

**TOURO LAW CENTER  
CIVIL PRACTICE SUPERVISOR AGREEMENT**

- 1) \_\_\_\_\_ (office/organization) will offer a field placement experience to \_\_\_\_\_ (student) in accordance with the description and guidelines of Touro Law Center's Civil Practice, as set out in the Information for Civil Practice Supervisors.
- 2) I/We understand that the student's participation is part of the Law Center's educational program and that the student will receive credit toward the Juris Doctor degree, upon successful completion of the externship requirements. The student may not be paid or receive other remuneration for this work. Reimbursement for out-of-pocket expenses is allowed, but not required.
- 3) The student will perform service for \_\_\_\_\_ (office/organization) commencing in \_\_\_\_\_ (semester/year).

It is understood that the student must complete a minimum of 168 hours of service during the course of the academic term.

The student will work the following schedule of hours during the academic term:

Monday \_\_\_\_\_; Tuesday \_\_\_\_\_; Wednesday \_\_\_\_\_;  
Thursday \_\_\_\_\_; Friday \_\_\_\_\_

- 4) The address and telephone number of the office/organization is:

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_; Fax \_\_\_\_\_; E-mail \_\_\_\_\_

If the student's work will be performed at another location, the address and telephone number of that location will be:

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_; Fax \_\_\_\_\_; E-mail \_\_\_\_\_

- 5) The attorney/judge who will have direct supervision of the student's work will be:

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_; Fax \_\_\_\_\_; E-mail \_\_\_\_\_

The supervisor will maintain time records of the student's participation and will submit a final evaluation of the student's performance at the conclusion of the semester's work.

- 6) I/We understand that the student is not licensed to practice law and that Touro Law Center does not maintain professional liability insurance covering a student's work in an externship

setting.

- 7) The student's work will be in the field of \_\_\_\_\_ law. The student's responsibilities and assignments will be:

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The student will be given the opportunity to participate in or observe the following:

_____ arbitrations/mediations	_____ judicial conferences
_____ client/witness interviews	_____ legal research
_____ courtroom proceedings	_____ negotiations
_____ discovery/depositions	_____ planning/strategy meetings
_____ drafting litigation documents	_____ trial/hearing preparation
_____ drafting transaction documents	other (specify) _____
_____ filing; record searches	_____
_____ investigations	_____

- 8) A written evaluation of the student's performance will be sent to the supervising professor. It is understood that the supervising professor may request additional oral or written evaluations of the student's performance at various times during the semester or may visit the placement for an on-site evaluation of the externship activities.
- 9) If a problem occurs with respect to the student or the ability of the organization to continue the student's externship placement, the office/organization will immediately contact Touro Law Center, Office of Clinical Education, at (631) 421-2244 Ext. 330; Fax (631) 423-2040.

Signed: \_\_\_\_\_  
Print name \_\_\_\_\_  
Office/Organization: \_\_\_\_\_  
Date: \_\_\_\_\_

I have read, understand, and accept this agreement and agree to work as a volunteer for the office/organization for externship credit.

Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved for as a Field Placement for the Civil Practice Clinic.

Signature of Director of Clinical Education: \_\_\_\_\_  
Date: \_\_\_\_\_