

**MORITZ COLLEGE OF LAW  
EXTERNSHIP PROGRAM  
- COMMITMENT AGREEMENT-**

*Please type or print the following:*

**Name of Law Student Extern:**

**Name of Field Placement:**

**Name of Supervising Attorney:**

**Title:**

**Supervising Attorney E-Mail:**

**Phone:**

The Moritz College of Law Externship Program provides opportunities for law students to perform fieldwork for academic credit at placements outside the Law School.

The Supervising Attorney, Student Extern, and Director of the Externship Program agree as follows:

**All Participants:**

The Externship Program is designed to provide experiential learning opportunities for students in settings outside the Law School.

The Student Extern will engage in substantial lawyering experiences reasonably like those of lawyers at the externship site, under the direct supervision of supervising attorneys.

The Student Extern will be offered multiple opportunities for performance, feedback from supervisors, and self-evaluation.

**Field Placement Supervising Attorney:**

1. I accept primary responsibility for overseeing the fieldwork of the Student Extern throughout the semester. I will monitor assignments given to the Student Extern, whether from another attorney or me.
2. I will orient the Student Extern to the rules, policies, procedures, methods, operations of the field placement office, agency, or organization.
3. I will ensure that a designated workspace and access to technology and resources necessary to complete assignments are made available to the Student Extern.
4. In general, I will not assign clerical tasks (e.g., filing, photocopying) to the Student Extern.
5. I have checked below the relevant lawyering skills that I anticipate that the Student Extern's assignments will cover (**please select all that may apply**):

- Legal research, analysis, and reasoning
- Written and oral communication in a legal context
- Interviewing clients and/or witnesses
- Client counseling
- Negotiation
- Fact development and analysis
- Litigation
- Document drafting
- Conflict resolution
- Organization and management of legal work
- Collaboration
- Cultural competency
- Self-reflection
- Additional professional skills (please identify):

6. I will provide the Student Extern with specific and timely feedback on all work performed.
7. I will meet with the Student Extern at the start of the semester to discuss the student's educational goals and will approve the written Statement of Goals only if it appears that the student will have the opportunity to achieve the identified goals.
8. I will complete an evaluation of the Student Extern's performance, which I will provide to the Externship Director.

Supervising Attorney's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Extern:**

1. I will perform all fieldwork assignments provided to me by my Supervising Attorney and by other attorneys designated by my Supervising Attorney.
2. If the externship is during the autumn or spring semester, I will perform fieldwork each week for at least thirteen weeks.
3. I will establish a regular fieldwork schedule with my Supervising Attorney and will seek permission if I need to modify my fieldwork schedule.
4. I will maintain contemporaneous time records regarding my fieldwork and, in doing so, I will not disclose confidential information.
5. I will complete all externship coursework.

6. I will comply with the Rules of Professional Conduct of the jurisdiction in which my placement is located, together with any other rules, guidelines, or policies applicable to the field placement office, agency, or organization.
7. I will identify specific educational goals for the externship and strategies for achieving my goals. I will review and discuss my goals and strategies with my Supervising Attorney, and I will promptly submit the Statement of Goals signed by my Supervising Attorney.
8. I will submit an end-of-semester evaluation of the field placement to my Externship Director.

Student Extern's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Externship Program:**

1. The Externship Director will oversee all fieldwork and will assure the educational quality of the experience for each Student Extern.
2. The Externship Director will review the evaluations submitted by Supervising Attorneys, the time records and field placement evaluations submitted by students, and all other documents that are required by the Externship Program.
3. All Student Externs will be enrolled in an externship course with guided instruction, including multiple opportunities for reflection. The externship course will involve evaluation of the academic performance of Student Externs.
4. The Externship Director will ensure that the Student Extern has at least one individual conference within the Law School to discuss the externship and review the student's progress toward their educational goals.
5. The Externship Program will offer periodic trainings for Supervising Attorneys to assist them in working with law students.
6. The Externship Program will maintain regular communication with Supervising Attorneys and will provide relevant information and materials, as necessary.
7. The Externship Program will be available to assist the Student Extern and the Supervising Attorney if questions or concerns arise regarding the fieldwork.

Law School Representative's Signature: \_\_\_\_\_

Printed Name: Halle B. Hara Date: \_\_\_\_\_