

FORM 103 A
Charleston School of Law

EXTERNSHIP PROGRAM

SITE SUPERVISOR RESPONSIBILITIES OF EXTERN

1. Orientation: The Extern Site Supervisor should ensure that basic substantive information is provided to the student at the beginning of the externship. Such orientation materials should include: an overview of the jurisdiction or mission of the agency or organization and the general legal issues presently before it; guidelines and resources for performing whatever lawyering tasks will be assigned to the student; office policies and procedures, professional dress code, etc.; introduction to others in the office with whom the student is likely to interact; and a tour of the facilities, library, office equipment, and so on.
2. Adequate work space: The Extern Site Supervisor should ensure that the student extern is provided with adequate work space.
3. Assignments: The Extern Site Supervisor should ensure that:
 - a. The student's assignments are part of the Site's regular workload.
 - b. The student's assignments are as varied as the Site's workload and as the student's abilities reasonably allow.
 - c. The student is included in discussions of strategy and implementation that arise out of research, writing or other work in which the student has played a significant part, whenever reasonably feasible.
 - d. The student is allowed to observe a sampling of matters that are routinely handled by the Site, but which are not beyond the scope of the student's capabilities.
 - e. The student's assignments are reasonable in terms of the student's commitment to work for the Site.
 - f. Menial tasks (filing, library updating, xeroxing, running errands, telephone duty etc.) will occupy a minimal percentage of the student extern's workload.
4. Regular Contact and Supervision: The Extern Site Supervisor should have regular contact with the student extern throughout the course of the semester, including:
 - a. Developing Work Plans: The Extern Site Supervisor should work with the

student to develop goals for the externship experience and form a work plan that will enable the student to meet these goals. The work plan ideally should expose the student to a broad range of activities and decision-making processes and give the student some in-depth exposure to issues pertinent to the agency or organization's activities.

- b. **Weekly Meetings:** The Extern Site Supervisor should meet with the student extern approximately once a week in order to provide the student with general supervision. (The student also may work with and be supervised by other individuals within the agency or organization, provided that the Site Supervisor continues to maintain this regular contact). The subject matter of these meetings may include evaluating the student's performance over the course of the prior week, discussing the activities of the agency or organization, and analyzing particular successes and problems that arise in the course of the externship. The Site Supervisor should also seek to assist the student in developing insights into legal practice, the lawyering process, or the general legal principles involved in the agency or organization's work, and otherwise provide guidance that can assist the student in launching his or her own legal career. This kind of mentoring can have tremendous educational value to the student, transcending even the value of the practical experience the student gains through the externship.

- c. **Evaluation:** The Extern Site Supervisor should provide the student with constructive, detailed evaluations of his or her performance. The Site Supervisor should complete a Site Supervisor Mid-Term Evaluation of student and a Final Evaluation of student. The Site Supervisor should communicate, either verbally or in writing, with the student's Faculty Sponsor at the end of the semester to discuss the Site Supervisor's perceptions of both the student extern's work and the externship program generally.

Date: _____ **SITE SUPERVISOR:** _____

Date: _____ **EXTERNSHIP DIRECTOR:** _____

Please Print:

Student Name _____ **Phone** _____

Faculty Sponsor _____ **Phone** _____