

PAID EXTERNSHIP SUPERVISOR RIDER AGREEMENT

Employers may have very different expectations of paid employees than what is appropriate for an extern receiving academic credit. Even the most conscientious employer may not be able to separate them out. Some examples of these differences include:

Paid Employees/ Law Clerks	Externs Receiving Academic Credit
May be assigned any kind of work, including administrative work (answering phones, filing, data entry)	Must be engaged in substantive legal work similar to what a lawyer would do.
May be supervised by anyone	Must be supervised by an experienced, designated attorney.
May meet with their supervisor sporadically	Must meet with their attorney supervisor one-on-one at least weekly to review assignments, receive feedback, and ensure the student's educational goals are being met.
Student does whatever employer needs	Work must be driven by the student's learning objectives and goals, which are memorialized at the beginning of the semester and assessed at the middle and end of the semester.
Student may do repetitive tasks	Student's work should be diverse and designed to expose students to a broad range of experiences, legal issues, and professional opportunities.
No substantive legal writing is required	Students must produce 10 cumulative pages of substantive legal writing that requires factual and/or legal analysis.
May be given assignments for the benefit of the employer	Must be given assignments that are educational and provide students with a legal learning experience.
No formalized professional development goals	Supervisors should include students in networking and social events so that they may meet their professional development goals.
May be expected to work through all paid hours	Should be invited to observe meetings, hearings, trainings and other events as part of their learning experience.

Please initial each item below to confirm your understanding of program requirements.

I have read and understand the distinctions between paid employees and legal externs receiving academic credit listed above and will make all reasonable efforts to follow these guidelines.

I understand that externs must keep detailed time records of their Externship work. Time spent carrying out preexisting job responsibilities are excluded from the student's field placement hours.

Non-legal tasks should be kept to a minimum and should not equal more than 10% of a student's externship hours. Examples of non-legal tasks include: document management, event planning, database management, translation services, and repetitive tasks (tasks in which very few skills are learned after the initial assignments have been completed).

The Director of Externships and seminar faculty will monitor assignments and communicate with students and field placement supervisors to ensure they are receiving appropriate legal work and supervision.

Field placement supervisors are expected to participate in site visits upon request of the Law School.

Any payment arrangement is solely the responsibility of the externship placement entity. The Law School will not become involved in any negotiations or disputes regarding payment for externships.

Externship Supervisor Signature

Date

Externship Supervisor Name

Field Placement Name