



UW Law

Field Supervisor Handbook

W SCHOOL OF LAW
UNIVERSITY of WASHINGTON

Center for Career & Leadership Development
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FIELD SUPERVISOR HANDBOOK

2011

The purpose of this handbook is to assist attorneys who are serving as Field Supervisors for the University of Washington Law School (UWLS) Externship Program (EP). The best Field Supervisors are: familiar with the UWLS goals; have a working knowledge of procedures for registering externs and granting academic credits; and are aware of the problems that can arise and the solutions that can be effective when managing externs. The purpose of this handbook is to give Field Supervisors a “one-stop” resource on UWLS expectations, EP procedures and tips for effective extern management.

This handbook can be used in a number of ways. Reading the handbook from beginning to end will provide the Field Supervisor with all of the information he or she needs to be effective. Another use for this handbook is as a reference addressing a specific problem or answering a particular question. The author, the Center for Career and Leadership Development (CCLD) at UWLS, welcomes your suggestions on how it can be improved. Following these introductory remarks are eleven sections:

- UWLS EP Goals and Evaluative Criteria;
- EP-Field Supervisor Defined;
- A Brief Description of What is Required of a EP Field Supervisor-The Field Supervisor’s Checklist (Abbreviated);
- A Detailed Description of What is Required of a EP Field Supervisor The Field Supervisor’s Checklist (Complete);
- Commonly Encountered Problems in Supervising EP Externs and Suggested Solutions;
- A Brief Description of What is Required of a EP Extern;
- A Brief Description of What is Required of a EP Faculty Supervisor;
- A Brief Description of the Roles Played by the UWLS Curriculum Committee and the Faculty Manager for the EP (Faculty Manager);
- A Brief Description of the EP at UWLS;
- Termination and/or Withdrawal of Participants in the EP; and
- A list of Informational Resources.

UWLS EP Goals and Evaluative Criteria

The EP has established goals and criteria to do the following:

- Provide students, externship sponsoring agencies, and the legal community with a description of the skills and experiences UWLS students will ideally obtain from their externship;
- Serve as a measuring device when reviewing the performance of sponsoring agencies, field and faculty supervisors, the administrators of the EP, and the EP itself;
- Be a starting point for discussion of changes and alternations to the EP; and
- Insure compliance with American Bar Association Standards and UWLS goals.

The goals listed below are universally applicable to the EP; the evaluative criteria serve, where applicable, to amplify the goals and provide additional guidance.

The goals of the EP at UWLS are:

- 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, thus supplementing their course work within the law school.

The evaluative criteria of the EP at UWLS are:

- **Public Service and Access to Justice**
 - Students will be exposed to access to justice problems in their practice setting, as well as potential public service opportunities for lawyers in that setting.
 - Students will have the opportunity to consider what public service opportunities would suit their skills and interests.
- **Self-Identity as a Skilled, Ethical Problem-Solving Professional**
 - Students will explore different roles for lawyers and be exposed to the range of career opportunities available in the law.
 - Students will have the opportunity to explore their own strengths, challenges, and interests as budding professionals and to consider how they do or do not mesh with the externship practice setting.
 - Students will be exposed to the pressures and challenges that may lead attorneys to engage in unethical or unprofessional behavior in their practice setting, behaviors, and strategies that can help attorneys avoid unethical practices, and resources available in the community for avoiding unethical or unprofessional practices.
 - Students will engage in reflective analysis and critical thinking about values, ethics, and professionalism, including the ways that lawyers can function either as problem-solvers or obstructionists in their practice setting, and opportunities for problem solving, both in their daily work, and in addressing systemic problems.
- **Life-Long Learning**
 - Students will be exposed to and reflect on strategies for learning in a workplace setting where the supervisor is not primarily focused on the students' learning.
 - Students will be exposed to a variety of approaches to engaging in reflection to develop their professional identity and an appropriate range of professional skills.
- **Lawyering Skills**
 - Students will have the opportunity to observe lawyers perform a broad range of the lawyering skills required in their practice setting.

- Students will develop an increased understanding of and an ability to apply legal principles learned in the classroom to actual legal problems.
- Students will have the opportunity to develop their own legal skills through practice and feedback and to reflect on ways to systematically develop their professional skills.

EP-Field Supervisor Defined

The EP Field Supervisor must (a) be a licensed attorney in good standing with a state bar association, or a judge, tribal court judge, alternative dispute resolution professional, or other professional approved by the UWLS Curriculum Committee; (b) have a minimum of two years practice experience working at that agency, preferably related to the subject matter of the externship and (c) be easily accessible by the EP extern. The Faculty Manager may waive this requirement.

At the beginning of the externship, the field supervisor will meet with the student and develop goals and objectives for learning legal knowledge and skills. If there are pre-existing goals and objectives, each new extern will be given this information with guidance to achieve them. During and throughout the externship, there will be at least two discussions (see final evaluation) of the work towards these goals and objectives, through in-person, phone, or email.

A Brief Description of What is Required of an EP Field Supervisor-The Field Supervisor's Checklist (Abbreviated)

Below is a brief description of what the UWLS expects of its EP Field Supervisors.

- The Field Supervisor should closely examine the [Externship Guidelines](#) and the Field Supervisor's responsibilities contained in this handbook.
- The extern and Field Supervisor should meet and discuss the externship placement, including: the extern's externship goals, assignments the extern may receive, and any potential work related challenges.
- The Field Supervisor should sign the [EP Externship Application](#) (the extern will fill out and provide this document for signature).
- The Field Supervisor must submit a [Confirmation Letter](#) (see attached form K), to the Externship Coordinator outlining the legal work the extern will perform, the number of hours per week the extern will work, and the scope of training and supervision that will be provided. The completed confirmation letter should be on agency letterhead and mailed to: The Externship Coordinator, William H. Gates Hall, Room 346, Box 353020, Seattle, WA 98195-3020.
- The Field Supervisor should ensure the extern is adequately trained to competently perform the work assigned.
- The Field Supervisor is expected to communicate with the Faculty Supervisor at least two to three times during the externship (this can be done in person, by telephone, or via email preferably at the beginning, middle, and end of the externship; the extern is expected to facilitate the first meeting). The field Supervisor is also expected to meet with the extern weekly, if possible, to review and evaluate the extern's work.
- The Field Supervisor is expected to monitor the extern's work (using the Student's Log of Hours Worked) and ensure the extern works 30 hours for each academic credit sought.

- Upon completion of the externship, the Field Supervisor is to submit (2) two copies of the Field Supervisor Performance Evaluation ([Field Supervisor Evaluation for 1-5 credits](#) or the [Field Supervisor Evaluation for 6-15 credits](#)), which are available on the [Externship Field Supervisor Information](#) page of the CCLD website. The Field Supervisor Evaluation is due **no later than** two weeks after the externship has been completed.

A Detailed Description of What is Required of a EP Field Supervisor-The Field Supervisor's Checklist (Complete)

- To become familiar with the EP and its requirements, the Field Supervisor can use the following resources:
 - The UWLS EP Goals (see page 2, above).
 - The American Bar Association (ABA) Regulations on Legal Education (especially [ABA Standard 305](#)).
 - The CCLD [EP Externship Guidelines](#) (especially pages 5-8).
 - The Externship Coordinator, Jonelle Tom, careerps@uw.edu 206 543-9097 or the Faculty Manager, William Covington, covinw@uw.edu, 206 616-4481.
 - [Externship Field Supervision: Effective Techniques for Training Supervisors and Students](#), by Professors Barbara Blanco and Sande Buhai.
 - [G.L.A.C.E. Greater Los Angeles Consortium on Externships 2008-2009 Field Placement Supervision Manual](#).
- The Field Supervisor must be housed at the same location as the student extern; the Faculty Manager may waive this requirement. 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.
- Prior to registering for an externship, the student is to initiate a meeting with the Field Supervisor to discuss the following:
 - The student's externship goals and objectives;
 - The agency or organization's mission and needs;
 - The training the agency can offer the student;
 - The type of supervision the Field Supervisor can offer the student;
 - The hours the student is to work;
 - The number of academic credits the student is seeking;
 - Agency protocols and rules; and
 - Any other matters either party feels is important.
- The Field Supervisor should closely examine the [EP Externship Application](#) (the student will provide this document). The number of hours the student is to work, the number of credits the student is seeking, and all contact information should be closely scrutinized for accuracy. All writings – especially signatures – should be clear and legible.
- The Field Supervisor must submit a [Confirmation Letter](#) to the Externship 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 completed [Confirmation Letter](#) should be on agency letterhead and mailed to: The Externship Coordinator, William H. Gates Hall, Room 346, Box 353020, Seattle, WA 98195-3020;
- The Field Supervisor should ensure the student is adequately trained to competently perform the work assigned; items that should be part of the training process include:

- Preliminary consideration of assignments by the Field Supervisor with the aim of assigning progressively challenging work;
 - Introducing the extern to all staff members;
 - Showing the extern how to: operate the telephone system, make use of the computer system, and access legal research materials;
 - Determining how frequently the extern and the Field Supervisor shall meet and the formal and informal methods the extern can use to access the Field Supervisor or other persons who may be able to provide assistance;
 - Sharing the organization's mission with the extern; and
 - Sharing the organization's policies on confidentiality and conflicts with the extern.
- The Field Supervisor is expected to communicate and meet with the extern weekly; at these meetings it is recommended that the extern and the Field Supervisor discuss:
- The extern's performance of assigned work;
 - The extern's writing ability;
 - How the extern's work fits in with the overall goals of the organization;
 - Opportunities for the extern to observe hearings, attend meetings, etc.;
 - Questions the extern may have; and
 - Any other matters that will add to the quality of the externship experience.
- The Field Supervisor is expected to communicate with the Faculty Supervisor at least two to three times during the externship (this can be done in person, by telephone or email, preferably at the beginning, middle, and end of the externship); at these meetings it is recommended that the Field Supervisor and the Faculty Supervisor discuss:
- The extern's overall performance on the job;
 - The extern's writing ability;
 - Whether the extern is able to handle increasingly challenging work; and
 - The support the Faculty Supervisor can provide the extern and the Field Supervisor.
- The Field Supervisor is expected to regularly monitor the extern's work (using the Student's Log of Hours Worked), ensure the extern works 30 hours for each academic credit sought, and make certain the extern is doing genuine legal work (not clerical or administrative support tasks) that will count towards granting academic credit.
- The Field Supervisor is expected to remind the extern of the need to keep notes and other materials that can be used in filling out the Student's Final Report.
- Upon completion of the externship, the Field Supervisor is to submit (2) two copies of the Field Supervisor's Evaluation (one for [1-5 credits](#) earned, another for or [6-15 credits](#) earned). The form can be found at the following [Externship Field Supervisor Information](#) page of the CCLD web site. The Field Supervisor's Evaluation is due **no later than** two weeks after the externship has been completed. Throughout the externship, the Field Supervisor should keep notes on the extern's legal reasoning ability, clinical judgment, communications skills, use of time, awareness of professional responsibility, and analytic ability.

Commonly Encountered Problems in Supervising Externs and Suggested Solutions

According to the American Bar Association (ABA) standards regulating law school field placements and this institution's academic standards, there are several objectives and standards of supervision that must be met to maintain the quality and academic integrity of externship programs. Such standards are specifically addressed in

[ABA Standard 306](#). Below are several areas that have been identified as typical issues that occur most frequently in field placements and impede effective and successful extern performance. This information is taken from the previously mentioned [GLACE Field Placement Supervision Manual](#).

1. Lack of constructive feedback on work product

While we recognize the importance of students completing assignments independently and learning from doing, it has been our experience that many supervisors do not spend the necessary time providing constructive criticism on extern work assignments. It is imperative to the learning process to provide students with feedback on an ongoing basis. Only when a student understands the drafting or strategic errors made on a project do they receive the most value from the assignment.

2. Lack of communication regarding project expectations

Often externship students express frustration with the level of explanation offered when given a project. Students participating in the externship program typically have a certain allotted time they are able to spend at the placement each week and not having a clear understanding of what is expected of them on a specific project typically results in lost time and an inferior work product. This can be avoided when supervisors take the time at the beginning of an assignment to give a clear understanding of the circumstances leading up to the assignment and the proposed end result. It is also extremely helpful to offer the extern suggestions on how to best begin the project e.g., where background information can be found, etc.

3. Lack of meaningful supervision

Below are several issues with field placement supervision that constitute lack of meaningful supervision:

(a) Too many students under the supervision of one placement supervisor.

An externship is most successful when each Field Supervisor is responsible for no more than three or four students. On occasion, a supervisor has had primary responsibility for five or more students during a quarter. To provide constructive feedback, the supervisor should meet regularly with students individually. Supervisors should limit the number of students they are directly supervising; this allows more time and flexibility for the supervisor as well as gives the student a more personal and valuable learning experience.

(b) Lack of regular meetings with students.

Some supervisors do not schedule weekly meetings with students. An obvious component to providing the most meaningful supervision and feedback is actually scheduling the time to go over the progress of each student individually. Such meetings should take place at a minimum of once a week and should cover both substantive work and, when applicable, professional development.

(c) Not providing enough work.

Externship coordinators receive complaints from students that they are not given a sufficient amount of work throughout the quarter. Some students have to create their own work or wait idly for something substantive to do. Although externship coordinators encourage students to be proactive and assertive in seeking work assignments, it is an extremely important part of supervising students to make certain that at all times they have meaningful work. Law schools can only award academic credit and evaluate each student based on the work they actually perform.

(d) Assigning non-substantive/administrative/personal tasks.

Students are sometimes given administrative or even personal tasks to perform. The supervising attorney has the responsibility to maintain the academic credibility of the externship program by assigning substantive legal work. Understandably, as with most organizations, team efforts to meet deadlines or prepare for trial are often required; during such times, attorneys and other professional staff may perform tasks that are not standard for their position. However, it is difficult for schools to assert the value of an externship when students report they are spending entire days photocopying documents or organizing a filing system for current cases. Time spent performing

administrative tasks should be minimized by the supervising attorney and personal errands or tasks should never be assigned.

(e) Hours required may be excessive in relation to externship expectations.

Many supervisors assign students far more work than can actually be performed in the amount of time the student and the school has allotted for the externship. As we all remember, the demands of a law student are many. Each student will typically schedule their classes based on the time they know they will spend at an externship site. It is extremely difficult and frustrating to students when they have to put aside other school work in order to balance the demands of the externship. While students understand that life as a lawyer demands a constant struggle to balance priorities, often they will make time to work for the externship to the detriment of other course work. To this end, placement supervisors should consider law students' external demands when asking them to work hours in excess of the weekly time allotted for the placement.

(f) Lack of communication with law school contact.

Finally, placement supervisors often wait too late to involve the Faculty Manager when problems arise. Keeping open lines of communication is essential to successful placements. When any sort of conflict arises, whether it is related to the quality of work, work habits, or general attitude toward the supervisor and/or the work, it is imperative to contact the school immediately to identify the problem and discuss potential remedies before the conclusion of the program. As our goal is to ensure the most mutually beneficial relationship between both parties, we can typically offer assistance in resolving the issue or deal with the problem completely from our end.

When, in a final evaluation of the student's work, we discover a student has not performed up to standard, we are faced with the difficult dilemma of failing them or substantially reducing the amount of credit they receive. If we were able to intervene early enough, we may prevent this unfortunate circumstance and remedy the problem behavior, or, if most appropriate, terminate the placement.

In conclusion, while most of our placements are excellent and provide a wonderful practical training ground for our students, placement supervisors can improve dramatically the overall effectiveness of the program by remembering the above-mentioned pitfalls. Each Field Supervisor should spend time carefully reviewing what an effective placement supervisor is and remember to use the Faculty Manager as a resource whenever any problem arises.

A Brief Description of What is Required of an EP Extern

Extern's Responsibilities

Externs are responsible for ensuring that **all** documents necessary for registration and awarding of credit are completed, on time and submitted to the appropriate parties.

- **To register for an externship an extern must:**
 - Complete the [EP Externship Application](#), which must include signatures of the student, Faculty Supervisor, and the Externship Coordinator.
 - Ensure that the externship Field Supervisor has submitted a [Confirmation Letter](#) to the Externship Coordinator outlining the work the extern will perform, the number of hours the extern will work per week and the scope of training and supervision that will be provided. The letter must include the following excerpt:

In accordance with University of Washington School of Law School EP guidelines, this letter confirms that I will supervise (name of student) during his/her (identify quarter in which externship will take place) quarter externship. I agree to abide by the stated policies in the Field Supervisor Handbook.

- **For externships of 6 or more credits:**
 - Also submit a completed [Notice of Intent: Seminar Requirement Form](#). Register for and take the seminar (E507 Access to Justice or B567 General Externship Perspectives) in the same quarter as

the externship. E507 may not be offered every quarter. (Note also that externs must take the externship seminar (B567-General Externship Perspectives) or its equivalent if, over the course of more than one quarter, the student is cumulatively earning six or more externship credits.

- If required, facilitate a visit by the Faculty Supervisor at the externship site. Each externship site must be visited by a faculty member no less than once per calendar year. The Externship Coordinator will maintain a database of sites at which faculty performed site visits during the previous calendar year.
- A completed [EP Externship Application](#), [Notice of Intent](#), if required, and [Confirmation Letter](#) must be submitted to the Externship Coordinator before the student will be registered.

Actual registration for externships will be handled by the Externship Coordinator. If a site visit is required, the Externship Coordinator shall notify the extern and Faculty Supervisor (via email) at the time the externship is registered with Academic Services.

Externs must submit all required documents no later than the set deadline; be sure to review the [Externship Planning Timelines](#). To ensure timely registration, it is a good practice to submit externship documents **far in advance**.

□ **To receive academic credit an extern must:**

- Review the UWLS EP Goals (see page 2, above).
- Keep a time log of the number of hours worked and work a minimum of 30 hours for each credit sought. Time spent on clerical tasks (e.g., filing, library updating and telephone answering) shall not be included in the 30 hours.
- Meet with the externship Field Supervisor weekly, to review and evaluate the extern's work and overall performance.
- Initiate communication (in person, by phone, or by email) with the Faculty Supervisor at least bi-weekly to discuss and review the extern's work and 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 a Student's Final Report to the Public
- Service Externship 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. The Student's Final Report is due no later than two weeks after the externship is completed.

The 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 Student's Log of Hours Worked;
- 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 all important communications and any written material submitted; and
- e. The educational benefits obtained from the externship, including:
 1. How did the extern's practical lawyering skills develop as a result of the externship?
 2. During the course of the externship, what did the extern learn about lawyers' professional responsibilities, particularly the public service obligation?
 3. To what extent did the extern's public service efforts affect the community?
 4. How likely is the extern to practice or perform pro bono service in the future?
 5. How and to what extent did the externship fulfill the extern's expectations?
 6. How was the extern's perception of law practice affected by the externship?

The extern must ensure that the Field Supervisor completes a Field Supervisor's Evaluation - available on the [Externship Field Supervisor Information](#) page of the CCLD website - and submits (2) two copies to the Externship Coordinator. **This report is due no later than two weeks after the externship is completed.**

A Brief Description of What is Required of an EP Faculty Supervisor

The Faculty Supervisor will monitor the educational value of the externship, assist the student and the Field Supervisor to insure the externship experience is a rewarding one as well as keep abreast of the student's achievements. In this capacity, the Faculty Supervisor shall, prior to student registration, sign the [EP Externship Application](#) agreeing to act as the student's supervisor and to adhere to the Faculty Supervisor Guidelines contained in the Faculty Supervisor Handbook.

To ensure awarding of credit: Faculty Supervisors must communicate with the externship Field Supervisor in person, by telephone, or by email at least two to three times, preferably at the beginning, middle and end of the externship. Generally, it is the Faculty Supervisor's responsibility to initiate these conversations and meetings.

For externships of 6 - 15 credits: Faculty Supervisors must also ensure that the site visit requirement has been met. If no site visit has been conducted within the past calendar year, a site visit must be performed during the externship. **Although it is the extern's responsibility to initiate the site visitation process, it is the Faculty Supervisor's responsibility to conduct the site visit in accordance with applicable American Bar Association and UWLS policies.** The Externship Coordinator shall notify the Faculty Supervisor when a site visit is required. The Faculty Manager is available to assist Faculty Supervisors in all matters related to site visits.

Faculty Supervisors should confer with the extern twice monthly to review and discuss the extern's assigned tasks and educational experience. The Faculty Supervisor may require additional reports and/or meetings, but should keep in mind the extern may have journaling and other requirements to discharge as part of the Access to Justice or General Externships Perspectives seminar. Other responsibilities include:

- Review and evaluate the Student's Final Report, the Student's Log of Hours Worked, and the Field Supervisor's Evaluation.
- Complete a Faculty Supervisor's Evaluation provided by the EP, regarding the extern's performance and overall externship experience. If a site visit was performed, the Faculty Supervisor must complete the site evaluation portion.
- Complete a Credit Award Request, provided by the EP, indicating whether the student should be awarded the requested number of credits. The determination to award credit should be based upon a review of:
 - a. the student's work product and periodic reports,
 - b. the student's Final Report and the student's Log of Hours Worked, and
 - c. the Field Supervisor's Evaluation.

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 some or all credits.

A Brief Description of the Roles Played by the UWLS Curriculum Committee and the Faculty Manager for the EP (Faculty Manager)

Role of Curriculum Committee

The Curriculum Committee makes recommendations to the UWLS faculty regarding EP Guidelines and Policies. The Assistant Dean for the Center for Career and Leadership Development, the Program Advisory Board, the Faculty Manager, and any other interested persons may provide input regarding such guidelines and policies.

The Curriculum Committee will review and evaluate any externship requests (usually acceptance of a proposed sponsoring organization or renewal of an existing one) that have been disapproved by the Faculty Manager. In addition, the Curriculum Committee will hear appeals from decisions made by the Faculty Manager to reject specific externship requests for failing to comply with the ABA standards and/or the [EP Externship Guidelines](#).

Role of Faculty Manager

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

- Conduct student advising prior to externship registration; all students interested in an externship must schedule an advising appointment with the Faculty Manager.
- Determine whether to approve or reject externship requests made by students, sponsoring organizations and/or field supervisors. With regard to those externship requests that do not obviously fall within or outside normal guidelines, the Faculty Manager will make a determination as to whether or not such proposed externships should be approved. “Unapproved” externship sponsors (organizations which have never hosted UWLS student externs) and “lapsed” externship sponsors (organizations which have not hosted UWLS student externs for 2 or more years) must be investigated and “certified” (approved based on an investigation by the Faculty Manager). In addition, externship requests that are rejected by the Faculty Manager can be appealed to the Curriculum Committee by a student, by the sponsoring organization, or by the proposed Field Supervisor.
- Serve as 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.
- Approve student requests to begin and/or continue their externship in the vacation periods preceding or following the quarter in which they have registered as an extern.
- 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.

A Brief Description of the EP at UWLS

Why the Public Service Requirement?

Beginning with the class of 1997, all law students are required to perform at least 60 hours of public service legal work during their second or third year in order to graduate. Students can satisfy this requirement by undertaking a Externship, completing a Law School Clinic, or completing the Street Law course. Students are encouraged to perform more than the 60-hour minimum and are awarded credit commensurate with the number of hours worked, up to an ABA mandated 15-credit maximum. Although legal professionals are ethically obligated to perform public service, numerous studies have concluded that less than 20% of practicing attorneys actually perform any kind of public service work. By adopting a mandatory public service requirement – a requirement initiated and overwhelmingly approved by the student body – we are joining with other elite law schools throughout the country that are responding to the crisis in access to legal services and decreasing response by members of the bar.

Terminology

Work for academic credit in any public interest or public sector organization will be referred to as an “Externship” (or, specifically, a “Judicial Externship”). Please note that registration and tuition is required for the awarding of any academic credit.

Purpose and Educational Goals of Externships

Externships are intended to serve a variety of goals. First, externships are intended 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 carefully supervising students in real world situations and thereby teaching them to integrate the theory of law with the practice of law. Third, externships are intended to help students become aware of meaningful career and pro bono opportunities, particularly in public interest and governmental settings.

[ABA Standard 305](#) relating to law school field placement programs has been interpreted to require that any law school permitting students to participate in activities or studies away from the law school develop and publish a statement defining the education objectives of externship programs. The Greater Los Angeles Consortium on Externships (GLACE) consists of the following Los Angeles area law schools: Loyola Law School; the University of Southern California School of Law; Pepperdine University School of Law; the University of California at Los Angeles School of Law; Southwestern School of Law; Whittier Law School; and the Chapman University School of Law. GLACE law schools have formulated a set of educational objectives and supervision standards for the assistance of all supervising attorneys and students who participate in field programs in their [GLACE Field Placement Supervision Manual](#). UWLS feels the GLACE-endorsed educational objectives – summarized below for reference purposes- serve as excellent guidance and that they complement the UWLS EP Goals and Evaluative Criteria (see page 2, above):

1. To encourage the further development of student research, writing and drafting skills through work on legal documents such as complaints, answers, trial and appellate briefs, agreements, legal memoranda, motions, and opinion letters;
2. To expose students to lawyering skills through participation in activities such as interviewing, counseling, negotiation, oral advocacy, investigation, and the formulation of case strategy;
3. To develop students’ oral advocacy skills through participation in, or observations of court, discovery and administrative proceedings;
4. To give students practical legal experience and to enhance their understanding of the application of the principles learned in law school to legal problems;
5. To give students the opportunity to participate in, and reflect upon, the work of legal institutions;
6. To expose students to issues of professional responsibility within the context of legal practice;
7. 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;
8. To permit students to gain practical experience in specialized areas of the law through experience that will supplement their course work within the law school; and
9. To instill fundamental values of the legal profession, including competent representation, the promotion of justice, fairness and morality, and the commitment to an on-going process of professional self-development and growth.

General Requirements

Students must have successfully completed the first year of law school (all 1L classes must have been passed) before they may undertake a Externship. Externships must be law-related, professional in nature, and unpaid. Organizations that sponsor externships must ensure that students are adequately trained and supervised. The field supervisor at an agency hosting a student extern must be an attorney, preferably, with two or more years experience

working at that agency, although the Faculty Manager may waive this requirement. “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) must be investigated and “certified”(approved based on an investigation by the Faculty Manager, Externship Program). 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, such as taking an externship course - either E507 Access to Justice or B567 General Externship Perspectives - and complying with site visit requirements.

Qualifying Legal Work

"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 ABA, 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. The work must be performed during the quarter in which the student has registered for an externship; in special circumstances, and with the approval of the Faculty Manager, the work can be performed at other times.

Qualifying Externship Sponsors

The following types of organizations qualify as EP Sponsors. Each specific organization, however, must be approved by the Faculty Manager (and by the UWLS Curriculum Committee (“Curriculum Committee”) if denied by the Faculty Manager and subsequently appealed to the Curriculum Committee). Note that, 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.

- **Government Agency:** Student performs legal work for any 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 court or appellate 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 for the state legislature, the United States Congress, or any 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:** In addition to the items listed above (“General Requirements” on page 12) 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 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 goals of the ABA, the student, and the law school as set forth on pages 2 and 11 of this document; and (4) the contribution that the proposed externship will make to the intellectual and professional development of the student.

Course Registration

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

Judicial Externship LAW B530*

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 court or appellate level

* 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.

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 state legislature, the United States Congress or a foreign governmental entity.

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.

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.

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

Awarding of Academic Credit

One academic credit hour will be awarded for every 30 hours of satisfactorily completed work. A student may earn no more than 15 credits total for any combination of externships. Moreover, a student may earn no more than 20 credits for any combination of externships and non-law courses. Please note that Externship Perspectives Seminar and Access to Justice Seminar credits are not included under these credit caps. 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.

Privacy Notice

The information provided on the [EP Externship Application](#), Student's Final Report and the Field Supervisor's Evaluation is kept confidential in the Center for Career and Leadership Development and used only for purposes directly related to administering the EP.

Each student completing a [EP Externship Application](#) chooses whether or not they are willing to discuss their externship experience with other UWLS law students. Students can choose whether they are willing to be contacted by phone, email, or not at all. The

Externship Coordinator may make a database of this information to use as a resource in the Center for Career and Leadership Development. The database would include the externing student's name, year of graduation, contact information, and the externship organization.

As a general rule, only the Externship Coordinator, the Faculty Manager, and the student's Faculty Supervisor may read the student's Field Supervisor's Evaluation. Both Field and Faculty Supervisors have the option of allowing students to review their final reports. The extern should discuss this issue with their field and faculty supervisors. The Externship Coordinator will not permit students to review either their Field or their Faculty Supervisor's Evaluations without the express permission of these supervisors. Please address all questions relating to this policy to the Externship Coordinator.

Special Rules for Externships that Award 6 or More Academic Credits

Students enrolled in any externship that awards 6 or more academic credits, including continuing externships, must take the General Externship Perspectives Seminar (B567) or the Access to Justice Seminar (E507). If a student is unable to participate in the seminar due to exceptional circumstances, a student may seek the written permission of the Academic Dean or Director of Academic Advising to take the Externship Tutorial (B580) 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 the seminar or approved course requirements to receive credit for the externship.

For externships of 6 or more credits, the externship Field Supervisor and Faculty Supervisor must meet in person at the externship site at least once during the externship and the faculty member must complete the site evaluation portion of the Faculty Supervisor's Evaluation. Each externship employer site must be visited once per calendar year, and one site visit per year is sufficient for all students externing at that site that year.

Termination and/or Withdrawal of Participants in the EP

Circumstances may lead to:

- The student extern wishing to terminate the externship relationship with the sponsoring agency; or
- The sponsoring agency wishing to terminate the externship relationship with the student extern; or
- UWLS wishing to terminate the externship relationship with the sponsoring agency; or
- The student extern wishing to withdraw from the externship program.

Students who wish to end the externship relationship with the sponsoring agency must meet with the Faculty Manager, or the Associate Dean as soon as possible and request to terminate their externship with the sponsoring agency. The student should explain his or her reasons for seeking termination. The Faculty Manager or the Associate Dean may consult with the Field Supervisor and/or the Faculty Supervisor to discuss the termination request. All termination requests will be promptly acted on.

Sponsoring agencies wishing to end the externship relationship with the student extern should contact the Faculty Manager or the Associate Dean as soon as possible. Sponsoring agencies are encouraged to work with the Faculty Manager and/or the Associate Dean to find a solution to problems related to the termination request which benefits the sponsoring agency, the extern, and UWLS.

UWLS reserves the right to terminate its relationship with any sponsoring agency which fails to meet the goals of the EP. The Faculty Manager or his/her designee shall send notice in writing to the sponsoring agency explaining why a termination of the relationship is recommended. UWLS will provide a reasonable period of time for the sponsoring agency to address the problems identified in the notice.

Students seeking to withdraw from an externship shall do so in a manner consistent with the rules and regulations of UWLS. The student must provide prompt written notice of their intention to withdraw to the Faculty Manager.

Any student or sponsoring agency which feels aggrieved by the decisions of the Faculty Manager and/or the Associate Dean may bring the matter to the attention of the curriculum committee, UWLS.

Informational Resources

For additional information or assistance, please contact:

- Jonelle Tom, Externship Coordinator, at careerps@u.w.edu, or (206) 543-9097, by fax (206) 616-1365;
- William Covington Faculty Manager, EP at covinw@uw.edu or (206) 616-4481; or
- Visit <http://www.law.washington.edu/Career/Employers/Extern/fieldSupervisor.aspx> our website at:



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