

Lewis & Clark Law School

# 2012 EXTERNSHIP PROGRAM ON-SITE MENTOR OVERVIEW

## APPLICATION DEADLINES:

### FOR SPRING SEMESTER 2012 EXTERNSHIPS:

Applications must be submitted to the Career Services Office NO LATER THAN  
4pm FRIDAY, OCTOBER 28, 2011

### FOR SUMMER 2012 EXTERNSHIPS:

Applications must be submitted to the Career Services Office NO LATER THAN  
4 pm FRIDAY, May 18, 2012 (but applications will be approved on a rolling basis)

### FOR FALL 2012 EXTERNSHIPS:

Applications must be submitted to Career Services Office NO LATER THAN  
4pm FRIDAY, MARCH 30, 2012

## EXTERNSHIP START/END DATES:

**SPRING 2012:** Must be a minimum 14 weeks, maximum 17 weeks duration, and begin no earlier than January 9, 2012, and end no later than May 11, 2012.

**SUMMER 2011:** Must be at a minimum 8 weeks duration, and begin no earlier than Monday May 7, 2012 and end no later than Friday, August 17, 2012.

**FALL 2011:** Must be minimum 14 weeks, maximum 17 weeks duration, and begin no earlier than August 20, 2012, and end no later than December 14, 2012.

# INFORMATION AND INSTRUCTIONS FOR EXTERNSHIP ON-SITE MENTORS

**From:** Elizabeth A. Davis, Associate Dean for Career Services & Alumni Relations  
**Re:** Prospective Externship On-Site Mentors for Spring, Summer and Fall 2012 Externships  
**Date:** August 2011

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## I. INTRODUCTION

Once you have read the instructions below, please complete the Memorandum of Agreement and draft a letter answering questions in the Questionnaire, and return both to the Extern in electronic format (as PDFs). The Extern must upload both documents as part of his/her application packet, which will be reviewed before approval of the externship.

## II. THE EXTERNSHIP EXPERIENCE

Our academic semester externships offer law students one semester's academic credit for full-time legal employment during the semester. Students are supervised by an on-site mentor, and by a member of the faculty who acts as the extern's advisor. Academic semester externships have three components: an on-site component; a writing component; and a classroom component. The on-site component is fulfilled when an extern serves in a full-time capacity under the direct supervision of an attorney in a corporate counsel's office, a government agency, a public interest group, or with a judge. The on-site experience must be full time (40 hours per week), for a minimum of one full semester (beginning by the first day of classes and ending no later than the last day of finals; fall and spring placements must be for a minimum of 14 weeks and maximum of 17 weeks. For the criminal law Externships, a summer term and a semester (minimum of 24 weeks) is required. The writing component, fulfilled after the extern returns to school, requires that the student complete a significant paper graded by a member of the faculty (the extern's faculty advisor.) The classroom component is conducted at the law school prior to and after the placement and contemporaneous to the placement via an on-line class. During the Externship, students are required to keep a substantial journal that the faculty advisor reads on an ongoing basis. All Externs also must submit a final report to the Associate Dean describing the nature and scope of their activities and evaluating their experience.

Our summer externships offer law students three (3) credits for full-time legal employment for a minimum of 8 weeks. Summer externs are also supervised by an on-site mentor and are required to journal and participate in an on-line class. Summer externs are not required to write a substantive legal paper, although they can write an independent research paper, on a topic that flows from the externship experience, if they make arrangements with a faculty member. The Associate Dean who oversees the Externship Program serves as the faculty advisor for all summer externs.

## III. THE APPLICATION PROCESS

Students applying for academic semester externships are required to have completed at least three semesters of law school (four for evening students) by the time the externship would commence, and at least one writing requirement. In addition, students must maintain a certain grade point average and complete prerequisite courses before the Externship can begin. Students are eligible to extern during the summer after completing their first year of law school.

All student applications must include a written brief, writing sample, student transcript, course list, as well as your *On-Site Mentor's Memorandum of Agreement* and letter responding to the *On-Site Mentor's*

*Workplace Questionnaire*. In 2012, for summer externs, applications will be reviewed on a rolling basis starting as early as January but in all cases must be received no later than Friday, May 18, 2012.

Externships are NOT final until approved by the Associate Dean or Faculty Curriculum Committee. You will receive formal notice from the Associate Dean that the student has been approved. This process usually takes approximately two weeks from the application deadline date.

#### **IV. YOUR ROLE AS MENTOR**

Each Extern must be supervised by an experienced member of the Bar, a practitioner or judge who has shown particular interest in helping to train young lawyers and who is responsible for direct supervision of the Extern. International Externships may be supervised by attorneys or academics who are versed in the law of their country. The purpose of the Externship is to provide a high-quality learning experience for the Extern. As a mentor, you will be expected to conduct training in conformance with the *On-Site Mentor's Memorandum of Agreement*.

#### **V. THE FACULTY ADVISOR** (Academic Semester Externs Only)

Academic semester externs choose a faculty advisor who works closely with the extern throughout the Externship. The faculty advisor may be required to make a site visit to the placement during the Externship to ensure the quality of supervision and of the on-site experience as it relates to the standards set by the American Bar Association and the curriculum committee. The faculty advisor reads the student's journal, maintains contact with the student during the semester, and supervises the writing of the paper after the Externship is completed.

#### **VI. INFORMATION**

We keep a notebook for students in the Career Services Office. The notebook contains information on prior and potential Externships. Externship opportunities are also posted on our website. If you have information or opportunities you would like to include in this notebook or on the website, please send it to Elizabeth A. Davis, Associate Dean for Career Services & Alumni Relations. Or you are welcome to post the information on-line on our web site. If you have additional questions, feel free to call Associate Dean Davis at (503) 768-6610, or e-mail at eadavis@lclark.edu.