FIELD SUPERVISOR and STUDENT EXTERN STATEMENT OF EXTERNSHIP EXPECTATIONS

Extern Name: ________________________________  Semester/Year: ___________

Supervisor: ________________________________

Placement: ______________________________________

FIELD SUPERVISOR RESPONSIBILITIES AND EXPECTATIONS

The following are the standards expected of field supervisors and student externs receiving academic credit for participation in an externship. Please review and initial each standard and add any additional comments to the bottom of this form. Thank you for your support, supervision, and mentoring of our University of South Carolina School of Law students.

_____ Supervision: Externs are assigned a field supervisor who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, field supervisors are expected to meet weekly with their externs. These meetings will provide an opportunity for the extern and supervisor to discuss observations, experiences and other issues relevant to the profession.

_____ Orientation: Externs receive an orientation, including an overview of the mission of the organization, office procedures, work and expectations of the extern, and the importance of confidentiality.

_____ Logistics: The extern has a designated workspace and materials to do substantive work. (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____ Work Assignments: Externs are given substantive work projects, clear deadlines, and on-going guidance for managing the workload. Externs will be assigned work directly related to their specified educational objectives whenever possible.

_____ Observation: Externs will have opportunities to observe legal proceedings, discussions with clients, judges, legislative committees, etc., and other appropriate professional activities.

_____ Diversity of Tasks: Externs are assigned substantive legal work similar to an entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ Evaluations: Externs are provided specific, individualized, and timely feedback on assignments. The field supervisor will complete a final evaluation of the student’s work and will communicate with the Director of Externship and Special Academic Programs regarding the student’s work periodically.
Educational: This externship experience is primarily an educational experience for the student extern.

Compensation: Externs will not receive compensation for externship work when they are receiving academic credit except for reimbursement of reasonable out-of-pocket expenses related to the externship, e.g. mileage, in accordance with ABA rules prohibiting this.

EXTERN’S STATEMENT OF RESPONSIBILITIES AND EXPECTATIONS

After reviewing, please initial where appropriate.

I have discussed the above expectations with my supervisor.

I agree to follow directions, seek clarification/instructions and advice in a timely fashion, and comport myself with professionalism and integrity.

My educational objectives and goals for this placement are:

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 schedule shall be as follows:
Day(s)/Times each week: __________________________________________________________

Credit hours and placement hours: I understand that to receive credit, I must, on average, work _____ hours per week for _____ weeks.

We have reviewed this document and agree to act in accordance with these responsibilities and expectations. We are aware that we may contact the Director of Externship and Special Academic Programs with any questions or issues at any time over the course of the externship.

Student Signature: ________________________________________________________________
Date: ______________
Email Address: ________________________________________________________________
Contact Phone Number: ________________________________

Signature of Supervising Attorney: _________________________________________________
Date: ______________
Email Address: ________________________________________________________________
Contact Phone Number: ________________________________

Please return this signed form to:
Stephanie Nye, Director of Externships and Special Academic Programs
Office 432
nyes@law.sc.edu