



TOURO COLLEGE
JACOB D. FUCHSBERG LAW CENTER

Where Knowledge and Values Meet

TLC EXTERNSHIP PROGRAM
SUPERVISING ATTORNEY, DIRECTOR OF EXTERNSHIPS, AND EXTERN
MEMORANDUM OF UNDERSTANDING

Extern: _____ Semester/Year: _____

Supervising Attorney _____

Placement: _____

Faculty Seminar Professor and/or Mentor: _____

Director of TLC Externship Programs: **Professor Marjorie Silver**

Please note that a signed and scanned copy of this agreement must be submitted electronically; see details on last page.

The Touro Law Center (TLC) Externship Program provides participating law students with substantial lawyering experiences that are reasonably similar to the experience of a lawyer advising or representing clients or engaging in other lawyering tasks, while under direct attorney supervision at field placements outside the law school. A credit-bearing externship provides multiple opportunities for performance, feedback, and self-evaluation to assist students in making progress toward individual and program-wide learning goals.

The Supervising Attorney, Student, and Externship Program Director agree as follows:

Responsibilities for All Participants:

1. All participants agree that Student is the primary beneficiary of the Externship Program and that the purpose of the Program is to allow Student to learn from the experience of working as a lawyer.
2. All participants agree that Student will perform fieldwork primarily at the placement site, on a regular schedule, subject to appropriate exceptions, and according to the schedule attached to this agreement. This is designed to insure the required fieldwork hours and permit Student to attend required classes and other school obligations, between the following dates:

Start date: _____

End date: _____

3. All participants agree to comply with TLC policies prohibiting: (a) placements from hosting a student who is a relative of any attorney or staff person at the placement; and (b) students from receiving compensation for a credit-bearing externship (other than reimbursement of reasonable out-of-pocket expenses such as for travel).

Supervising Attorney’s Commitments:

Thank you for your support, supervision, and mentoring of a law student extern. Please fill in the necessary information, initial or check each standard, and add any comments on this form.

As a supervising attorney, I agree to the following:

_____ **Orientation:** I will ensure that the Student receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the Student.

_____ **Communication:** I will inform the Student of the system for assigning work projects and ensure he or she is given clear deadlines and will receive ongoing guidance for managing the workload.

_____ **Skills Development:** The Student will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

_____ **Assignments:** The Student will be assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include drafting documents and pleadings, researching and writing memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

_____ **Feedback:** The Student will be provided specific, individualized, and timely feedback on their work.

_____ **Observation:** The Student will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

_____ **Opportunities for Reflection:** The Student will meet with his/her supervisor, other attorneys and staff to discuss his/her observations, experiences, and other issues relevant to the profession.

_____ **Supervisor Accessibility:** Supervising Attorney agrees to meet regularly with Student throughout the semester, to assign and review work, to provide opportunities for reflection on Student’s experience, and to provide meaningful feedback, including feedback from other attorneys who may have interacted with Student. In addition, Supervising Attorney agrees to meet with Student as follows:

- Early in the semester meeting to review and sign Student's Professional Development Plan to develop an appropriate work program for the semester.
- Mid-point of semester meeting to review Student's mid-semester self-evaluation, discuss Student's work and progress, and set goals for the balance of the semester.
- End of semester meeting to provide a final assessment of Student.

_____ **Logistics:** I will verify that the Student has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____ **Forms:** I will comply with the school's evaluation requirements, including reviewing any student self- assessments, completing evaluations, and checking and initializing Student's timesheet.

_____ **Legal Compliance:** My organization accepts responsibility for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

Extern's Commitments:

The extern (Student) should fill in the necessary information, initial or check each standard, and add any comments on this form. As an extern, I agree to the following:

_____ **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

_____ **Development Goals:** I will create goals for the semester of how I plan to develop professionally and will discuss these with my Faculty Supervisor and Supervising Attorney.

_____ **Academic Component:** I agree to complete all required readings, evaluations, and/or other assignments requested by the Faculty Supervisor and TLC Externship Program.

_____ **Opportunities for Reflection:** Student agrees to contemporaneously reflect on the observations, experiences, professional and ethical considerations, and other opportunities for performance and learning presented by the externship.

_____ **Self-Evaluation:** I will strive to self-assess each assignment I complete. In so doing, I will consider what I did effectively and areas in need of improvement. Where possible and appropriate, I will discuss my self-assessment with my Faculty Supervisor and Supervising Attorney. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

_____ **No Compensation:** I understand that I am not entitled to payment of wages as a participant in the Touro Law Center Externship Program.

Externship Program Responsibilities:

1. The TLC Faculty Director of the Externship Program oversees the Externship Program to assure the educational quality of Student’s experience, to evaluate Student’s academic performance, and to comply with ABA Standards and Rules of Procedure for Approval of Law Schools pertaining to experiential coursework and field placement programs.
2. The Externship Program consists of a companion seminar taught by a TLC faculty or adjunct faculty member, or, in the case of students enrolled in an advanced externship, a faculty mentor, who will ensure on-going, contemporaneous, faculty-guided reflection. If student is enrolled in an externship seminar, faculty will meet individually with Student at least twice during the semester to assess progress toward educational goals and will review and offer individual formative feedback on Student’s time records, Professional Development Plan, other written and oral assignments including reflective journals, and overall educational achievement. If a student is enrolled in an advanced externship, the Director of Externships will meet individually with Student at least twice during the semester to assess progress toward educational goals and offer formative feedback on Student’s Professional Development Plan, and overall educational achievement. The Director of Externships will meet with the advanced externs as a group approximately every two weeks during the semester at times mutually agreed upon, to facilitate reflection on students’ placement experiences.
3. The Externship Program agrees to provide to Supervising Attorney information, materials, periodic training, and regular contact to assist Supervising Attorney in compliance with Program guidelines and assure the quality of Student’s educational experience.
4. The Student’s Seminar Professor and the Director of Externships agree to be available to assist Student and/or Supervising Attorney if questions or concerns arise during the externship.

We have reviewed this document and agree to act in accordance with these expectations.

Student Extern’s signature: _____ **Date** _____

Email Address: _____ Contact Phone Number: _____

Supervising Attorney’s signature: _____ **Date** _____

Email Address: _____ Contact Phone Number: _____

Director of Externships’ signature: _____ **Date** _____

Email Address: msilver @tourolaw.edu Contact Phone Number: (631) 761-7144

Due date: Supervising Attorney and Student must execute this Memorandum of Understanding (MoU) **within a week of the start date above. Student is responsible for scanning and submitting on CANVAS as created by Student’s seminar teacher.**

Failure to submit a signed MoU may result in Student not receiving credit for the externship.



TLC EXTERNSHIP PROGRAM
EXTERN’S SCHEDULE
Fall/Spring/Summer 20_____
(year)

(To be attached to Memorandum of Understanding)

During this semester, I, _____ have the following classes
(name of extern)
and commitments:

Name of Class/Commitment	Day/Time/# Hours per week

My schedule at my placement, subject to mutually agreed upon changes due to exigencies, is as follows:

Day of Week	Scheduled Hours

Supervising Attorney’s signature _____

Extern’s signature _____ Date _____