

UNIVERSITY OF WYOMING

COLLEGE OF LAW

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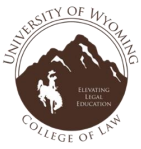
Externship Program Policy & Handbook

Adopted by Faculty vote 12/10/2021



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A. Introduction

The externship program provides students the opportunity to obtain practical legal experience while earning course credit. Our externships provide students a setting where, under close supervision of an attorney or judge and with a faculty mentor/guide, they contribute to the ongoing work of the externship site, giving students the chance to learn the law by being active participants in the legal process. We also seek to ensure that externs are afforded the opportunity to observe legal proceedings in which the office is engaged to receive the broadest possible exposure to the legal system. Students will also set learning goals for their externship, produce written work, submit timesheets, and interact with faculty who will guide and assist them with learning from their experience. Externships are regulated by the American Bar Association's Standards for Legal Education.¹

Some externships will allow (or may require) students to complete the local practice rules (Rule 9 with the Wyoming State Bar), which allows students to appear and represent clients in court, under the supervision of a licensed attorney.

The University of Wyoming College of Law has over 100 externship placement locations, including government agencies at the federal, state, and local level; judicial chambers; non-profit and public interest organizations. Most sites participate in our program year-round, though some participate only in certain semesters.

The faculty of the University of Wyoming College of Law believes that externship placements can provide students with an opportunity to develop professional skills. By limiting externship placements to government agencies and nonprofit organizations, the faculty hopes to assure that such placements serve the public interest, and that they not become a substitute for student work that should be remunerated. For these reasons, the faculty approves and supports the establishment of externship placements at the College of Law subject to these standards and guidelines:

B. Externship Program Rules and Requirements

1. Student Eligibility

A student must be enrolled at the University of Wyoming College of Law and have completed the required first-year curriculum and be in good academic standing (a GPA of 2.0 or higher). Some externships have additional requirements such as background investigations, additional required courses, or a minimum GPA.

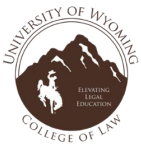
Students must complete an Externship Application by the specified deadline date for the desired externship semester. Placement preference will be given to students who complete the application by the stated deadline. A late application will be accepted at the Faculty Director's discretion.

2. Externship Rules, Academic Policy and Withdrawals

To ensure that each student has an appropriate externship experience and to comply with ABA Standards and the Wyoming Rules of Professional Conduct, the externship program has several requirements and restrictions. The requirements and restrictions are:

- A. No student participating in the externship program may request or accept compensation from the placement site. Under certain circumstances students may be reimbursed for out-of-pocket

¹ Externships (called Field Placements by the ABA) must provide the educational experience set forth in Standard 304 which is attached in Appendix A.



expenses they incur in carrying out their duties at the placement sites.

- B. Students may not participate in an externship and a clinic during the same semester without approval from the externship field placement supervisor, clinical faculty supervisor, and Faculty Director.
- C. Students may only enroll in a total of 6 credits in externships throughout their law school career.
- D. Students may not enroll in externships that will result in a conflict of interest. Students have an on-going responsibility to report potential conflicts of interest throughout their externship experience. Once students begin their externship, they must report any change of employment or other change in circumstance which might cause a potential conflict of interest to their Faculty Advisor.

Students who do not adhere to the rules and requirements of the externship program may (1) be prohibited from participating in future externships, (2) not be granted academic credit, and (3) fail the externship course.

3. Credits

Students must complete 50 hours of fieldwork for each academic credit, with a minimum enrollment of 2 credits. Students are restricted from enrolling in over 3 credits during the fall and spring terms but may take up to the total 6 credits during the summer. In rare cases in which work extends to another academic term, a student may receive one credit for externship work with the approval of the Faculty Director. A student is limited to a total of 6 hours of credit for externships in their academic career.

Each student should consult with the Externship Site to jointly determine how many hours of fieldwork will be available during a semester. Students are required to set a work schedule with their Field Supervisor.

No student may receive credit in an externship placement unless the Faculty Director approves the placement after determining that the placement satisfies the requirements of this policy.

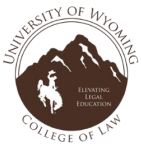
4. Academic Requirements

Students must attend a mandatory orientation held by the Faculty Director at the beginning of the semester. Students will be notified of externship orientation dates by email. Students are also required to enter into a written agreement with their Field Supervisor and their Externship Faculty Director that sets forth each person's obligations during the externship experience. A copy of the Agreement is attached in Appendix B. Students are also required to submit weekly timesheets, complete written assignments, attend meetings with their Faculty Advisor and peers, and participate in a final group discussion about their externship experience.

5. Grading

The externship course is graded on a Pass/Fail basis. The grade is based on several course requirements:

- a. Compliance with the rules and requirements of the externship program;
- b. Satisfactory completion of the requisite number of fieldwork hours;
- c. Satisfactory completion of timesheets and written assignments;
- d. Satisfactory participation in externship seminars and presentations;



- e. Receipt of Field Supervisor's evaluation of your work (which must be satisfactory); and
- f. Receipt of the student's evaluations of the externship and the course.

6. Requests for Withdrawal

An application to the externship program is a commitment. Requests to withdraw an application are strongly discouraged. The process for withdrawing from participation in the externship program varies depending on the site that a student has applied to and the time at which the student wishes to withdraw.

Withdrawal After Application Deadline or Acceptance. Because externship sites rely on commitments made by our students, withdrawal after your application has been accepted by the site or after an application deadline has passed should be requested only under **extraordinary circumstances**. Because many of our sites engage in lengthy background checks, withdrawing after a site has accepted you as an extern or after an application deadline has passed may cause the site not having an extern that semester and may also prevent another student from externing at the site that semester. Any student wishing to withdraw an application after an application deadline or after the site has accepted the application must obtain the Faculty Director's approval to withdraw before contacting the site.

C. Externship Placements

All externship placements are limited to judicial chambers, governmental entities, or non-profit organizations, under the supervision of a qualified Field Supervisor after the review and approval of the application by the Faculty Director. A complete listing of all approved externship placement sites may be accessed on the externship webpage. (<http://www.uwyo.edu/law/experiential/legal-externships/index.html>) Students wishing to pursue an externship with an organization or judge not listed will need to direct the Field Supervisor to complete the form through the online application process as outlined below for consideration and approval by the Faculty Director.

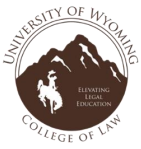
D. Application Procedures

1. Overview

All students must complete an Externship Application before the deadline date for the semester they intend to complete an externship. The application is available in on the externship website. The application deadlines will be the first Friday in November for the Spring term, the first Friday in April for the Summer term, and the first Friday in June for the Fall term.

Important Note: Application materials must be appropriately drafted, include all requested items, and follow all instructions. Examples of application materials are provided through the Office of Career Services and Professional Development platform, POKES. Materials that are incomplete, poorly drafted, or otherwise inappropriate may not be sent to externship sites.

The submission of an externship application is viewed by the College of Law and by the placement sites as an indication of a student's intention to accept the externship offer if it is given. If the student cannot pursue an externship they have applied for, it is the student's responsibility to notify the Faculty Director **immediately** so that the externship site may be notified, and another student can be given the opportunity to apply.



2. Student Application Process

Students must submit an Externship application through the online form, indicating the top 3 placement site preferences, by the application deadline for the intended semester. The application must include any additional application materials indicated by the placement.

When the externship application deadline passes, the externship program will provide each site with all applications received for their externship. Some externship sites will make offers based on application materials alone, and others will interview students first. Calls or emails to set up an interview should be returned promptly by students within 24 hours

Once a student accepts an externship offer, they must notify the externship program of the acceptance and confirm how many credit hours they plan to take. All registrations must be complete by the Add/Drop deadline for each academic term. Any changes in the number of credit hours being registered for must also be made by the Add/Drop deadline for each academic term, or otherwise approved by the law school registrar.

3. Field Supervisor Application: Policy Statement

UW Law has a long tradition of providing externship opportunities for its law students. Students have been placed with some of the leading government, judicial, and non-profit legal offices in the region. These placements provide students with a unique opportunity to improve their writing, research, and oral communication skills; to appreciate the significant ethical issues facing the profession; and to integrate what they learn in the classroom with the actual practice of law. For the externs to achieve these goals, and for the program to meet ABA accreditation standards, significant supervision is required by an attorney at the placement site (referred to as the “Field Supervisor”) and the Faculty Director responsible for the externship program during the term. Externships are further distinguished from other employment situations in that a student cannot receive compensation.

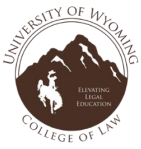
With those objectives in mind, we have adopted the procedures stated below to govern the approval and implementation of Externship site placements.

4. Field Supervisor Application Process

The field supervisor submits an online form (<https://forms.office.com/pages/responsepage.aspx>) to the Faculty Director before the first day of classes of the term in which the proposed externship, if approved, will commence. The application shall include the following information:

- a) a description of the organization;
- b) the Field Placement Supervisor’s name, position within the organization, address, e- mail address, and phone number;
- c) a detailed description of the qualification of the Field Placement Supervisor²;
 - i. *Note: The Field Supervisor’s primary employment must be with the organization during the time in which they will be supervising the extern.*
- d) a description of the legal work the extern will do (e.g., client interviews, legal research, drafting documents or memos, court appearances, etc.);

² The Faculty Director will consider a Field Placement Supervisor qualified only if (1) he or she is an attorney, or is otherwise qualified, and (2) has sufficient experience and expertise in the subject area of the externship placement to assure that a diligent student will obtain the expected educational benefits. *See ABA Standard 304(c)*



- e) a description of the opportunities to observe attorneys in action available to the student such as attending meetings, observing court proceedings, listening to telephone calls between attorneys and clients, attending board meetings, and attending witness interviews;
- f) an explanation of the educational benefits that the supervisor believes will result from the placement; and
- g) any other information the student deems relevant to the proposal or specifically requested by the Faculty Director.

5. Approval or Denial by Faculty Director

In deciding whether to approve an externship placement, the Faculty Director shall consider the information in the application, as well as the number of placements already approved, and the need and desirability of adding an additional placement. Externship placements may be approved only for governmental offices, judicial chambers, and nonprofit organizations where the student is performing legal work under the direct supervision of a qualified field supervisor, employed with the organization.

Upon approval of the application by the Faculty Director; the program will communicate with the Field Supervisor (a) the school's approval, (b) how the Externship Program works, and (c) acknowledge the Letter of Understanding signed in the application.

The Faculty Director's denial of an application is final and is not appealable to the Dean of the law school, the Associate Deans, the faculty, or any committee thereof.

E. Evaluations

1. Student Performance Evaluations

The Field Supervisor at each externship site must complete a student performance evaluation at the middle and end of the semester. The survey is completed online via a link the Field Supervisor will receive from the student. Students will not be awarded credit until the Field Supervisor's performance evaluation is completed and returned. Students are responsible for ensuring that a timely evaluation is forwarded from their Field Supervisor.

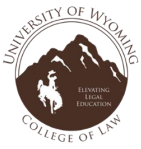
2. Student Site & Course Evaluations

Student externs must complete two externship site placement evaluations. The first is a general evaluation of the externship experience, completed through an online survey. The second, completed in Wyocourses, is a more in-depth evaluation intended to provide feedback to both faculty and Field Supervisors.

F. Faculty Director

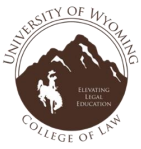
The Dean shall appoint the Faculty Director and any necessary support to oversee the administration of the Externship Program. The Faculty Director and any other staff shall have sufficient professional experience to allow a critical evaluation of each externship placement and administration.

The Faculty Director has discretion to make decisions within the parameters outlined within the policy. When a situation is unclear, silent, or novel, the Faculty Director shall use their best professional judgement.



The Dean shall insure that the Faculty Director receives sufficient credit toward his or her teaching load to allow for substantial involvement with each externship placement. Such involvement shall, at a minimum, include:

1. An introductory communication to all supervisors to explain the externship program and discuss the quality of the experience for students and Field Placement Supervisors, and follow-up interviews;
2. the establishment of guidelines for the written work of each student involved in an externship placement;
3. a review of each report submitted by Field Placement Supervisors and, as necessary, a discussion of the report with the student and the externship supervisor;
4. periodic on-site visits or their equivalent;
5. periodic training sessions with Field Placement Supervisors; and
6. a classroom component for the externship program.

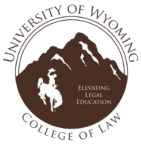


APPENDIX A

ABA Standard 304: SIMULATION COURSES, LAW CLINICS, AND FIELD PLACEMENTS

- (a) A simulation course provides substantial experience not involving an actual client, that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member, and (2) includes the following:
 - (i) direct supervision of the student's performance by the faculty member;
 - (ii) opportunities for performance, feedback from a faculty member, and self-evaluation; and
 - (iii) a classroom instructional component.
- (b) A law clinic provides substantial lawyering experience that (1) involves advising or representing one or more actual clients or serving as a third-party neutral, and (2) includes the following:
 - (i) direct supervision of the student's performance by a faculty member;
 - (ii) opportunities for performance, feedback from a faculty member, and self-evaluation; and
 - (iii) a classroom instructional component.
- (c) A field placement course provides substantial lawyering experience that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and (2) includes the following:
 - (i) direct supervision of the student's performance by a faculty member or Field Supervisor;
 - (ii) opportunities for performance, feedback from either a faculty member or a Field Supervisor, and self-evaluation;
 - (iii) a written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any Field Supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance;
 - (iv) a method for selecting, training, evaluating and communicating with Field Supervisors, including regular contact between the faculty and Field Supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience. When appropriate, a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program;
 - (v) a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and
 - (vi) evaluation of each student's educational achievement by a faculty member.; and
 - (vii) sufficient control of the student experience to ensure that the requirements of the Standard are met. The law school must maintain records to document the steps taken to ensure compliance with the Standard, which shall include, but is not necessarily limited to, the written understandings described in Standard 304(c)(iii).
 - (viii) Credit granted for such a simulation, law clinic, or field placement course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.

Each student in such a simulation, law clinic, or field placement course shall have successfully completed sufficient prerequisites or shall receive sufficient contemporaneous training to assure the quality of the student educational experience.



Appendix B

Field Supervisor, Faculty Director, and Student Extern Agreement

University of Wyoming College of Law EXTERNSHIP AGREEMENT

By and Between

Student (type in name):

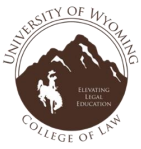
Placement Site: (type in name):

Semester:

This document outlines the basic responsibilities of students who participate in the University of Wyoming College of Law Externship Program, the field placement, and the College of Law Externship Program.

I. Student Responsibilities

- 1. Goals.** Students must strive to be active participants in shaping their externship experience. At the beginning of the semester, Student must meet with his or her field supervisor(s) to discuss such matters as the supervisor's expectations and Student's goals for the externship.
- 2. Hours of Work and Credit.** Student agrees to work _____ hours per week at the placement site for at least _____ weeks, and attend mandatory group meetings at the College of Law at the beginning and end of the semester. The hours to be worked each week shall be by mutual agreement between Student and the Placement Site. Student shall receive _____ hours of academic credit upon successful completion of the placement. All students are to maintain a weekly time log of hours worked.
- 3. Field Supervision.** Students must have regular contact with their Attorney Field Supervisor to discuss issues that arise during the course of the semester. Students should try to meet with the Attorney Field Supervisor at least once a week to discuss the progress of the Externship. The subject matter of these meetings might include evaluating the student's performance over the course of the prior week, developing work plans for the following weeks, discussing the activities of the agency or organization, and analyzing particular successes and problems that arise during the course of the externship. Students should meet with the Attorney Field Supervisor at the end of the semester and should receive a detailed evaluation of the student's performance in the Externship.
- 4. Journals.** Student shall maintain a contemporaneous record of his or her Externship experiences. The journal entries can focus on any aspect of Student's work during the week, including substantive assignments, clients, office culture, supervisors, or any other issue related to the Externship experience. The journal should demonstrate reflection and insight and not be a mere chronology. The purpose of the journaling process is to encourage reflection. Journals will not be shared with the student's supervisor.
- 5. Confidential Information.** Student must hold all confidential information he or

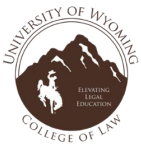


she learns in the course of the Externship placement in confidence in accordance with the applicable rules of professional responsibility and any additional rules of the agency or organization in which they are working. Special care must be taken not to reveal any confidential information in any journal entry or in any assignment Student completes.

- 6. Professionalism.** Student is expected to conduct himself or herself in a professional manner while engaged in the Externship Program. A key indication of professionalism is that Student report to work when scheduled. Student must read and comply with the UW Law Honor Code and the UW Code of Conduct which are published on the UW College of Law website.

II. Attorney Field Supervisor Responsibilities

- 1. Goals.** The University of Wyoming College of Law requires that students receiving academic credit for work in an externship placement: a) perform projects or parts of projects that practicing attorneys would perform in the agency or organization in which they are placed, and/or b) have the opportunity to take part in or observe interactions and proceedings in which attorneys are involved. Students may not receive academic credit for assignments that consist primarily of clerical activities – such as excessive photocopying, typing/word processing, filing, or answering phones – that would not regularly be carried out by practicing attorneys in the office. The College of Law expects that agencies or organizations that agree to accept student externs will honor this academic policy in order to ensure that externs may earn academic credit for their work.
- 2. Orientation.** The Attorney Field Supervisor should ensure that substantive information about the host organization is provided to the student at the outset of the externship. Relevant information might include a brief overview of the jurisdiction or mission of the organization and the general legal issues presently before it; guidelines and resources for performing whatever lawyering tasks are assigned to the student; office policies and procedures including confidentiality policies; introduction to others in the office with whom the student is likely to interact; and a tour of the facilities.
- 3. Adequate Work Space.** The Attorney Field Supervisor should ensure that the student is provided with adequate work space.
- 4. Regular contact and supervision.** The Attorney Field Supervisor should maintain regular contact with the student extern throughout the course of the semester and must be responsible for the following:
 - a. **Developing Work Plans:** The Attorney Field Supervisor should work with the student to develop goals for the externship experience and a work plan that will allow the student to meet these goals. The work plan ideally should expose the student to the general practice and decision-making processes of the agency or organization and give the student some in-depth



exposure to issues pertinent to the agency's or organization's activity. The work plan should be reasonable for an 11-week commitment.

b. **Regular Meetings:** The Attorney Field Supervisor should meet with the student regularly, ideally once a week, in order to provide the student with general supervision, guidance, and feedback. The student may be supervised by other individuals within the organization, provided that the Attorney Field Supervisor continues to maintain regular contact. The subject matter of these meeting might include evaluating the student's performance over the course of the prior week, developing work plans for the following weeks; and analyzing particular successes and problems that arise in the course of the externship. The Attorney Field Supervisor might also seek to assist the student in developing insights into legal practice, the lawyering process, or the general legal principles involved in the organization's work.

c. **Evaluation:** The Attorney Field Supervisor should provide the student with constructive, detailed feedback and evaluation of his or her performance and must also verify the student's work hours. Student externs are expected to conduct themselves in a professional manner while engaged in the Externship Program and report to work when scheduled. Any unexcused absence or excessive tardiness from the externship placement site could result in a failing grade. The Attorney Field Supervisor also agrees to complete both the Mid-Term Evaluation and the Externship Placement Evaluation Form at the conclusion of the student's field experience.

III. UW Externship Program responsibilities

- 1. Goals.** The UW Externship Program seeks to provide students with experiential learning opportunities that help students develop a professional identity, and to learn the interpersonal and professional skills necessary to become ethical and competent lawyers. It understands that allowing students to work under the supervision of practicing lawyers and judges is one of the most effective means to help them develop these skills.
- 2. Coordination.** The UW Externship Program will facilitate the process of finding appropriate Placement Sites, and will provide such training as is reasonably necessary or required to allow Attorney Field Supervisors to function effectively. The UW Externship Program will also facilitate the process of allowing Placement Sites to select appropriate student externs, with the understanding that all placements are subject to the final approval by the Placement Site.
- 3. Class time and evaluation.** The UW Externship Program will schedule entry and exit classes for all student externs, which all students shall be required to attend. The Program will schedule periodic assignments for students to complete. The Faculty Supervisor will review all assignments and provide feedback as appropriate to all student externs. The Faculty Supervisor will be responsible for determining whether students achieve a Satisfactory or Unsatisfactory score after



all assignments are completed and the final Externship Placement Evaluation Form has been received from the Attorney Field Supervisor.

Student Information

Name:
Telephone:
Email:

Placement Site Information

Name of Field Supervisor:
Supervisor's Title:
Telephone:
E-mail:
Physical Address:

Start Date:
End Date:
Work Schedule: (hours per week)

I have read the foregoing Externship Agreement and agree to its terms.

Student: _____

[Signature]

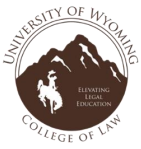
Placement Site: _____

Attorney Field Supervisor: _____
[Printed name]

[Signature]

UW Externship Program: _____
Kipp Coddington, Faculty Supervisor

Date: _____
(Fall Semester, 2021)



Appendix C

Letter of Understanding

i) **Requirements of Students:**

Students in the College of Law's Externship Program may elect to complete either 100 (2 credits) or 150 hours (3 credits) of work in the field placement during the academic year, and up to 300 hours (6 credits) during the summer. There is a 6-credit cap on externships for the total of a student's time in law school. Upon completion of the field placement work and any corresponding classroom work, the student will earn two to six credits, respectively. In rare cases in which work extends to another academic term, a student may earn an additional one credit for an extension of externship work with the consent of the Field Placement Supervisor and the Faculty Director.

ii) **Educational Objectives:**

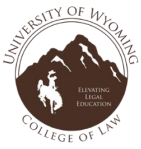
The faculty of the University of Wyoming College of Law believes that externship programs can provide students with an opportunity to develop professional skills. Pursuant to this goal, the externship program aims:

- (1) to expose students to a broad range of lawyering skills, which may include client interviews, counseling, negotiation, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, formulation of case strategy and public interest advocacy;
- (2) to encourage development of legal research and writing skills through work on legal documents such as motions, complaints, briefs, memoranda, agreements and opinion letters;
- (3) to further students' understanding of, and ability to apply, legal principles learned in the classroom to actual problems;
- (4) to foster in our students a better understanding of the lawyer's role in our legal system;
- (5) to provide opportunities for students to explore career interests in a variety of legal settings and to begin to build a professional network; and
- (6) to foster, through experience and critical reflection, a greater understanding of the importance of the fundamental values of fairness, justice and competent representation; and,
- (7) ongoing professional growth, professional responsibility, and self-assessment.

iii) **Expectations of Field Placement Supervisors:**

During the externship semester, the Field Placement Supervisor will:

- (1) Review the Student Practice Rule which states in part: "General supervision" means furnishing assistance and exercising direction and control of the legal activities of the student, accompanied by personal and professional responsibility for guidance and quality of work prepared by the supervised student.



- (2) Complete the Certification of Supervising Lawyer attached hereto;
- (3) Discuss with the student his or her learning objectives and expected outcomes of the externship;
- (4) Assign appropriate legal work to the student;
- (5) Remain reasonably accessible to the student for direction and feedback;
- (6) Meet with the student on a regular basis to discuss assignments and provide feedback;
- (7) Include the student in relevant meetings with other attorneys or staff; and
- (8) Complete a mid-term and final evaluation form provided by the College of Law Externship Faculty Director.

iv) **Role of the Faculty Director:**

The Faculty Director will meet with students to ensure that they are making progress toward the fulfillment of their learning objectives. The Faculty Director will periodically request a meeting with you to discuss the program and the work product of externs. The Faculty Director will also make themselves available for consultation should any problems arise or should you need additional information about the program.

v) **Compliance with ABA Standard 304**

All participants acknowledge and agree to adhere to ABA standard 304, found here: https://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2018-2019ABASStandardsforApprovalofLawSchools/2018-2019-aba-standards-chapter3.pdf