

EXTERNSHIP PROGRAM SUPERVISOR GUIDELINES

Externship Program Director: Professor Ken Chestek
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1. General Requirements

The externship supervisor should be prepared to provide adequate work hours and specific learning experiences for their student extern. A student must perform a minimum of 50 hours of work for each academic credit hour received. In addition, the student shall prepare one or more written papers or memoranda relating to the work performed during the externship. These papers may be part of the student's work product while in the externship program, but they must be the exclusive work of the student. The externship supervisor is also expected to file reports and evaluations of the student's performance, which will in part form the basis for determining whether or not the student shall receive credit for his/her work.

Grading shall be satisfactory or unsatisfactory only, and will be assigned by the College of Law, based on reports and materials received.

2. Recordkeeping

Students are to keep a log of the hours worked which includes the date, hours worked and a description of the work (include subject matter and type of work, i.e., research, writing, meetings, etc.). The supervisor need not keep track of the student's hours, but should be aware that the student will need to keep a log to obtain the appropriate academic credit. The student will email a copy of his or her hours log to you as the supervisor, as well as upload it into our online classroom, WyoCourses. Please review these hours and advise the Director if there are any questions or concerns.

3. Goals of the Externship Program

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:

- 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;
- to encourage development of legal research and writing skills through work on legal documents such as motions, complaints, briefs, memoranda, agreements and opinion letters;
- to further students' understanding of, and ability to apply, legal principles learned in the classroom to actual problems;
- to foster in our students a better understanding of the lawyer's role in our legal system;

- to provide opportunities for students to explore career interests in a variety of legal settings and to begin to build a professional network; and
- to foster, through experience and critical reflection, a greater understanding of the importance of the fundamental values of fairness, justice and competent representation; and ongoing professional growth, professional responsibility, and self-assessment.

4. Expectations of Field Placement Supervisors:

During the externship semester, the Field Placement Supervisor will:

- Review Student Practice Rule 12 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....
 - "Practice of law" means advising others and taking action for them in matters connected with law. It includes preparation of legal instruments and acting or proceeding for another before judges, courts, tribunals, commissioners, boards or other governmental agencies.
- Complete the Certification of Supervising Lawyer attached hereto;
- Discuss with the student his or her learning objectives and expected outcomes of the externship;
- Assign appropriate legal work to the student;
- Remain reasonably accessible to the student for direction and feedback;
- Meet with the student on a regular basis to discuss assignments and provide feedback;
- Include the student in relevant meetings with other attorneys or staff; and
- Complete a mid-term and final evaluation form provided by the College of Law Externship Faculty Director and share the evaluations with the student.

We encourage students to spend at least 50% of their hours actually working *at the work site*. We understand that students absorb a great deal simply by being present in a professional legal environment.

5. Reports From Supervising Attorney, or Field Placement Supervisors:

- Mid-term report describing the assignments on which the student extern has worked and evaluating the student’s performance (see attached). Please meet with and discuss the mid-term evaluation with the student.
- Final report on the student extern’s assignments, including an evaluation of his or her performance. Please meet with and discuss the final evaluation with the student.

- In both reports please provide the Program Director with any exceptional activity the student has been allowed to participate in, such as presenting to court, or to a client, developed an exceptional piece of writing or any other activity which is deserving of recognition.
- These forms have also been provided on our website, so you may fill them out digitally if that is more convenient.