

**FORM 103B**  
**STUDENT EXTERNSHIP CERTIFICATION**

NAME: \_\_\_\_\_  
YEAR: \_\_\_\_\_ FULL/PART-TIME: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
EXTERNSHIP SITE: \_\_\_\_\_  
EXTERNSHIP SITE SUPERVISOR: \_\_\_\_\_  
EXTERNSHIP FACULTY SPONSOR: \_\_\_\_\_

- I, \_\_\_\_\_, certify that in completing my externship,
- A. I will extern at the above-referenced site in accordance (a) with The Charleston School of Law Externship Policies and Procedures Manual available online at [www.charlestonlaw.edu](http://www.charlestonlaw.edu) and (b) with instructions given to me by the Director of the Externship Program, my Site Supervisor and my Faculty Sponsor.
  - B. I will comply with the South Carolina Rules of Professional Conduct, applicable provisions of the South Carolina Code of Judicial Conduct and any other laws or rules that apply to my Externship Site.
  - C. **I understand that as a student, I may not render legal advice or appear in any court or before any administrative tribunal without (a) a supervising attorney or judge and (b) being certified by Dean Abrams under the Student Practice Rule.**
  - D. I have read the Externship Policies and Procedures Manual and agree to follow the guidelines as set forth therein.
  - E. I shall not reveal any information deemed “confidential” by the above-referenced Site Supervisor or any other site supervising attorney or judge. Confidential information includes but is not limited to the following: (1) information regarding the identity of any clients or other parties in interest to a legal matter, (2) any information related to a legal representation of a client or other parties in interest to a legal matter, (3) any information regarding a pending or impending proceeding in any court or administrative tribunal and (4) any information concerning the business of the Externship Site to include, but not be limited to, financial and employment matters related to the Externship Site.
  - F. I shall not make (a) any public comment about a matter while a proceeding is pending or impending in any court or administrative tribunal that might reasonably be expected to affect its outcome or impair its fairness or (b) any nonpublic comment that might substantially interfere with a fair trial or hearing.

- G. I shall submit to my Faculty Sponsor on a weekly basis accurate daily time records for the prior week, five (5) journal entries over the semester, and 25 or more pages of original writings assigned by my Site Supervisor.
  
- H. I understand that any misrepresentation or legal violations related to my externship to include but not be limited to the time spent externing, the time spent in required Externship classes, the time spent with my Faculty Sponsor as well as any other misrepresentations concerning my work submitted for course credit will be subject to discipline under The Charleston School of Law Honor Code.
  
- I. If I extern for a Judge, during my externship, I will not work for a law firm or lawyers who practice before the Judge during the same semester, unless the judge and law firm consent.
  
- J. If I extern for a Judge, I will disclose to the Judge **IMMEDIATELY** any personal relationships (family or work) that I have with any attorney or firm that is practicing before the Judge.

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Student Signature

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Date