

**University of South Carolina School of Law
EXTERNSHIP PROGRAM**

RESPONSIBILITIES OF FIELD SUPERVISOR

1. **Orientation:** The Field Supervisor should ensure that basic substantive information is provided to the student at the beginning of the externship. Such orientation materials should include: an overview of the work of the law firm or the jurisdiction or mission of an agency or organization and the general legal issues handed by your office; guidelines and resources for performing whatever tasks will be assigned to the student; office policies and procedures, including expectations of professional appearances; introductions to others in the office with whom the student is likely to interact; and a tour of the facilities including the library, if there is one.
2. **Adequate work space:** The Field Supervisor should ensure that the student extern is provided with adequate work space.
3. **Assignments:** The Extern Site Supervisor should ensure that:
 - a. The student's assignments are part of the organization's regular workload.
 - b. The student's assignments are as varied as the organization's workload and the student's abilities reasonably allow.
 - c. The student is included in discussions of strategy and implementation that arise out of research, writing or other work in which the student has played a significant part, whenever reasonably feasible.
 - d. The student is allowed to observe a sampling of matters that are routinely handled by the organization, but which are beyond the scope of the student's capabilities.
 - e. The student's assignments are reasonable in terms of the student's commitment to work for the organization approximately six to eight hours per week.
 - f. Menial tasks (filing, library updating, photocopying, running errands, etc) should not occupy more than a minimal percentage of the student extern's workload.
4. **Regular Contract and Supervision:** The Field Supervisor should have regular contact with the student extern throughout the course of the semester, including:
 - a. **Developing Work Plans:** The Field Supervisor should work with the student to develop goals for the externship experience and form a work plan that will enable the student to meet these goals.

- b. **Weekly Meetings:** The Field Supervisor should meet with the student extern at least once a week in order to provide the student with general supervision. (The student also may work with and be supervised by other individuals within the agency or organization, provided that the Field Supervisor continues to maintain this regular contact). The subject matter of these meetings may include evaluating the student's performance over the course of the prior week, discussing the activities of the agency or organization, and analyzing particular successes and problems that arise in the course of the externship. The Field Supervisor might also seek to assist the student in developing insights into legal practice, the lawyering process or the general legal principles involved in the organization's work, and otherwise provide guidance that can assist the student in launching his or her own legal career. This kind of mentoring can have tremendous value to the student, transcending even the value of the practical experience the student gains through the externship.

- c. **Evaluation:** The Field Supervisor should provide the student with constructive, detailed evaluations of his or her performance. The Supervisor must complete a Mid-Term Evaluation of Student and a Final Evaluation of student. The Supervisor should communicate, either verbally or in writing, with the student's Faculty Supervisor midway through the semester and at the end of the semester, to discuss the Supervisor's perceptions of both the student extern's work and the externship program generally.

**Thank you for participating in the
University of South Carolina School of Law Externship Program!**