

SIU LAW EXTERNSHIP PROGRAM Agreement

Student Name:

Site:

Site address:

Site supervisor:

Site supervisor's email:

Site supervisor's phone:

The SIU Simmons Law School Externship Program is a field placement program designed to provide upper-level students with the opportunity to assist in handling real legal problems or to assist in providing services to real clients. Students are encouraged to engage in a range of professional tasks that may be available at their site such as trial work, and appellate work, alternative dispute resolution, counseling, interviewing, negotiating, problem solving, investigation, research, organization and management of legal work, and drafting of legal documents.

The externship program is available to students who are in good standing and have successfully completed at least 45 hours of law school credit. The objective of the Externship course is to provide students with a quality learning experience that will allow them to apply the skills they have learned in the core curriculum at an approved field-placement site under the direct supervision of a site supervisor. The site supervisor must be a licensed attorney or another individual otherwise qualified to supervise the student. Sites may, at their option, pay a student for work completed during the period of the externship.

The law school is committed to a policy of providing its students and graduates with equal opportunity to obtain employment free of unlawful discrimination and/or harassment. In accordance with ABA standards, as well as state and federal law, no student shall be excluded from an employment or educational opportunity on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or military status, or any other protected status, or be subjected to sexual harassment.

Student Name:

EDUCATIONAL GOALS

The educational goals of the externship program are:

- 1) To provide exposure to the actual workings of the legal system under the guidance of an experienced attorney.
- 2) To introduce students to professionalism issues that often arise in actual case settings under the guidance of an experienced attorney.
- 3) To provide opportunities for enhancing professional communication skills.
- 4) To build the students' skills in reflecting on the practice of law and in using those reflections as tools for professional development.

REQUIREMENTS FOR STUDENTS

Students must satisfactorily complete each of the following five requirements in order to achieve a passing grade in the Externship course:

- 1) Work Hours: Complete the requisite number of work hours at the Site corresponding to the number of credit hours in which the student is enrolled
 - 1 credit hour = 42.5 work hours
 - 2 credit hours = 85 work hours
 - 3 credit hours = 127.5 work hours
 - 4 credit hours = 170 work hours
 - 5 credit hours = 212.5 work hours
 - 6 credit hours = 255 work hours
- 2) Time spent at work: Students shall begin the externship no later than the third week of the semester or as instructed by the site supervisor. All students who are registered for the externship course during a fall or spring semester shall work at the site or on site-related work for a minimum of eight weeks during the semester for a minimum of six hours per week. All students who are registered for the externship course during a summer session, shall work at the site or on site-related work for a minimum of four weeks during the summer session for a minimum of ten hours per week.
- 3) Time Logs and Journal: Maintain a time log and journal consisting of the time worked each day, a brief description of the field placement activities in which the student has engaged, and the legal issue(s) involved. Students will submit their time logs to the externship coordinator at the law school weekly.
- 4) Classroom Component: Attend and participate in at least three of the four class sessions. Students who do not meet this standard will receive an unsatisfactory grade for the course.
- 5) Exit Interview/Self-Evaluation: The student must complete the self-evaluation form and attend an exit interview at the end of the semester with the law school's externship coordinator. Complete the self-evaluation Form.

EVALUATION BY SITE SUPERVISOR

Either the site supervisor, or the law school's externship coordinator, with direct input from the site supervisor, will complete the student's final evaluation form. The criteria upon which the student will be evaluated will include work ethic, performance, timeliness, oral skills, written skills, and work product. The student is responsible for confirming that the final evaluation form has been completed and submitted to the law school no later than five days after the last day of class. A copy of the final evaluation form may be made available for review upon the student's request.

Student Name:

DESCRIPTION OF FIELD PLACEMENT ACTIVITIES

In this section describe the lawyering experience, and opportunities for performance, feedback and self-evaluation that the student will receive at the site.

The student is responsible for completing and returning this agreement, signed by both the site supervisor and the student, to the law school's externship coordinator no later than one week before the start of the semester in which the externship is to be completed.

Site Supervisor

Date

Student

Date

Prof. Sheila Simon
Law school externship coordinator
ssimon@siu.edu
618 967-2062

Date