Dear Extern Supervisors,

Thank you for your interest in the Externship Program at The University of Tulsa College of Law. This handout outlines the Externship Program's general requirements and explains what is expected of legal and judicial supervisors who work with our students.

I. Participants, Purpose and Educational Goals of Externships

A. Participants. There are four principal participants in each externship experience. These are: the law student extern; the professor; the externship director; and the field supervisor.

B. Purpose. The purpose of TU Law's Externship program is to provide students with the opportunity to obtain significant practical legal experience in judicial chambers, law office, government, not-for-profit, corporate and other lawyering settings, to develop professional lawyering skills, and to analyze and reflect critically on that experience from a variety of perspectives. Thus, the Program provides students with the opportunity to include practical, hands-on experience as part of their law school education.

C. Educational Goals. The educational goals of the program include the following:
   • Exposing students to the practice of law and the judicial process and providing students with an opportunity to learn and use legal skills under the supervision of a judge, licensed attorney or attorney otherwise qualified to supervise;
• Providing students with the opportunity to gain experience in a substantive area of the law or profession related to the student’s academic track or professional interests;

• Providing students with the opportunity for reflective analysis, critical thinking about values, ethics and professionalism, including the ethics of law practice, social justice, and the legal profession; performance and assignment-based feedback; and

• Providing opportunities for students to compare, evaluate, and reflect critically on topics related to their own career path and professional development, such as, daily activities in different types of law offices, the “fit” between the student and various legal careers, and the roles lawyers play in society.

II. Student Requirements

A. Prerequisites. All full time students must complete 28 credit hours with a minimum 2.0 GPA before participating in an externship.

B. Academic Requirements. To receive credit for the externship, students will be required to meet the minimum academic requirements set forth below and any individual course requirements developed and communicated by the law school faculty member teaching the course component of an externship.

• Successfully complete the course component. The purpose of the classroom component is to focus on themes, issues, skills, and experiences of common interest to students in the class. Remote online connection is permitted subject to approval by the Externship Director for students placed outside of the Tulsa Metropolitan Area.

• Demonstrate thoughtful reflection on the externship experience. This reflection is an academic requirement that will be assigned and graded by the course professor. Reflection may be demonstrated in a weekly journal, a critical essay or paper, periodic written reports or any combination thereof as determined by each individual professor.

• Produce work product from the externship that demonstrates the student’s legal skills, including written work and observations by the field supervisor about the student’s performance of non-written lawyering skills. Before submitting any work product to the professor, the student and the field supervisor will determine if redaction is necessary to protect confidentiality. If the nature of the placement is not conducive to the submission of work to the professor, the professor will develop alternative means for evaluating the student performance in the externship.

• Receive satisfactory mid-term and final evaluations from the field supervisor.

• Attend the pre-placement Orientation session, a midterm evaluation meeting, and an exit evaluation meeting with the externship director.

C. Professional Conduct. All externs are responsible for complying with the rules of professional conduct relevant to their externship and the Honor Code.

D. Units and Hours. The student may earn two to twelve hours of academic credit for legal externships, two to three credits for state court externships, and two to five credits for
federal court externships. Forty-five hours of work per academic credit must be completed during the course of a Summer Term or a Fall/Spring Semester. Externships for the Summer are generally for six (6) or twelve (12) weeks and Externships for the Fall and Spring Semesters are generally for twelve (12) to fourteen (14) weeks.

III. Field Supervisor Requirements

The student must be supervised by a judge, licensed attorney, or attorney otherwise qualified to supervise who has been actively engaged in the practice of law or profession at least five (5) years. If the supervisor is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, the Attorney General of the State of Oklahoma, or office of any other government agency, that attorney must have been actively engaged in the practice of law for at least two (2) years.

In addition, field supervisors will be available on-site to field study externs whenever such students are engaged in their placement activities in order to observe, critique, review, and otherwise closely supervise their legal work. This availability includes supervision at other places essential to the lawyering work of the externs, such as the sites of legal proceedings, meetings, and field investigations. The field supervisor will assume principal responsibility for the extern and will serve as the contact person for the externship director.

Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship or a paid position. Thus, if you work with a College of Law extern, please keep in mind the following obligations, most of which are listed in the Extern Supervisor and Extern Agreement (attached for your reference, which the supervising judge or attorney and the student complete when the student is given an externship offer):

A. Design a rigorous externship experience. Prior to the extern's arrival, the field supervisor will discuss the required elements of the Statement with the extern. The purpose of the discussion is to develop learning goals and expectations and to clarify the terms of the externship. It is the extern's responsibility to fill in the terms of the Statement and submit copies to the externship director. However, the field supervisor should work with the extern to develop realistic goals for the semester.

B. Provide adequate training and workspace for externs. Field supervisors must provide sufficient training so that students can competently perform assigned work. Such training should include an initial orientation meeting to provide an overview of the office or chambers and its mission, the general legal issues typically before it, guidelines and resources for performing legal assignments, and office policy and procedures. Subsequent training for externs should also include regular workshops or information sharing sessions, and periodic meetings between the extern and the field supervisor or other assigning attorneys to answer questions and provide guidance and feedback on specific projects. Provide the extern with a designated workspace and access to the tools (i.e. telephone, computer, library) and support reasonably necessary to complete the assignments. The
nature of the training field supervisors should provide is more fully explained in the Externship Supervisor’s Manual.

C. **Monitor assignments.** The field supervisor shall monitor the quality and quantity of work assigned to externs to insure: 1) assignments are representative of legal work typically done in the office or chambers; 2) assignments are as varied as conditions allow; 3) the extern has sufficient legal research and writing, but is also permitted to observe matters in which the extern cannot directly participate; 4) assignments are appropriately challenging and reasonable in terms of the extern’s hourly commitment; and 5) clerical tasks (filing, photocopying, etc.) are kept to a minimum. The nature of the monitoring field supervisors should provide is more fully explained in the Externship Supervisor’s Manual.

D. **Meet regularly with externs.** The field supervisor should meet with externs regularly to provide them with general supervision, feedback and the opportunity to reflect. These meetings include evaluating the extern’s recent performance, discussing the activities of the office or chambers, answering the extern’s questions about the assignments or cases, discussing their observations, experience and other issues relevant to the profession, as well as generally serving as a mentor for the extern. The nature of the feedback and supervision field supervisors should provide is more fully explained in the Field Study Supervisor’s Manual.

E. **Evaluate externs.** At the mid-point and end of the semester, the field supervisor will evaluate the extern on a form provided by the externship director and review that feedback with the extern.

F. **Communicate with the externship director.** Field supervisors should communicate openly with the externship director about the extern a minimum of three times per semester (prior to the start of the externship, at the midterm for a site visit and/or midterm evaluation and for a final evaluation). The communications may be in person or through other means such as email, phone conferences or other means and will be initiated by the externship director. The supervisor should also contact the externship director immediately with any questions or if any problems or issues should arise during the externship.

G. **Participate in periodic site visits as required by the American Bar Association.** The externship director will periodically visit all externship sites to meet with field supervisors, assess the work environment, and evaluate whether the placement is meeting the educational goals of the Externship Program. During the visit, they will evaluate whether the sponsoring organization: 1) provides students with sufficient opportunities to develop their legal skills and knowledge; 2) provides students with ample and appropriate feedback on their performance; 3) provides students with appropriate supervision and guidance; and 4) otherwise meets the academic requirements of the program. The externship director or designee will visit each active site once for all new placements and then as often as once per year thereafter. No one may serve as a designee without administrative approval. Visitation may be in person or through electronic means. Site visits last approximately 30 minutes and will be scheduled at a time convenient for the field placement supervisor.
H. Compensation, Billable Matters and Hours Worked. Where the extern is assigned work on fee generating matters, the extern’s time must not be billed, and the work assigned shall be in furtherance of the extern’s legal education. Lastly, externs cannot be required to work more than the number of hours necessary to successfully complete the course which is based upon the number of academic credits they are to receive (referenced in II.D. above).

IV. Professional Skills for Externs

Many have attempted to articulate the critical skills needed to practice law. While no list is likely to provide the full spectrum of legal experiences, students should have an opportunity to observe and hone a range of skills during their externships. To facilitate this development we focus on a comprehensive set of ten key competencies. Please refer to these skills when completing the Request for Supervisor Approval (Appendix B).

The first five competencies relate to the legal skills essential to the substantive practice of law. These break down as follows:

1. **Knowledge of the Law** (researching and finding the law, knowing general substantive and procedural law, developing subject-matter expertise)
2. **Marshalling Information** (fact finding, questioning and interviewing, collecting and reviewing documents, e-discovery, organizing and categorizing information)
3. **Analysis** (critical review, reasoning, problem solving, understanding and discerning relevant facts, understanding substantive and procedural legal issues, and applying the law to the facts)
4. **Legal Expression** (persuasive or objective oral and written communication of analysis, positions, opinions, arguments, and recommendations)
5. **Practice Skills** (executing practice-specific tasks such as, in litigation, taking depositions, arguing motions, and trial tactics; or, in transactional work, negotiating, drafting agreements, conducting due diligence, and counseling clients)

The other five competencies relate to the intrinsic professional skills that underlie a successful practice. These are:

1. **Professionalism** (maintaining integrity and honesty, diligence, civility, ethics, diversity, mistake management)
2. **Client Service** (building client relationships; understanding the client’s business, interests, and needs; providing advice and counsel; and building trust)
3. **Leadership** (communicating, influencing others, creative problem solving, collaborating, building consensus, envisioning, planning, and mentoring)
4. **Management** (communicating, giving feedback, planning and implementing tasks, organizing and managing one’s own work, working effectively as part of a team, organizing and managing others, and running the “business” side of the practice of law)
5. **Business Development** (developing strategic relationships, networking, and marketing your office)

The key professional development tools for acquiring these competencies are work experience, feedback and evaluation, mentoring and coaching, and training.
V. Required Documents

Appendix A: Externship Posting Form

If you do not have an extern secured and would like to post the opportunity for student application, please complete and submit this form to the externship director. Unless otherwise instructed by you, we will post this opportunity every semester and send you any student applications for your review and consideration.

Appendix B: Request for Supervisor Approval

An attorney or judge may start the approval process by completing this form. To make sure that your externship posting receives timely attention, we recommend that you submit this paperwork no later than 45 days prior to the first day of enrollment for the applicable semester or summer session. Specific dates will be provided as soon as they have been determined. This document must only be completed once for all new supervisors. If you have already hosted an extern in a previous semester, this document is not required.

Appendix C: Statement of Educational Goals & Externship Agreement

This document is provided as a reference and will be completed by your extern after you extend an offer and discuss goals for the semester. Additionally, it outlines the responsibilities on each party under the externship program. It will be reviewed and approved by you, the student and the College of Law dean/faculty; the student is responsible for turning in this document.

If you have further questions about our program, please feel free to contact me. We look forward to working with you.

Lauren Donald
Assistant Dean for Experiential Learning &
Director of Externships
The University of Tulsa College of Law
3120 East Fourth Place, Tulsa, OK 74104-2499
Phone: 918-631-2402  Fax: 918-631-2194
lauren-donald@utulsa.edu
Website: www.utulsa.edu/law/externships
TU LAW EXTERNSHIP POSITION ADVERTISEMENT FORM

NAME OF FIRM/AGENCY/CORPORATION/COURT: ________________________________

ADDRESS: ____________________________________________________________________________

CITY/STATE/ZIP: __________________________________________________________________________

TELEPHONE: ______________________________ Fax: _____________________________________________

EMAIL ADDRESS: ___________________________________________________________________________

NAME OF PERSON SUBMITTING ADVERTISEMENT: ____________________________________________

POSITION OPEN TO:  □ SECOND YEAR  □ THIRD YEAR

TYPE OF POSITION:  □ PART-TIME  □ FULL-TIME

SPRING, SUMMER, FALL OR AVAILABLE EACH SEMESTER ___________

NOTE: Students carrying a full course load are only allowed to work 15 hours per week; licensed legal interns may work 20 hours per week.

DATE POSITION AVAILABLE: _______________________________ AREAS OF LAW: _______________________________

JOB DESCRIPTION: ____________________________________________________________________________

__________________________________________________________________________________________

OTHER HIRING REQUIREMENTS: ________________________________________________________________

IN ADDITION TO A RESUME, CANDIDATES WILL NEED TO SUBMIT:

□ TRANSCRIPT  □ WRITING SAMPLE  □ COVER LETTER  □ OTHER: _______________________________

CONTACT PERSON TO RECEIVE INFORMATION: ________________________________________________

EMAIL ADDRESS FOR PERSON RECEIVING INFORMATION: _______________________________________

TO CORRESPOND, MAKE CORRECTIONS, OR REPORT POSITION FILLED, CONTACT:

Marta Swanson
Assistant to the Associate Dean
University of Tulsa College of Law
3120 East Fourth Place
Tulsa, Oklahoma 74104

PHONE: 918.631.2402
FAX: 918.631.2194
EMAIL: marta-swanson@utulsa.edu

Please read the following non-discrimination policy, sign at the bottom and fax, mail or email to us. We cannot offer assistance and/or use of our facilities until we receive your signed form. Thank you.

NON-DISCRIMINATION STATEMENT
The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University’s Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, and 800 S. Tucker Drive, Tulsa, OK 74104.

Signature: ________________________________
REQUEST FOR APPROVAL OF STUDENT EXTERN SUPERVISOR

1. COURT/OFFICE INFORMATION:

Agency/Office: ____________________________________________________________

Address:  _________________________________________________________________

Phone: ______________________ Website: ________________________________

2. SUPERVISING ATTORNEY OR JUDGE:

(circle) Mr./Ms.: First name: ________________ Last name: _______________

Title: ___________________________ Direct phone: _______________________

Email: ________________________________________________________________

State of Bar Admission: __________ Month/Year of Bar Admission: ____________

3. Minimum Hour Commitment. Students must complete a certain number of fieldwork hours over the course of their externships, which may be 14 weeks in the Fall or Spring Semesters and 6 or 12 weeks in the Summer Term. Specifically, students earn 1 hour of academic credit per 45 hours of fieldwork. Students may apply for two to twelve credits in a legal setting, two to three in state court, and two to five in federal court. Each academic credit hour requires 45 hours of work. In the Fall and Spring Semesters, students enrolled in 12 hours or more of other course work should not do more than 20 hours of field work per week, and students enrolled in less than 12 hours of other courses should not do more than 40 hours of field work per week. In the Summer, students enrolled in other courses should do no more than 20 hours of field work per week and all other students should do no more than 40 hours of field work per week.

4. Number of students you can accommodate each semester: ______________

5. Certification under the Oklahoma Licensed Legal Internship Program is:
   Required ____________ Preferred ________________ Not necessary ____________

6. Please answer the following questions regarding the externship.

Please print your responses on Court/Office letterhead and attach.

A. Describe the work done in your office as well as the area(s) of law included. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.
B. Describe the educational objectives of this externship will fulfill. In doing so, please reference the legal and professional competencies discussed in the document entitled Professional Skills for Externs.

C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervisor will work together.

D. Describe how the supervision and work assignments will meet the College of Law’s supervision requirements outlined in the “Externship Supervisor and Extern Agreement” form.

E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.

F. Attach the résumé(s) or summary of professional/educational experience of the supervisor.

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the extern is receiving an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate participation in the program for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in an internship or clerkship. Accordingly, please review the supervisor’s obligations listed in the Extern Supervisor and Extern Agreement.

NON-DISCRIMINATION STATEMENT
The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University’s Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, and 800 S. Tucker Drive, Tulsa, OK 74104.

I have read the College of Law’s policies, requirements and procedures for externships, including its Extern Supervisor and Extern Agreement, and I am willing to comply with them. I also certify that, if applicable, I am in good standing with the Bar.

______________________________   ___________  
Signature of Supervisor  Date

______________________________  __________________
University of Tulsa College of Law  Date

Approved _____ Disapproved _______
STATEMENT OF EDUCATIONAL GOALS & EXTERNSHIP AGREEMENT

The following documents should be provided and reviewed during your interview with the externship supervisor. Please provide your signature and obtain your externship supervisor’s initials and signature on the following two pages of this Agreement.

Extern: ___________________________________________ Semester/Year: __________________________

Supervisor(s): ____________________________ Placement: __________________________

The Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the College of Law is entrusting your supervising attorney or judge with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Externship, please fully respond to the following questions (attach additional pages, as needed) and attach a copy of your current resume. 1

1. How will the externship relate to and advance your legal education?

2. Describe your anticipated specific responsibilities at this externship.

3. Describe your specific goals and objectives for this externship. (Do so by referencing the professional competencies discussed in Professional Skills for Externs.)

1 Please use “Professional Skills for Externs” included in this handbook to inform your answers.
STATEMENT OF EDUCATIONAL GOALS & EXTERNSHIP AGREEMENT

Extern: ___________________________________________  Semester/Year: ________________

Supervisor(s): ___________________________  Placement: ___________________________

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs receiving academic credit.

**Supervisor’s Agreement:**
Please initial each standard and add any comments to the bottom of this form.

_____ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality and an overview of the work and expectations of the extern.

_____ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. Supervising attorneys are expected to meet weekly with their externs.

_____ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____ **Diversity of Tasks:** Externs are assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

_____ **Opportunities for Reflection:** Externs will meet weekly with their supervisor, other attorneys and staff to discuss observations, experiences and issues relevant to the profession.

_____ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____ **No Compensation.** Students may not receive compensation including pay, stipends, grants, and scholarships. Reimbursement for out-of-pocket expenses (parking, mileage, etc.) is allowed.

_____ **Fee-Generating Matters.** Where the extern is assigned work on fee generating matters, the extern’s time will not be billed. Work assigned is in furtherance of the extern’s legal education.
Practice Requirements: I certify that I have a Juris Doctorate degree and have been actively engaged in my field of work (litigation, compliance, policy, etc.) for at least five years.

Bar Admission/Status: My first bar admission was to the (state)______ Bar in (month/year) __________ and I am currently an active member with the (state)_______ Bar.

Extern’s Agreement:

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My start and end dates of my externship are: Start Date: ___________  End Date: ___________

Number of units of credit I seek for this externship: ______. I understand that to receive credit I must on average work _______ hours per week.

During this semester, I have the following classes and academic commitments (INCLUDE YOUR EXTERNSHIP COURSE):

Name of Class: ____________________________ Day/Time: ____________________________

______________________________ ____________________________

______________________________ ____________________________

______________________________ ____________________________

We have reviewed this document and “Professional Skills for Externs” and agree to act in accordance with these expectations. We are aware that we may contact the Assistant Dean and Director of Externships with any questions that may arise during the externship.

Student Extern Signature: ____________________________

Date: _______ Email Address: ____________________________ Phone: ____________________________

Signature of Supervising Attorney/Judge: ____________________________

Date: _______ Email Address: ____________________________ Phone: ____________________________

Signature of Dean/Faculty: ____________________________ Date: ____________________________

Submit to: Lauren Donald, Assistant Dean for Experiential Learning, The University of Tulsa College of Law, ATTN: Marta Swanson, 3120 East Fourth Place, Tulsa, OK 74104-2499, fax to 918-631-2194; or email to marta-swanson@utulsa.edu.