

Center for Career and Leadership Development The Public Service Externship Program

Public Service Externship Program Guidelines

I. TERMINOLOGY

A **public service externship is unpaid public service legal** work (see definition below), performed under the supervision of an attorney (Field Supervisor) and faculty member (Faculty Supervisor), for academic credit at a University of Washington Law School approved sponsoring organization. Students may work for legal aid offices, governmental agencies, public interest organizations, prosecuting attorneys, the legislature, public defenders, and the judiciary.

II. PURPOSE AND EDUCATIONAL GOALS OF PUBLIC SERVICE EXTERNSHIPS

Externships under the Public Service Externship Program (“PSEP”) are intended to serve a variety of goals. First, they aim to educate students about their professional responsibilities, particularly their obligation to perform pro bono work as practicing attorneys, and to encourage a lifelong commitment to public service. Second, externships are intended to help students develop practical lawyering skills by careful supervision in real-world situations and thereby teaching students to integrate the theory of law with the practice of law. Third, they are intended to help students become aware of meaningful career and pro bono opportunities, particularly in public interest and governmental settings. The goals of the UWLS PSEP are:

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- To expose students to a broad range of lawyering skills, which may include client interviews, counseling, negotiation, court appearances, participation in administrative proceedings, settlement conferences, discovery, legal research and analysis, and formulation of case strategy;
- To encourage development of legal research and writing skills through work on legal documents such as motions, complaints, briefs, memoranda, agreements, and judicial opinions;
- To expose students to the organization’s decision-making process through participation in activities such as meetings, hearings, and/or judicial proceedings;
- To provide students with the opportunity for reflective analysis and critical thinking about values, ethics, and professionalism, including: the ethics of law practice, social justice, and the legal profession;
- To further students’ understanding of, and ability to apply, legal principles learned in the classroom to actual problems;
- To encourage students to explore and consider different roles for lawyers and to expose them to the range of career opportunities available in the law; and
- To permit students to gain practical experience in specialized areas of the law and thus supplement their course work within the law school.

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III. GENERAL REQUIREMENTS

Students must have successfully completed all first year law school classes before they may undertake a PSEP externship. PSEP externships must be law-related, professional in nature, and unpaid. Organizations that sponsor PSEP externships must be pre-approved by the law school's Faculty Manager, PSEP ("Faculty Manager"). The pre-approval process primarily consists of the Faculty Manager investigating the organization seeking to sponsor an extern. The goal of the investigation is to: insure the extern has an appropriate work station, will receive adequate training, and shall be provided with assignments that are both educational and challenging. Contact the Public Service Externship Coordinator ("Coordinator") or the Faculty Manager to learn if an organization has approved status (this information will also soon be available on the Center for Career and Leadership Development website). The Faculty Manager shall investigate and "certify" any "unapproved" externship sponsors (agencies which have never hosted UWLS student externs) and "lapsed" externship sponsors (agencies which have not hosted UWLS student externs for 2 or more years in a row).

The Field Supervisor is the individual who oversees the student extern's work at the sponsoring agency. Typically the Field Supervisor must be an attorney, preferably with two or more years of experience, who is housed at the same location as the student extern (although the Faculty Manager may waive this requirement). Students must also be supervised by a Faculty Supervisor – a full- or part-time faculty member preferably with a fifty percent or greater teaching load. One academic credit is awarded for every 30 hours of work up to 15 credits. With respect to those externships that award 6 or more academic credits, additional requirements apply as set forth in Section IV.D.

A. QUALIFYING PUBLIC SERVICE LEGAL WORK

"Public Service Legal Work" must be law-related, professional in nature, and non-clerical. In addition, and in order to comply with the regulations imposed by the American Bar Association (see Standards for Approval of Law Schools, especially 305 and 306), public service work must be uncompensated. Law-related work includes, but is not limited to, the following: interviewing witnesses and clients; investigation of factual or legal data; legal research and writing; lobbying; legislative analysis; participating in hearings, oral arguments, arbitrations, mediations, negotiations, or trials; public speaking on law-related matters; providing law-related training or education; counseling on law-related matters; participating in the development of case or project strategy. This list is not all inclusive.)

In order to receive academic credit, the extern must be formally enrolled in the externship program. Externs may begin working for credit any time following the last day of final examinations in the quarter preceding the externship and may continue to work until the first day of classes in the quarter following the externship; however, a student may not work as an extern during any academic

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quarter in which they are not registered for an externship. If, over the course of more than one quarter, the student is cumulatively earning six or more externship credits, that student must take the externship seminar (B567-General Externship Perspectives) or its equivalent.

B. QUALIFYING EXTERNSHIP SPONSORS

The following types of organizations qualify as PSEP sponsors. As stated in Section III. above, each specific organization must be approved by the Faculty Manager. Students should call the Coordinator or the Faculty Manager to find out if an organization is approved (once again, this information will also soon be available on the Center for Career and Leadership Development website) and, if not, how approval can be obtained.

GOVERNMENT AGENCY: Student performs legal work for a governmental agency. The work may be performed for any federal, state, or local governmental entity or for any approved foreign governmental entity.

JUDICIARY: Student performs legal work for state or federal court judges at the trial or appellate court level.

LEGAL AID OFFICE: Student performs legal work for any not-for-profit organization that serves the legal needs of low-income clients.

LEGISLATURE: Student works as a legislative clerk or in a similar capacity for a local legislative body (e.g., a state legislature), the United States Congress, or any UWLS approved foreign legislative body).

PUBLIC DEFENDER OFFICE: Student performs legal work for a public defender office representing indigents charged with criminal offenses.

PUBLIC INTEREST ORGANIZATION: Student performs legal work in a not-for-profit public interest organization.

OTHER: Proposed PSEP sponsoring agencies not falling within any of these specified categories will be considered for approval by the Faculty Manager and the UWLS Curriculum Committee (“Curriculum Committee”). In addition to the items listed above (see “General Requirements” of Section III., above) when determining whether a proposed externship qualifies, the Faculty Manager and the Curriculum Committee will be guided by the following criteria: (1) the character of the legal experience to be provided by the proposed externship, (2) the nature and quality of the proposed supervision of the student, (3) the likelihood that the proposed externship will satisfy the educational

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goals of the student and the law school as set forth in Section II. of this document, and (4) the contribution that the proposed externship will make to the intellectual and professional development of the student.

As mention in Section III.A. above, with the approval of the Faculty Manager, a student may begin and/or continue their externship in the vacation periods preceding or following the quarter in which they have registered as an extern.

C. STUDENT RESPONSIBILITIES

1. To register for an externship a student must:

- Prior to registering for an externship schedule an advising appointment with the Faculty Manager. The Faculty Manger shall be the default faculty supervisor for all externing students unless the student requests assignment to a specific faculty member or the number of externs (such as in the summer quarter) makes use of one advisor impractical.
- Attend a PSEP information session (held at least once a quarter; contact the Coordinator for the dates on which the informational sessions will be held) or view the PSEP information session video in the Center for Career and Leadership Development (CCLD), room 346.
- The Faculty Manger shall be the default faculty supervisor for all externing students unless the student requests assignment to a specific faculty member or the number of externs (such as in the summer quarter) makes use of one advisor impractical.
- Complete the [PSEP Application](#):

_Obtain accurate contact information from the Field Supervisor;

_Print legibly;

_Insert the name of the Faculty Supervisor; and

_Sign the application.

- Ensure that the Field Supervisor has submitted a [Confirmation Letter](#) to the Coordinator, outlining the work to be performed, the number of hours to be worked work per week, the scope of training and supervision that will be provided and the letter must contain the following **commitment statement**:

In accordance with University of Washington School of Law Public Service Externship Program guidelines, this letter confirms that I will supervise (insert name of student) during his/her (insert the applicable quarter)

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externship. I agree to abide by the stated policies in the University of Washington Law School's [Field Supervisor Handbook](#).

In addition to the requirements above, students seeking externships of 6 or more credits must:

- _Submit a Notice of Seminar Intent form;
- _Register for and take the 2 credit seminar during the same quarter as the externship; and
- _If required, facilitate a visit by the Faculty Supervisor at the externship site.

Note: Each externship site must be visited by a faculty member no less than once per calendar year. The Coordinator maintains a database of sites at which faculty members conducted site visits during the previous calendar year. (Site visit requirements normally only apply to externships for six or more credits.)

- Ensure that the field supervisor is housed at the same location as the student extern (the Faculty Manager may waive this requirement).
- A completed [PSEP Application](#), [Notice of Seminar Intent](#) Form, if required, and a [Confirmation Letter](#) must be submitted to the Coordinator before a student will be registered.
- **Note:** Email is the preferred method of communication with the Faculty and Field Supervisors, the Public Service Externship Program Coordinator, and the Faculty Manager. Students are urged to exercise caution when sending sensitive information.

Registration for externships will be handled by the Coordinator. If a site visit is required, the Coordinator shall notify the student and faculty member (via email) at the time the externship is registered with Academic Services.

Students must submit all required documents no later than the set deadline – **for deadlines, see the [Upcoming Deadlines/Externship Planning Timelines](#) section on the Public Service Externships page of the CCLD website.** However, it is a good practice to submit externship documents as far in advance as possible, to ensure timely registration.

2. The goals of the Public Service Externship Program at the University of Washington Law School are stated in Section II., above.

Based on these goals, in order to receive academic credit, a student must:

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_Keep and turn in a Student Log of Hours Worked. The log must include the date work was performed, the number of hours worked and a general description of the work performed (confidentiality requirements must be kept in mind when filling out the Student Log of Hours Worked).

_The Student Log of Hours Worked should be periodically reviewed to ensure that the minimum of 30 hours work for each credit sought is met. Time spent on clerical tasks (e.g., filing, library updating, and telephone answering) **cannot** be included in the 30 hours.

_Meet with the externship Field Supervisor, ideally on a weekly basis, to review and evaluate work and overall performance.

_ Initiate communication (in person, by phone, or via email) with the Faculty Supervisor, ideally at least twice a month, to discuss and review the extern's work and to discuss the educational aspects of the externship.

_ Perform all assignments in a professionally responsible manner in accordance with the relevant ***Rules of Professional Conduct***. Rules regarding competence, confidentiality, diligence, and promptness cannot be overemphasized.

- Upon completion of the externship, submit two copies of the Student's Final Report and two copies of the Student's Log of Hours Worked to the Coordinator. The Report should be a minimum of three (3) typewritten pages and at least five (5) typewritten pages if the externship will award (6) six or more credits (page limit is strictly advisory however students are expected to submit a comprehensive final report). The report is to be typed and double spaced, with a 12-point font.
- The Student's Final Report should include:
 - a. The number of hours worked, supported by the Student's Log of Hours Worked;
 - b. The substantive work performed, supported by the Log. (**Note:** Description of work performed should be general so as to avoid a breach of confidentiality.);
 - c. The training and supervision provided by the sponsoring organization and externship Field Supervisor;
 - d. The supervision provided by the Faculty Supervisor, including a description of twice a month communications and any written material submitted;
 - e. The educational benefits obtained from the externship, including:
 1. How did the student's practical lawyering skills develop as a result of the externship? Please provide one or two examples.



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2. What did the student learn about lawyers' professional responsibilities, particularly the public service obligation, during the course of the externship?
 3. To what extent did the student's public service efforts affect the community?
 4. How likely is the student to practice or perform pro bono service in the area of the externship in the future?
 5. How and to what extent did the externship fulfill the student's expectations?
 6. How was the student's perception of law practice affected by the externship?
- **The Student's Final Report and Student's Log of Hours Worked are due no later than two weeks after the externship is completed.**
 - Ensure that the externship Field Supervisor completes a Field Supervisor Student Evaluation and submits (2) two copies of the Evaluation to the Coordinator. **This report is due no later than two weeks after the externship is completed.**
 - **Externships that award 6 or more credits**, student must satisfy the seminar requirement as set forth in Section IV.D.1, and the site visit requirement as set forth in Section IV.D.2. A student with a continuing externship where the credits of the quarters adds up to 6 or more will have to fulfill the requirements in Section IV.D.2

Students who fail to satisfy any of these requirements may not be awarded academic credit for their externship; this may affect their ability to graduate on time.

D. SPONSORING ORGANIZATION/FIELD SUPERVISOR RESPONSIBILITIES

1. Training:

Sponsoring Organizations and Field Supervisors must ensure students receive adequate training to competently perform assigned work. Such training should include:

- a. An initial orientation regarding office procedures and protocol, available research materials and tools, and background information related to the substantive practice areas involved in the externship;
- b. Regular information sharing sessions related to any important procedural or substantive events effecting the extern and/or agency's practice area; and
- c. Periodic meetings to answer questions and provide guidance and feedback regarding specific projects.

2. Field Supervisor:

Students must work under the supervision of an externship Field Supervisor who is an employee of the sponsoring organization or, if not a regular employee, one who assumes principal responsibility

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for the legal matters upon which the student works. The Field Supervisor must be a licensed attorney in good standing with a state bar association, judge, tribal court judge, alternative dispute resolution professional or other professional approved by the Faculty Manager and have a minimum of two years practice experience related to the subject matter of the externship and/or working at that agency. The Faculty Manager may waive this requirement.

3. Requirements of Field Supervisor:

Prior to student registration:

- Submit a [Confirmation Letter](#) to the Coordinator outlining the legal work the student will perform, the number of hours per week the student will work and the scope of training and supervision that will be provided. The letter must also include the following statement:

In accordance with University of Washington School of Law School Public Service Externship Program guidelines, this letter confirms that I will supervise (insert name of student) during his/her (insert the applicable quarter) externship. I agree to abide by the stated policies in the University of Washington Law School's [Field Supervisor Handbook](#).

4. To ensure awarding of academic credit:

For externships of 1 - 5 credits

- Communicate with the Faculty Supervisor in person, by telephone, or email at least three times during the externship, preferably at the beginning, middle, and at the end of the externship.
- Plan a series of work experiences for the student that ideally become increasingly challenging.
- Ensure that the student is adequately trained to competently perform the work assigned.
- Meet with the student weekly to review and evaluate their work. These meetings should be geared toward providing the student with a broader perspective and a greater insight regarding the legal issues raised by the assignment. These meetings should address such matters as:
 1. Alternative methods of handling the particular task;
 2. The relationship of the particular tasks to the larger substantive, procedural, or practical issues in the case or matter;
 3. Noteworthy ethical or social implications of the task or case; and
 4. The responsibilities of lawyers as professionals.

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- Ensure that the student works 30 hours for each credit. Time spent on clerical tasks (e.g. filing, library updating and telephone answering) shall not be included in the 30 hours. (Refer to the PSEP goals in Section II. above.)

Upon completion of the externship, submit (2) two copies of a Field Supervisor Evaluation of the student to the Coordinator. **The [Field Supervisor Evaluation for 1-5 credits](#) is due no later than two weeks after the externship has been completed.**

For externships of 6 - 15 credits

- Communicate with the Faculty Supervisor in person, by telephone, or by email preferably at the beginning, middle, and at the end of the externship and meet in person at the externship site at least once each calendar year.
- Plan a series of work experiences for the student that ideally become increasingly challenging.
- Ensure that the student is adequately trained to competently perform the work assigned.
- Meet with the student weekly to review and evaluate their work. These meetings should be geared toward providing the student with a broader perspective and a greater insight regarding the legal issues raised by the assignment. These meetings should address such matters as:
 1. Alternative methods of handling the particular task;
 2. The relationship of the particular tasks to the larger substantive, procedural, or practical issues in the case or matter;
 3. Noteworthy ethical or social implications of the task or case; and
 4. The responsibilities of lawyers as professionals.
- Ensure that the student works 30 hours for each credit. Time spent on clerical tasks (e.g., filing, library updating, and telephone answering) shall not be included in the 30 hours.
- Upon completion of the externship, submit (2) two copies of a Field Supervisor Evaluation of the student to the Coordinator. **The [Field Supervisor Evaluation for 6-15 credits](#) is due no later than two weeks after the externship has been completed.**

E. SUPERVISING FACULTY MEMBER RESPONSIBILITIES

The Faculty Supervisor will monitor both the educational value of the externship as well as the student's academic achievement. **Note:** “Unapproved” externship sponsors (agencies which have never hosted UWLS student externs) and “lapsed” externship sponsors (agencies which have not hosted UWLS student externs for 2 or more years in a row) **must** be investigated and “certified”

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(approved based on an investigation by the Faculty Manager). In this capacity, the Faculty Supervisor shall, **prior** to student registration:

- Sign the [PSEP Application](#) agreeing to act as the student's supervisor and to adhere to the Faculty Supervisor guidelines contained in the Faculty Supervisor Handbook.
- **Note:** The Faculty Manger shall be the default faculty supervisor for all externing students unless the student requests assignment to a specific faculty member or the number of externs (such as in the summer quarter) makes use of one advisor impractical.
- **Note:** Email is the preferred method of communication with the externs and Field Supervisors. Students are urged to exercise caution when sending sensitive information.

To ensure awarding of credit:

- **For externships of 1 - 5 credits** - communicate with the externship Field Supervisor in person, by telephone, or by email at least three times during the externship at the beginning, middle, and at the end of the externship. Generally, it is the Faculty Supervisor's responsibility to initiate these conversations and meetings.
- **For externships of 6 - 15 credits** - communicate with the externship Field Supervisor in person, by telephone, or by email preferably at the beginning, middle and at the end of the externship.
- **Site visit** - If no site visit has been conducted within the past calendar year, a site visit must be performed during the externship. **Although it is a shared responsibility to initiate the site visitation process, it is the Faculty Supervisor's responsibility to conduct the site visit in accordance with applicable ABA and UWLS policies (a memorandum describing the purpose of a site visit is available from the Faculty Manager).** If a site visit is required, the Coordinator shall notify the student and the Faculty Supervisor (via email) at the time the externship is registered with Academic Services.
- Confer with the student at least twice a month to review and discuss the student's assigned tasks and educational experience. The Faculty Supervisor member may require additional reports and/or meetings.
- Review and evaluate the Student's Final Report, the Student's Log of Hours Worked and the Field Supervisor Evaluation.
- Complete a Faculty Supervisor Evaluation provided by the PSEP, regarding the student's performance and overall externship experience. If a site visit was performed, complete the site evaluation portion of the Faculty Supervisor Evaluation.
- Complete a Credit Award Request, provided by the Coordinator, indicating whether the student should be awarded the requested number of credits. The determination to award credit should be based upon a review of:



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- a. The student's work product and periodic reports;
- b. The Field Supervisor Evaluation; and
- c. The Student's Final Report and the Student's Log of Hours Worked.

The Faculty Supervisor should determine if the student has successfully performed the duties assigned during the externship in a competent and professional manner. If the Faculty Supervisor determines that the student has **NOT** satisfactorily completed the requirements of the externship, the Faculty Supervisor may **DECLINE TO AWARD CREDIT**.

IV. REGISTRATION AND AWARDING OF CREDIT

A. COURSE REGISTRATION

Upon receiving all necessary paperwork from the student ([PSEP Application](#) and [Confirmation Letter](#) and, if required, [Notice of Seminar Intent](#)) the Coordinator will ensure that the student is registered for the appropriate course as set forth below:

1. **Judicial Externship LAW B530** (Note that judicial externs are urged to take some or all of the following courses prior to beginning their work as law clerks: advanced civil procedure, advanced legal writing; evidence; criminal procedure; federal courts and professional responsibility.)
Section A 1-5 credits
Section B 6-15 credits
Student performs legal work for an approved state or federal court judge at the trial or appellate court level, in compliance with the rules set forth in Section III.
2. **Legislative Externship LAW B535**
Section A 1-5 credits
Section B 6-15 credits
Student performs legal work for an approved legislative body, including a local or state legislature, the United States Congress or a foreign governmental entity, in compliance with the rules set forth in Section III.
3. **Governmental Agency LAW B538**
Section A 1-5 credits
Section B 6-15 credits
Student performs civil legal work for an approved civil governmental agency, in compliance with the rules set forth in Section III.

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4. **Public Interest Externship LAW B539**

Section A 1-5 credits

Section B 6-15 credits

Student performs civil legal work for an approved non-profit organization, including a legal aid office, public interest organization, or pro bono attorney, in compliance with the rules set forth in Section III.

5. **Criminal Justice Externship LAW B560**

Section A 1-5 credits

Section B 6-15 credits

Student performs criminal legal work for an approved public defender or state/federal prosecuting attorney, in compliance with the rules set forth in Section III.

B. AWARDING OF ACADEMIC CREDIT

One academic credit will be awarded for every 30 hours of satisfactorily completed externship work. A student may earn no more than 15 credits total for any combination of PSEPs. Moreover, a student may earn no more than 20 credits for any combination of PSEPs and non-law courses. The determination to award credit and the number of credits to be awarded is made by the Faculty Supervisor, in consultation with the Faculty Manager. **Externships are graded on a credit/no credit basis.**

C. PRIVACY NOTICE

The information provided on the student externship application, the Field Supervisor Evaluation, and the Faculty Supervisor Evaluation is kept confidential in the CCLD and used primarily for purposes directly related to administering the PSEP program. On occasion, faculty teaching the General Externship Perspectives course (GEP) course may request each enrolled student's reports and/or evaluations to assist in class preparation. Please notify the Coordinator if you do not want GEP instructors to review your reports and/or evaluations.

As a general rule, only the Coordinator, Faculty Manager, and the student extern's Faculty Supervisor may read the student's Field Supervisor Evaluation. In addition, the Field Supervisor has the option of allowing students to review their evaluations. The externing student should discuss this issue with their Field Supervisor. The Coordinator will **not** permit students to review their Field Supervisor's Evaluation without the express permission of the Field Supervisor. The same rule also applies to Faculty Supervisor Evaluations. Faculty Supervisors have the option of allowing students to review their final evaluations. The Coordinator will **not** permit students to review the Faculty Supervisor's Evaluation without the Faculty Supervisor's express consent.

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Sharing Your Experience:

Each student completing a PSEP may choose whether they are willing to share their externship experience with other UWLS students. Sharing may come in the form of posted testimonials, appearing at law school events, or meeting with other students who are interested in taking an externship. On a periodic basis, the Faculty Manager will contact former externs offering opportunities to share their experiences.

Please address all questions relating to this policy to the Faculty Manager.

D. SPECIAL RULES FOR EXTERNSHIPS THAT AWARD 6 OR MORE ACADEMIC CREDITS

1. Seminar Requirement:

Students, who are enrolled in any externship that awards 6 or more academic credits, including continuing externships, must take General Externship Perspectives (B567) or the Access to Justice Seminar (E507). Should a student be unable to participate in the seminar due to exceptional circumstances, a student may take with the written permission of the Associate Dean for Academic Affairs or their designee, the Externship Tutorial, or an alternative course related to the externship. The seminar (or other approved course) must be taken during the same quarter as the externship. Students must satisfy all of the requirements of the seminar (or other approved course) to receive credit for the externship.

2. On-Site Visitation:

For externships of 6 or more credits, if a site visit has not been performed within the previous calendar year, the externship Field Supervisor and Faculty Supervisor **must** meet in person at the externship site during the externship. A memo describing what should take place at a site visit is available from the Faculty Manager. In addition, the Faculty Supervisor must complete the site evaluation portion of the Faculty Supervisor's Evaluation Form. **Each externship sponsoring agency must be visited once per calendar year. One site visit per year is usually, but not always, sufficient for all students externing at that site within that year.**

V. ROLE OF PROGRAM ADMINISTRATORS

A. FACULTY MANAGER FOR PUBLIC SERVICE EXTERNSHIPS

The Faculty Manager, assisted by the Coordinator, is responsible for the overall development and administration of all public service externships. In this capacity, the Faculty Manager will:

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- Determine whether to approve or reject externship requests made by students, sponsoring organizations and/or Field Supervisors. In making this determination, the Faculty Manager will be guided by the criteria set forth in Section III.B. With regard to those externship requests that do not fall within the spectrum of the Externship Guidelines, the Faculty Manager will submit these requests to the Curriculum Committee to make the final determination. The Faculty Manager may approve a student to begin and/or continue their externship in the vacation periods preceding or following the quarter in which they have registered as an extern. In addition, externship requests that are rejected by the Faculty Manager can be appealed to the Curriculum Committee by a student, a sponsoring organization, or by the proposed Field Supervisor.
- Periodically review and evaluate the program to ensure that it is meeting its stated educational goals.
- Prepare an annual written report to the Curriculum Committee evaluating the program.
- Be the default faculty supervisor for all externing students unless the student requests assignment to a specific faculty member or the number of externs (such as in the summer quarter) makes use of one advisor impractical.

B. ASSOCIATE DEAN FOR ACADEMIC AFFAIRS (OR DESIGNEE)

The Associate Dean for Academic Affairs or designee provides input and guidance to the Program regarding academic matters related to PSEPs.

VI. ROLE OF CURRICULUM COMMITTEE

A. RECOMMENDATIONS REGARDING POLICIES AND GUIDELINES

The Curriculum Committee makes recommendations to the law school faculty regarding the PSEP program guidelines and policies. The Faculty Manager, the Associate Dean for Academic Affairs or designee, and any other interested persons may provide input regarding such guidelines and policies.

B. PUBLIC SERVICE EXTERNSHIP APPROVAL

At the request of the Faculty Manager, the Curriculum Committee will review, evaluate, and make final decisions for all externship requests that do not comply with or adhere to the PSEP program guidelines. They will also hear appeals on requests that have been denied by the Faculty Manager. In making these determinations, the Curriculum Committee will be guided by criteria set forth in Section III.B. The curriculum committee shall forward the final dispensation on all requests to the Associate Dean for Academic Affairs (or designee) for final approval.

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