

**UNIVERSITY OF WYOMING COLLEGE OF LAW
EXTERNSHIP PROGRAM**

FIELD PLACEMENT APPLICATION AND LETTER OF AGREEMENT

I. Organization Information:

Name: _____
Address: _____
Phone: _____
Fax: _____

II. Field Placement Supervisor Information:

Name: _____
Title: _____
Address: _____
Phone: _____ Attorney License No.: _____
Email: _____

Number of years practicing law or on the bench: _____

Have you previously supervised UW externs? _____ If so, how many? _____

Please include a short bio describing your legal experience to date:

III. Student Application Information:

Our student applicants generally submit a resume for your consideration. If you would like additional materials, please indicate what additional information you would like from students (cover letter, transcript, etc): _____

Once the Faculty Supervisor has sent you the resumes of interested students, do you anticipate conducting an interview? _____

Are you willing to consider students in the fall, spring, and summer terms? _____ If not, for which terms will you consider externship applicants? _____

IV. Description of the Program:

(1) Will you be providing monetary support for the position? Either through a stipend, hourly wage, reimbursement for expenses, or any other method(s) of compensation?

(2) Please describe the substantive areas of law that the extern is likely to explore in your office:

(3) Please describe the extern’s duties and the expected educational benefit of the work:

(4) Please indicate which of the following skills the extern may expect to hone:

- a. Legal Research _____
- b. Writing _____
- c. Negotiations _____
- d. Interviewing/Counseling _____
- e. Litigation _____
- f. Public Speaking _____
- g. Fact Investigation _____
- h. Other: _____

(5) Please describe the work space and resources that will be available to externs, including computer, telephone, desk, access to support staff, access to electronic databases including Westlaw and LEXIS, etc.:

V. Letter of Understanding:

(1) Requirements of Students:

Students in the College of Law’s Externship Program may elect to complete either 100 or 150 hours of work in the field placement. Upon completion of the field placement work and any corresponding classroom work, the student will earn two or three 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.

(2) 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:

- 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.

(3) Expectations of Field Placement Supervisors:

During the externship semester, the Field Placement Supervisor will:

- 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.
- 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.

(4) 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 herself available for consultation should any problems arise or should you need additional information about the program.

I, _____, agree to serve as a Field Placement Supervisor as part of the UW College of Law’s Externship Program.

Field Placement Supervisor

Date