



# **Externship Policies & Procedures Manual**

**CHARLESTON**  
**SCHOOL OF LAW**

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## **HOW TO OBTAIN AN EXTERNSHIP AND MEET THE COURSE REQUIREMENTS**

1. Read the “Externship Policies and Procedures Manual” (the “Manual”) carefully.
2. Review the Approved Site List which will be provided to you upon request to Celeste Palmer-Reese, [cpalmer-reese@charlestonlaw.edu](mailto:cpalmer-reese@charlestonlaw.edu). Select several Sites of interest and apply to the selected Site(s) by utilizing the method noted on the Site List. Remember that applying for an externship is comparable to applying for a clerkship or a job.
3. If selected by a Site, you must formally accept the offer by communicating with the Site Supervisor by letter, e-mail or telephone. (You should also notify other sites you might have applied to that you have chosen another site and thank them for their consideration). You must then select a Faculty Sponsor at School of Law. Faculty Sponsor’s may only sponsor 2 externs each semester if they have time. You may select from full-time faculty, visiting faculty present and actually teaching the semester of the externship, or others approved by the Externship Director and Dean.
4. Complete Form 101 attached to the Manual and have it signed by the Faculty Sponsor. Return the form to the Externship Director, Professor James Klein at 385 Meeting Street, Third Floor.
5. Register with the School’s Registrar. Pay the required tuition.
6. Meet with your Site Supervisor and complete Forms 102 and 103 and return both to the Externship Director after obtaining all required signatures.
7. Complete the Externship Certification Form attached to the Manual. Return the form to the Externship Director, Professor James Klein at 385 Meeting Street, Third Floor.
8. Start your externship the first week of classes for the semester. You must work a minimum of 6 hours per week. You must stay at the Site a minimum of 6 weeks. A three (3) credit hour externship requires 160 hours of work at the Site or doing Site-related work during the semester. A two (2) credit hour externship requires 104 hours of work at the Site or doing Site-related work during the semester. Both externships require your attendance at six (6) hours of classroom instruction conducted by the Externship Director at noon on designated days during the semester. Additionally, both externships require that you meet with your Faculty Sponsor two (2) hours over the semester at agreed upon time intervals of 15 minutes or more. **KEEP YOUR TIME LOG FOR THE TIME WORKED AT THE SITE AND FOR THE TIME SPENT MEETING WITH YOUR FACULTY SPONSOR.** You also must keep a weekly time sheet and journal of your activities at work which will be thoroughly discussed at the Externship Orientation.

9. Attend the Externship Orientation meeting for the Externship Course scheduled by the Externship Director (YOU MAY NOT START AN EXTERNSHIP UNLESS YOU HAVE ATTENDED THE ORIENTATION).
10. Have your Time Log (Form 104-A) and Journal (Form 104-B) for the prior week's work submitted to your Faculty Sponsor by 5 p.m. on the Tuesday or Wednesday following. A Site Supervisor's approval will be evidenced by his or her initials on the time sheets.
11. Make sure you are completing over the semester at least twenty-five (25) pages of writings assigned by the Site Supervisor. Submit these writings to your Faculty Sponsor once approved for release by your Site Supervisor. A Site Supervisor's approval will be evidenced by his or her initials on the writings.
12. Have your Site Supervisor complete the Mid-Term Evaluation Form (F105 attached to the Manual) and return it to your Faculty Sponsor at the mid-term point of your externship.
13. Attend five (5) additional mandatory classes over the semester specifically scheduled by the Externship Director.
14. Over the course of the semester, meet with your Faculty Sponsor at least 2 hours.
15. Have the Site Supervisor complete the Final Evaluation Form (F106 attached to the Manual) and return it to your Faculty Sponsor at the conclusion of your externship.
16. At the end of the externship, but before the exam period for all other School of Law classes begins, submit to your Faculty Sponsor any remaining Time Logs, Journal entries and writings completed at the Site over the semester.
17. Attend the final meeting for the Course scheduled by the Externship Director.

# **SCHOOL OF LAW EXTERNSHIP POLICIES** **AND PROCEDURES**

## I. EXTERNSHIP PROGRAM

The Externship Program is a field-placement program that complies with all relevant ABA guidelines for externships. As part of the Externship Program, the Charleston School of Law (“School of Law”) offers an Externship Course to students who have completed successfully at least 30 credit hours. Only students in good academic standing may be placed in an externship. The objective of the Externship Course is to provide all students with a quality learning experience that will allow them to apply the skills learned in the core curriculum at a field placement site (the “Site”) under the direct supervision of selected judges or licensed, practicing attorneys at selected educational, charitable, governmental or non-profit sites (the “Site Supervisor”). Students may apply towards graduation no more than 6 hours of academic credit in the Externship Program while a student at the School of Law.

## II. THE EXTERNSHIP COURSE

Students may register for a 3 credit hour Externship Course or a 2 credit hour Externship Course. Students who register for the 3 credit hour course shall work at the Site or on Site related activities 160 hours during the semester, for a minimum of 6 weeks at a minimum of 6 hours per week. Students who register for the 2 credit hour course shall work at the Site or on Site related activities 104 hours during the semester, for a minimum of 6 weeks at a minimum of 6 hours per week. Each student shall attend 8 hours of classroom instruction or faculty consultation in conjunction with the hours on Site for a total commitment of 168 hours for the 3 credit hour course and 112 hours for the 2 credit hour course. The Externship Course qualifies as a “Skills Course” and is an “Elective.”

Students who enroll in the Externship Course must have a Faculty Sponsor who will work directly with the student and the Site Supervisor in reviewing the student’s work and ensuring that the externship is conducted in accordance with School of Law Externship Policies. The Faculty Sponsor shall have the primary responsibility of guaranteeing that the School of Law Externship Policies are followed. A student may choose his or her Faculty Sponsor after consulting with the faculty member. Professors shall serve as Faculty Sponsors and may sponsor no more than 2 externships per semester, including the summer. Professors are not required to serve as Faculty Sponsors. Persons eligible to be Faculty Sponsors include all full-time faculty, visiting professors and others approved by the Externship Director and the Dean, to include, but not be limited to the Dean of Students. Faculty Sponsors will meet with externs at least two (2) hours over the semester in scheduled increments of time convenient to both the student and the Faculty Sponsor. The Faculty Sponsor and student will reflect on the externship and the work completed by the extern at these meetings, with the Faculty Sponsor providing instruction and guidance. The work of each student also may be reviewed by the Externship Director or another member of the law school faculty to be designated by the Externship

Director. The Externship Director shall coordinate all Faculty Sponsors regarding the approval and completion of all externships.

Should a student take more than one Externship Course while a student at School of Law, the second course should be at a Site different from the first course unless specifically authorized otherwise by the Externship Director. Students registering for the Externship Course for the first time will be given priority over students attempting to register for a subsequent Externship Course. Students may apply towards graduation no more than 6 hours of academic credit in the Externship Program while a student at School of Law.

### III. DETERMINATION OF PLACEMENT SITE

An externship placement may be with a judge or a host agency or organization that is of an educational, charitable, governmental or non-profit nature listed on the attached Approved Site List. Should a student request an externship in a specialized area of the law such as patent development and protection, IP litigation, trademark or tax AND a judge, host agency or organization of the above referenced nature is not listed on the attached Approved Site List, the student may submit a written request to the Externship Director outlining the specific area of interest, identifying the proposed Site and Site Supervisor and briefly outlining how the proposed Site activities to be completed by the student will satisfy the goals of the Externship Program. The written request must be signed by the student and the Site Supervisor. The proposed Site may be a private law firm and the proposed Site Supervisor must be a licensed attorney practicing in the specialized area of law of interest to the student. Additionally, while students may suggest new externships placements, the decision of the Externship Director is final on any particular placement.

Each externship placement must be selected by the student and approved by the Externship Director **no later than twenty days (20) prior to the beginning of the term during which the externship is to be completed** unless designated to the contrary on the attached Approved Site List. The attached Approved Site List provides the specific Method of Contact for applying for an externship at a specific site. Students must follow the designated Method of Contact unless directed otherwise by the Externship Director. Students may be asked to be interviewed by the Site Supervisor after receipt of their applications. The Site Supervisor generally will notify the student of acceptance. The student must then complete Forms 101,102 and 103 attached to the Manual, have them executed and then promptly submitted to the Externship Director.

### IV. EDUCATIONAL GOALS OF THE EXTERNSHIP PROGRAM

The Externship Director should evaluate each placement in writing according to the educational goals of the program. In selecting an externship site, each of the below referenced educational goals of the externship program should be taken into account, although none is a determinative factor:

1. To provide exposure to the actual workings of the legal system under the guidance of an experienced attorney in the public service.
2. To provide at least three substantial research and writing opportunities in an actual case setting. (Note: the writing component may be broadly understood to

encompass such activities as creation of bench books, writing jury instructions, etc.) Provided, however, that this writing requirement shall not be used to satisfy the Advanced Writing Requirement unless approved in advance by the Externship Director and the Curriculum Committee.

3. To introduce students to the ethical concerns and issues of professionalism that arise in actual case settings; under the guidance of an experienced attorney in the public service.
4. To provide opportunities for enhancing professional communication skills.
5. To build the students' skills in reflecting on the practice of law and in using those reflections as tools for professional development.

## V. ORIENTATION OF EXTERNSHIP SITE SUPERVISORS

Each new externship Site Supervisor will receive a copy of the Externship Policies & Procedures Manual and will have one site visit from the Faculty Sponsor, a member of the law school faculty designated by the Externship Director, or the Externship Director before the placement begins. During that site visit, the law school faculty member and Site Supervisor will review the Externship Policies and discuss the student placement. All Site Supervisors shall receive a copy of the School of Law Externship Policies and Procedures Manual. Although pre-approval site visits are not required for continuing Site Supervisors, the Externship Director, or another member of the law school faculty designated by the Externship Director, may make periodic visits to randomly selected sites to assure compliance with the Externship Policies. The Faculty Sponsor will ensure that updated versions of the Externship Policies are sent to continuing Site Supervisors in a timely fashion.

Personal site visits by the Externship Director or another member of the law school faculty designated by the Externship Director are highly desirable and are considered the best practice. Where logistics render a site visit from a member of the law school faculty impracticable, however, the Faculty Sponsor, in consultation with the Externship Director, should seek to arrange a site visit by a faculty member at another law school or other appropriate person. If no such arrangements are possible, the Faculty Sponsor should conduct a telephone conference with the Site Supervisor. Departures from the best practice should be justified in the student's externship file.

## VI. ORIENTATION OF STUDENT EXTERNS

A significant portion of the 8 hours of classroom instruction or faculty consultation will be devoted to extern orientation and professional development coordinated by full-time faculty members. The Externship Orientation will be coordinated by the Externship Director in consultation with the Dean and members of the School of Law faculty. The Externship Orientation is required for all students enrolled in the Externship Course externing for the first time. The Externship Orientation is optional for students enrolled in the Externship Course for a second or third time.

## VII. NATURE OF WORK TO BE ASSIGNED EXTERNS

Site Supervisors are to assign externs a variety of tasks that will allow them to use and to

develop the skills they are learning in law school, as follows:

A. Required work: In order to reinforce developing writing and research skills, each extern must produce a minimum of one substantial written work or several shorter written works, requiring legal research. The written work of at least 25 pages could include any of the following: drafting memoranda, pleadings, motions, judgments, orders, jury instructions, briefs, contracts, deeds, client letters, or similar written documents.

B. Possible work: Additional tasks that externs could be assigned include:

1. attending and observing trials, hearings or other judicial or administrative proceedings, as well as mediations or arbitrations; and
2. to the extent permitted by the rules of the jurisdiction in which the extern is working, interviewing clients or witnesses, appearing in court, and other appropriate tasks typically performed by a lawyer at the placement site.

## VIII. WEEKLY REPORTING OF WORK BY EXTERNS

Externs must provide written reports to their Faculty Sponsor for each week. The weekly report will consist of a Time Log of the student's hours of work for each day of the week, a brief description of the work done and the legal issue involved, and a calculation of the time expended on each discrete task. Each week's Time Log is to begin on a Monday and end on Sunday. Each Monday, the extern will give the prior week's Time Log to the Site Supervisor, who will review the log for accuracy and any possible redaction and sign the log. As soon as the log is signed, each extern must transmit the signed log to the Faculty Sponsor, retaining copies for themselves and their Site Supervisor (Form 104 (A) & (B)). Failure to transmit Time Logs on a timely basis could result in various sanctions, including no credit for the externship. In addition, the Faculty Sponsor or another member of the law school faculty will contact each extern (in person, by telephone, or by e-mail) on a regular basis.

## IX. JOURNALING REQUIREMENT

To build the student's reflection skills, externs must keep a Journal throughout their externship experience and submit their Journal to their Faculty Sponsor each week. The Faculty Sponsor will keep all entries confidential.

Approved reflection topics include:

- Errors they have made on work assignments and how they will avoid such errors on future assignments and in the practice of law;
- Observations about and an analysis of the effectiveness of how their Site Supervisors manage their law practices. Possible topics include calendaring policies, client interactions, business development efforts and quality assurance practices;
- Discussions of how they managed their time and workload and the effectiveness of those strategies;
- Discussions of and plans for preparing themselves for the practice of law ;
- Observations of and an analysis of the effectiveness of their Site Supervisor's practice of law such as writing style, oral advocacy style, negotiation efforts, etc.;

- Legal ethics issues the externs have observed and how they were resolved; and
- Any other topic approved by the Faculty Sponsor

## X. WRITTEN WORK BY EXTERNS

Externs must submit to their Faculty Sponsor or another member of the faculty designated by the Externship Director all written work prepared by the extern, after the Site Supervisor has had an opportunity to review the written work and redact those portions whose disclosure would violate confidentiality or any other professional or ethical duty. If, in the judgment of the Site Supervisor, the subject matter of a particular item of written work is such that harm would result from disclosure of the work to the law school even in a redacted form, the Site Supervisor should prepare and submit to the Faculty Supervisor a brief description of the type of work product involved and an evaluation of the quality of the research, analysis, and written expression involved in that work. Written work should be submitted as soon as possible after completion, and each student's evaluation will be based in part on this written work. (Site Supervisors do not review Externship Journals.)

## XI. SITE VISITS

The Externship Director or other member of the law school faculty designated by the Externship Director will visit a number of externship sites during the externship term, preferably sometime after the initial two weeks. Sites will be selected by the Externship Director either randomly or based on need. During these site visits, the Externship Director or another member of the law school faculty will discuss the extern's work and progress with the Site Supervisor and the extern.

Site visits by the Externship Director or another member of the law school faculty designated by the Externship Director during the externship enhance the educational experience of the students and ensure productive relationships between the sites and the law school. The visits are considered the best practice. Further, the law school faculty and Dean consider it to be the best practice to visit as many sites as possible during the course of the externship program period. Where logistics render a site visit from a member of the law school faculty impracticable, however, the Faculty Sponsor should conduct a telephone conference with the Site Supervisor.

## XII. SITE SUPERVISOR EVALUATIONS

At the mid-term, after 7 weeks and by no later than the end of the 9<sup>th</sup> week, the Site Supervisor shall evaluate the extern using criteria provided by the law school (F105). Also, at end of the externship, the Site Supervisor will evaluate the extern using criteria provided by the law school (F106). This final evaluation shall be provided to the Faculty Sponsor no less than 7 days after the externship has ended; however, the final evaluation must be provided to the Faculty Sponsor before the exit interview referenced in paragraph XII. The Site Supervisor will transmit these forms to the extern's Faculty Sponsor. This evaluation will assist the Faculty Sponsor in assessing each extern's academic performance and should be provided to the Externship Director as soon as possible after the end of an externship. The extern shall be responsible to have the Site Supervisor complete F105 and F106 at the appropriate times.

## XIII. CLASSROOM COMPONENT AT END OF EXTERNSHIP

At the conclusion of the externship, student externs will have individual exit interviews with their Faculty Sponsor. In addition, a group de-briefing will be held by the Externship Director, with the hours devoted to de-briefing to form a part of the total 8 hours of classroom instruction or consultation.

#### XIV. EVALUATION OF EXTERNS AND PASS-FAIL GRADING

The Faculty Sponsor, in consultation with the Externship Director and other law school faculty members, will assign a grade of Pass (P) or Fail (F) for each extern. The Faculty Sponsor will assess grades based on the following: extern's logs, the extern's weekly journal, the extern's written product, contact with extern and Site Supervisor, written evaluations by the Site Supervisor, the de-briefing, and the final exit interview.

The Faculty Sponsor shall maintain the extern's file, including appropriate forms and documentation, throughout the externship. At the end of the externship, the Faculty Sponsor shall provide the extern's file, including all relevant forms and documents, to the Externship Director with a recommended grade.

#### XV. CALENDAR

- A. Orientation: All Fall and Spring externs will have orientation during the first week of the semester they are completing their externship. Additionally, orientation for the Summer Externship will be scheduled before the end of the Spring Semester immediately prior to the planned Summer Externship.
- B. Normally, externs will begin their site placement for the Fall or Spring Semester within one week after the first day of class for that semester. Externs for summer sessions will begin their site placement within one week after the beginning of summer classes if not before.

This schedule may be modified as otherwise determined by the Site Supervisor in consultation with the Faculty Sponsor, provided however, the extern will work no less than 160 hours during the period of the placement for a 3 credit hour externship and 104 hours during the period of placement for the 2 credit hour externship. Students shall work at the Site or on Site related work for a minimum of 6 weeks during the semester at a minimum of 6 hours per week.

#### XVI. EMPLOYMENT OF THE EXTERN

##### A. By the Placement Site

**No placement site may pay an extern for the work they complete during the period of the externship.** If a placement site wishes to employ an extern after the externship has been completed, the Site Supervisor must communicate this possibility to the Externship Director. The Externship Director will discuss the continuing employment of the extern for pay with the Site Supervisor to ensure compliance with ABA guidelines

##### B. By Another Entity

Externs may have outside employment during the externship. However, a student in an externship may not be employed more than 20 hours per week during the externship. All student externs who have outside employment must have approval for such employment in writing from their Faculty Sponsor who shall consult with the Externship Director. In addition, student externs must report such employment to their Site Supervisor. Students are responsible for finding employment that does not create time conflicts or conflicts of interest with their externship responsibilities.

## XVII. FORMS

- (1) Form 101: "Faculty Sponsor Form for Externships"
- (2) Form 102: "Student's Externship Placement Schedule"
- (3) Form 103: "Responsibilities of Extern Site Supervisor"
- (4) Form 104-A: "Time Sheet"
- (5) Form 104-B: "Journal Entry"
- (6) Form 105: "Site Supervisor Mid-Term Evaluation of Student Extern"
- (7) Form 106: "Site Supervisor Final Evaluation of Student Extern"

## XVIII. EXTERNSHIP PROGRAM EVALUATION

- A. Externship Committee – Ad Hoc: As part of the law school's 2011-2016 Strategic Plan, the Dean appointed several faculty members to the newly-created Ad Hoc Externship Committee. In 2011-12, the Committee conducted a thorough review of the Externship Program and issued a report to the Dean and the faculty. The role of the Committee is to provide ongoing oversight of the Externship Program. ABA Standards and law school policy require law school to conduct periodic evaluations of their Externship course. The Externship Committee will carry out these evaluations.
- B. Periodically, the Externship Director shall solicit from the following program participants an evaluation of the school's externship program, to include, but not be limited to, a review of the type of placements offered, the Site Supervisors, the Faculty Sponsors and the supportive coursework:
  - A. current students in the program
  - B. former students in the program
  - C. Site Supervisors
  - D. Full-Time Faculty

Evaluation responses shall be reviewed and compiled by the Externship Director and reported, along with recommendations, to the Curriculum Committee. The Curriculum Committee shall analyze the report and make recommendations as applicable to the Faculty.

### **Standard 305. FIELD PLACEMENTS AND OTHER STUDY OUTSIDE THE CLASSROOM**

- (a) A law school may grant credit toward the J.D. degree for courses that involve student participation in studies or activities in a format that does not involve attendance at regularly scheduled class sessions, including courses approved as part of a field placement program, moot court, law review, and directed research.
- (b) Credit granted for such a course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.
- (c) Each student's educational achievement in such a course shall be evaluated by a faculty member. 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.
- (d) The studies or activities shall be approved in advance and periodically reviewed following the school's established procedures for approval of the curriculum.
- (e) A field placement program shall include:
  - (1) a clear statement of its goals and methods, and a demonstrated relationship between those goals and methods and the program in operation;
  - (2) adequate instructional resources, including faculty teaching in and supervising the program who devote the requisite time and attention to satisfy program goals and are sufficiently available to students;
  - (3) a clearly articulated method of evaluating each student's academic performance involving both a faculty member and the site supervisor;
  - (4) a method for selecting, training, evaluating, and communicating with site supervisors;
  - (5) for field placements that award three or more credit hours, regular contact between the faculty supervisor or law school administrator and the site supervisor to assure the quality of the student educational experience, including the appropriateness of the supervision and the student work;
  - (6) a requirement that each student has successfully completed sufficient prerequisites or contemporaneously receives sufficient training to assure the quality of the student educational experience in the field placement program; and
  - (7) opportunities for student reflection on their field placement experience, through a seminar, regularly scheduled tutorials, or other means of guided reflection. Where a student may earn three or more credit hours in a field placement program, the opportunity for student reflection must be provided contemporaneously.
- (f) A law school that has a field placement program shall develop, publish, and communicate to students and site supervisors a statement that describes the educational objectives of the program.

#### ***Interpretation 305-1***

*Regular contact may be achieved through in-person visits or other methods of communication that will assure the quality of the student educational experience.*

#### ***Interpretation 305-2***

*A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This Interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.*

#### ***Interpretation 305-3***

*To qualify as an experiential course under Standard 303, a field placement must also comply with the requirements set out in Standard 303(a)(3).*

**FORM 101**  
**Charleston School of Law Faculty Sponsor Form for Extern**

This Externship is for: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Student e-mail address: \_\_\_\_\_

\*Current Status:                    1L Day \_\_\_\_\_ 2L Day \_\_\_\_\_ 3L Day \_\_\_\_\_

   2L Part-time \_\_\_\_\_ 3L Part-time \_\_\_\_\_ 4L Part-time \_\_\_\_\_ Other \_\_\_\_\_

\*You must have successfully completed the full first year Day curriculum before taking the Externship Course. You must qualify as a student in Good Academic Standing.

Are you also planning to work for pay during the semester at a non-externship Site? \_\_\_\_\_

If so, how many hours? \_\_\_\_\_

The Site where you have been offered an Externship: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_

Site Supervisor's Address: \_\_\_\_\_

Site Supervisor's Phone Number: \_\_\_\_\_

Number of credit hours to be earned: 2 \_\_\_\_\_ 3 \_\_\_\_\_

Number of credit hours **previously** earned in the Externship Program: \_\_\_\_\_ Where? \_\_\_\_\_

**I VERIFY THAT:**

1. I am not on academic probation.
2. I have either completed or will complete 30 credit hours by the start of the semester in which I am to extern.
3. I have an offer from an approved Externship Site.
4. By taking the Externship Course this semester, I am not exceeding the maximum six (6) credit hours allowed by School of Law for the Externship Courses.
5. A School of Law Faculty member has agreed to be my Faculty Sponsor for this Externship Course.
6. I have discussed the requirements of the Externship Course with my Faculty Sponsor and have agreed to the conditions set forth in our discussion and in the School of Law Externship Policies and Procedures Manual.
7. I understand that I may not be compensated by the Externship Site while I am externing.

\_\_\_\_\_  
Signature of Student

I agree to supervise the above named student in the externship indicated above.

\_\_\_\_\_  
Signature of Faculty Sponsor/Date

\_\_\_\_\_  
Signature of Externship Director/Date

**FORM 102**

**CHARLESTON SCHOOL OF LAW**

**STUDENT'S EXTERNSHIP PLACEMENT SCHEDULE**

**Student:** \_\_\_\_\_

**Placement Site:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Please note below your work schedule for your externship placement.**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**Student / Date:** \_\_\_\_\_

**Faculty Supervisor / Date:** \_\_\_\_\_

**Externship Director/ Date:** \_\_\_\_\_

**Site Supervisor/ Date:** \_\_\_\_\_

**RETURN FORM TO CELESTE PALMER-REESE, 385 MEETING STREET,  
THIRD FLOOR**

**FORM 103**  
**Charleston School of Law**

**EXTERNSHIP PROGRAM**

**RESPONSIBILITIES OF EXTERN SITE SUPERVISOR**

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 agency or organization's regular workload.
  - b. The student's assignments are as varied as the agency's or organization'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 agency or organization, but which are 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 agency or organization approximately ten hours per week.
  - f. Menial tasks (filing, library updating, xeroxing, running errands, 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 might 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 the student and a Final Evaluation of the student and mail both to the student's Faculty Sponsor. 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** \_\_\_\_\_ **Email** \_\_\_\_\_

**Faculty Sponsor** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

## 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, weekly journal entries for the prior week and up to three original writings prepared **solely** for the Externship Course and assigned to me by my Site Supervisor.

**H. I will not be compensated for the work completed by me as an extern this semester in anticipation of receiving academic credit from the Law School.**

I. 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.

J. 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.

K. If I extern for a Judge, I will let the Judge know **IMMEDIATELY** of any personal relationships (family or work) that I have with any attorney or firm that is practicing before the Judge so that the Judge can build a Chinese Wall with respect to the matter and my presence.

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Student Name

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Date

**FORM 104 - A**  
**EXTERNSHIP TIMESHEET/DAILY DIARY**

Name: \_\_\_\_\_

Placement: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

**WEEKLY SUMMARY**

<b>DATE</b>	<b>IN</b>	<b>OUT</b>	<b>LUNCH</b>	<b>ACTIVITY</b>	<b>TOTAL HOURS</b>

**TOTAL WEEK HOURS: \_\_\_\_\_**

**I certify that the above total hours are correct and that the supporting daily journal pages and time sheets accurately state the time and work performed.**

**Dated: \_\_\_\_\_ Student Signature: \_\_\_\_\_**

**Weekly Summary**

**Date:**

**FORM 104 - B**  
**EXTERNSHIP WEEKLY JOURNAL ENTRY**

Name: \_\_\_\_\_

Placement: \_\_\_\_\_

Dated: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**WEEKLY JOURNAL ENTRY FOR FACULTY SPONSOR ONLY!**

**Journal Entry:**



5. What kind of training are you providing the student?

6. What opportunities for observation of the law and the lawyering process are you affording the student?

7. Please evaluate the student in the following areas:

4= Excellent, 3= Good, 2=Satisfactory, 1=Unsatisfactory, NA=Not Applicable

\_\_\_\_\_ Research/Writing

\_\_\_\_\_ Client rapport

\_\_\_\_\_ Court presentation

\_\_\_\_\_ Professional responsibility

\_\_\_\_\_ Rapport with supervisor

\_\_\_\_\_ Interviewing/Counseling

\_\_\_\_\_ Office demeanor

Other, please specify:

8. How well is the student able to take direction and work under supervision?

9. How well does the student deal with criticism of his/her work? Is the student able to learn from his/her mistakes and go back and correct his/her work after receiving instructions?

10. Please identify any other issues that the student, or Externship Faculty Supervisors, should address this semester.

**Thank You! We appreciate your time and efforts to make this a worthwhile program!**

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<b>Name &amp; Title</b>	<b>Signature</b>	<b>**</b>	<b>Date</b>
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P.O. BOX 535, CHARLESTON, SOUTH CAROLINA, 29402**

# **FORM 106**

## **Charleston School of Law Externship Program**

### **Site Supervisor Final Evaluation of Student Extern**

**Student:** \_\_\_\_\_

**Placement Site:** \_\_\_\_\_

**Semester Worked:** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Please evaluate your student extern in each of the following areas on a scale of 1 to 4.  
(4= excellent, 3= good, 2= satisfactory, 1= unsatisfactory, N/A- Not Applicable)**

#### **1. Research Ability**

\_\_\_\_\_ knows the basic, non-computer library research tools and how to use them

\_\_\_\_\_ is familiar with computerized legal research resources

\_\_\_\_\_ does thorough, careful and accurate work

\_\_\_\_\_ produces practical and useful results

**Comments:**

#### **2. Legal Analysis**

\_\_\_\_\_ integrates legal concepts and theory with facts in a coherent and logical progression

\_\_\_\_\_ is able to identify relevant issues and distinguish a local hierarchy among them

**Comments:**

### **3. Intellectual Capacity**

\_\_\_ displays intellectual curiosity

\_\_\_ thinks creatively and imaginatively

\_\_\_ develops alternative avenues of argument

\_\_\_ pursues analogous extensions in areas where the law is unclear

\_\_\_ exposes subsidiary and related issues uncovered by research to develop innovative legal theory

#### **Comments:**

### **4. Writing Skills**

\_\_\_ writes clearly, precisely and persuasively

\_\_\_ drafts well-organized written assignments

\_\_\_ cites accurately and properly

#### **Comments:**

### **5. Clarity of Oral Expression**

\_\_\_ speaks well and is easily understood

\_\_\_ is able to discuss issues clearly

\_\_\_ communicates effectively in various advocacy proceedings

#### **Comments:**

## **6. Judgment**

\_\_\_ is mature and exercises good common sense

\_\_\_ knows how and when to ask questions or seek additional consultation

\_\_\_ sets appropriate priorities in handling assigned work

### **Comments:**

## **7. Responsibility**

\_\_\_ is trustworthy and acts ethically

\_\_\_ takes initiative

\_\_\_ is dependable and conscientious about work

\_\_\_ meets deadlines and manages time well

\_\_\_ accepts criticism and constructively modifies work habits

### **Comments:**

## **8. Client Relations**

\_\_\_ develops effective working relationships with clients

\_\_\_ is sensitive and responsive to client needs

\_\_\_ knows how to be diplomatically persistent

### **Comments:**

**9. “Plus” Traits**

- \_\_\_ shows an interest in the employer’s work
- \_\_\_ is cooperative and accommodating to the needs of the office
- \_\_\_ remains unruffled in emergency situations
- \_\_\_ is courteous and respectful to all staff
- \_\_\_ demonstrates sensitivity to office human relations dynamics
- \_\_\_ appears self-confident and enthusiastic
- \_\_\_ maintains a professional demeanor

**Comments:**

**10. General Effectiveness:**

\_\_\_ **Please rate the student’s effectiveness overall**

11. Please comment on any changes in the student’s work over the course of the semester. Did the work of the student improve during the semester?

12. We would greatly appreciate any comments or suggestions that you might have regarding the Externship Program.

*Thank you. We appreciate your time and efforts to make this a worthwhile program!*

\_\_\_\_\_  
**Name and Title**                      **Signature**                      **Date**                      \*\*

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