

TOURO LAW CENTER

INDEPENDENT EXTERNSHIP

STUDENT – FACULTY AGREEMENT

This memorandum between _____
(student) and _____(professor) records the
agreement regarding the requirements for Externship credits for the Spring/Fall semester.

1. The student is enrolled in the _____ course
taught by the professor. The work to be undertaken in the field placement will be
related to the topics covered in the course.
2. The student has secured a field placement for this externship with the following
organization:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

The student's work will be performed at this location or at the following
alternative/additional location:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Supervisor: _____

Phone: _____

3. The student is authorized to enroll for the following number of credits:
_____ one (1) credit, requiring 70 hours of work during the semester
_____ two (2) credits, requiring 140 hours of work during the semester
4. The externship will be graded by:
_____ letter grade
_____ pass/no credit

The following items will be evaluated and considered in determining the student's grade:

- _____ quality of written journal
- _____ evaluation report from field placement supervisor
- _____ contribution to class discussion based on insights & experience of externship
- _____ quality of student's oral reports to professor in periodic meetings
- _____ class presentation
- _____ written work produced for placement organization
- _____ reflection, observation of dynamics of law practice, legal institutions, judicial system etc.
- _____ critique/analysis of substantive law in course derived from learning in field placement
- _____ student's reliability in dealing with professor
- _____ complexity/difficulty of assignments given in field placement
- _____ other (specify): _____

5. It is understood that the externship is graded separately from the allied substantive course. The student must complete all the ordinary course requirements for that course.

6. The student will be required to complete the following to obtain externship credit (check all that apply):

___(a) Maintain a journal of activities.

The journal will record (1) tasks and responsibilities given, (2) the nature of the cases or projects involved, (3) observations and reflections on the demands and problems of law practice in general and in the particular field of law in which the student is engaged, (4) a discussion of the substantive issues which must be resolved, (5) an assessment of the ethical issues that arise. The journal should include a reflective comparison of how the ideas, rules, and theories learned in class are played out in the legal setting of the placement. The student will also use the journal to record opinions and observations of justice, advocacy, the lawyer-client relationship, and to assess the fairness and effect of the rules of substance and procedure that are learned in class. Other items required to be recorded/reported in the journal are:

___(b) Journals will be submitted to the professor on _____
(frequency).

___(c) Periodic meetings with the supervising professor. The professor and student will meet on a regular basis on:

Day: _____

Time: _____

Length: _____

Location: _____

Alternative schedule for meetings:

Day: _____

Time: _____

Length: _____

Location: _____

Confidentiality of information gained in the field placement will be maintained in these meetings.

___(d) Class presentation. The student will make a presentation to the class drawn from the externship experience. The topic and format of the class presentation will be:

___ or will be determined between the student and professor at a later time during the term after the externship experience has begun.

___(e) Submission of samples of written work. The student will submit to the professor copies of written work produced in the placement. Names, addresses and other identifying information should be deleted. The student should submit:

___ all written work produced

___ a sample of each type of document drafted

___ a significant piece of work on a substantive topic

___ the item which the student believes represents the best work produced

___ other (specify): _____

___ (f) Other requirements:

7. A written evaluation of the student's performance will be solicited and 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.

Date: _____ Signature: _____
(Supervising Professor)

Phone: _____

Date: _____ Signature: _____
(Student)

Phone: _____

Full-time: _____

Part-time: _____

Approved: _____ Signature: _____
(Director of Clinical Education)

Date: _____