

2010 EXTERNSHIP PROGRAM ON-SITE MENTOR HANDOUT

APPLICATION DEADLINES:

FOR SPRING SEMESTER 2010 EXTERNSHIPS:

Applications must be submitted to the Career Services Office NO LATER THAN
4pm FRIDAY, OCTOBER 30, 2009

FOR SUMMER 2010 EXTERNSHIPS:

Applications must be submitted to the Career Services Office NO LATER THAN
4 pm FRIDAY, May 21, 2010 (but applications will be approved on a rolling basis)

FOR FALL 2010 EXTERNSHIPS:

Applications must be submitted to Career Services Office NO LATER THAN
4pm FRIDAY, FEBRUARY 26, 2010

EXTERNSHIP START/END DATES

SPRING 2010: Must be a minimum 14 weeks, maximum 17 weeks duration, and begin no earlier than January 11, 2010, and end no later than May 14, 2010.

SUMMER 2010: Must be at a minimum 8 weeks duration, and begin no earlier than Monday May 24, 2010 and end no later than Friday, August 20, 2010.

FALL 2010: Must be minimum 14 weeks, maximum 17 weeks duration, and begin no earlier than August 23, 2010, and end no later than December 17, 2010.

HANDOUT CONTENTS:

Once you have reviewed the following, please sign the Memorandum of Agreement, write a letter answering the questions in the Externship On-Site Mentor Workplace Questionnaire, and return the signed Agreement and letter to the Extern for submission with the Extern's materials.

1. Information and Instructions for Externship On-Site Mentors
2. On-Site Mentor's Memorandum of Agreement
3. Externship On-Site Mentor Workplace Questionnaire

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, 2010 Externships

Date: January 2010

I. INTRODUCTION

_____ Please read the following information carefully. The packet given to you by the student interested in externing should include this *Information and Instructions for Externship On-Site Mentors*, together with the *On-Site Mentor's Memorandum of Agreement* and the *On-Site Mentor's Workplace Questionnaire*. Once you have read these instructions, please sign the Memorandum of Agreement and write a letter answering questions in the Questionnaire, and return both to the Extern. The Extern must submit both to the Associate Dean together with their Externship Application materials as part of the Externship Application Process.

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 full 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), 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 signed *On-Site Mentor's Memorandum of Agreement* and letter responding to the *On-Site Mentor's Workplace Questionnaire*. In 2010, 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 21, 2010.

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

**ON-SITE MENTOR'S
MEMORANDUM OF AGREEMENT
EXTERNSHIP PROGRAM**

Student Extern Name: _____

Supervising Attorney/Judge: _____
(Please Print)

As the Externship Supervising Attorney/Judge, I agree to the following conditions for participation in the *Lewis & Clark Law School* Externship Program:

1. To give the Extern an orientation to the placement, and to review and set goals for learning with the Extern at the beginning of the Externship;
2. To provide the Extern with assignments as responsible and challenging as possible given the Extern's experience, to have the Extern work as a lawyer to the extent feasible, and to keep menial tasks to an absolute minimum.
3. To have the Extern work full time (37.5-40 hours per week), for not less than 14 and not more than 17 weeks for a semester Externship, and for not less than 8 weeks for a summer Externship;
4. To ensure a regular, active participation in all available activities, including in-house meetings, contact with opposing counsel, client contact, judges' conferences, all phases of litigation, administrative proceedings, discovery, strategy and policymaking sessions, etc.;
5. To ensure a regular system of communication between myself and the Extern, including time for establishing goals, fully discussing each assigned task at the time of assignment and setting learning objectives for each major task; reviewing work in progress, providing extensive written and oral feedback, answering questions, and discussing strategy, tactics and rationales;
6. To provide ongoing training in ethics and professionalism issues, to discuss ethics and professionalism issues as they arise during the Externship, and to explain to the Extern at the beginning of the Externship what the policies of the workplace are with regard to professionalism and ethics, including, but not limited to, conflict systems, codes of conduct, typical issues that might arise in the particular placement setting, to whom violations or concerns should be reported, training sessions, etc.;
7. To discuss confidentiality issues with the Extern, especially as they relate to the Extern's daily journal;
8. To complete a written evaluation of the student Extern and his or her work and to return the evaluation to the Law School;
9. If required, to participate in a site visit from the Extern's faculty advisor for semester Externships.

I understand that the educational objectives of the Externship experience are for the Extern to learn an area of substantive law or to develop substantive expertise beyond the level offered in courses at the Law School; to develop practical lawyering skills, including research, writing and analytical problem-solving in context and; to build a direct understanding of the student's professional responsibility, and I agree to assist the student in reaching these objectives to the best of my ability. I also certify that I am an active member in good standing of the Bar of _____.

SIGNATURE: _____
TITLE: _____ DATE: _____

ON-SITE MENTOR WORKPLACE QUESTIONNAIRE

Please provide a letter to your Student Extern addressed to:

Libby Davis, J.D.
Associate Dean for Career Services & Alumni Relations
Lewis & Clark Law School
10015 SW Terwilliger Blvd.
Portland, OR 97219

The letter must address the following points:

1. **Explain with reasonable specificity the assignments you expect the Extern to be given.**
(Students are expected to be given assignments that are as challenging as he or she can reasonably handle, including research, writing, client contact, court proceedings, negotiating and strategy sessions, policy work and analysis, caseload management, etc., depending on the nature of the legal work performed at the placement. Menial tasks e.g., filing, indexing, copying) are to be kept to a minimum, e.g. no more than 5% of the student's time.)
2. **Explain how you plan to communicate with the Extern:**
(You should include information on the following:
 1. How you will orient the Extern to his or her work;
 - b. How you will set learning objectives;
 - c. Your methods for giving assignments;
 - d. How you will promote full discussion of major tasks; and
 - e. Your methods of providing ongoing feedback both oral and written, including answering questions as they arise.)
3. **Explain how you will ensure participation in all available activities.**
(How do you plan to involve the Extern to the greatest extent possible in all available activities, including in-house meetings, client meetings, contact with opposing counsel, judges' conferences, staff meetings, document review, discovery, administrative proceedings, policy sessions, exposure to the development of policy and tactics on assigned projects where feasible, etc.)
4. **Professionalism and Ethics are an important part of the Extern's experience. Explain how you will engage the Extern in ethics and professionalism issues.**
(Give some examples of some issues that have arisen or could arise in the placement setting, and ways in which you plan to provide training and involvement of the Extern in ethics and professionalism.

Sample letters from past Externship applications are available. If you would like a copy of a sample letter, please ask your student to provide you with one.