating with site supervisors;
(5) for field placements that award three or more credit hours, regular contact between the faculty supervisor or law school administrator and the site supervisor to assure the quality of the student educational experience, including the appropriateness of the supervision and the student work;
(6) a requirement that each student has successfully completed instruction equivalent to 28 credit hours toward the J.D. degree before participation in the field placement program; and
(7) opportunities for student reflection on their field placement experience, through a seminar, regularly scheduled tutorials, or other means of guided reflection. Where a student may earn three or more credit hours in a field placement program, the opportunity for student reflection must be provided contemporaneously.

(f) A law school that has a field placement program shall develop, publish, and communicate to students and site supervisors a statement that describes the educational objectives of the program.

Interpretation 305-1
Regular contact may be achieved through in-person visits or other methods of communication that will assure the quality of the student educational experience.

Interpretation 305-2
A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This Interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.