

# INFORMATION AND INSTRUCTIONS FOR EXTERNSHIP ON-SITE MENTORS

**From:** Elizabeth A. Davis, Assistant Dean for Career Services & Alumni Relations

**Re:** Prospective Externship On-Site Mentors for Spring, Summer and Fall, 2009 Externships

**Date:** June 2008

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## I. INTRODUCTION

\_\_\_\_\_ Please read the following information carefully. The packet given to you by the student interested in externing should include this *Information and Instructions for Externship On-Site Mentors*, together with the *On-Site Mentor's Memorandum of Agreement* and the *On-Site Mentor's Workplace Questionnaire*. Once you have read these instructions, please sign the Memorandum of Agreement and write a letter answering questions in the Questionnaire, and return both to the Extern. The Extern must submit both to the Assistant Dean together with their Externship Application materials as part of the Externship Application Process.

## II. THE EXTERNSHIP EXPERIENCE

Our full semester Externships offer law students one semester's academic credit for full-time legal employment during the semester. Students are supervised by an on-site mentor, and by a member of the faculty who acts as the extern's advisor. Each Externship has three components: an on-site component; a writing component; and a classroom component. The on-site component is fulfilled when an extern serves in a full-time capacity under the direct supervision of an attorney in a corporate counsel's office, a government agency, a public interest group, or with a judge. The on-site experience must be full time (40 hours per week), for a minimum of one full semester (beginning on the first day of classes and ending on the last day of finals; fall and spring placements must be for a minimum of 14 weeks and maximum of 17 weeks and summer placements must be for a minimum of 10 weeks). For the criminal law Externships, a summer term and a semester (minimum of 24 weeks) is required. The writing component, fulfilled after the extern returns to school, requires that the student complete a significant paper graded by a member of the full faculty (the extern's faculty advisor.) The classroom component is conducted at the law school prior to and after the placement and contemporaneous to the placement via an on-line class. During the Externship, students are required to keep a substantial journal that the faculty advisor reads on an ongoing basis. All Externs also must submit a final report to the Assistant Dean describing the nature and scope of the their activities and evaluating their experience.

## III. THE APPLICATION PROCESS

The application process is a rigorous one. Students are required to have completed at least three semesters of law school (four for evening students), and at least one writing requirement. In addition, students must maintain a certain grade point average and complete prerequisite courses before the Externship can begin. Deadlines for summer and fall Externships are in February, and the deadline for spring Externships is October of the

preceding semester. All student applications must include a written brief, writing sample, student transcript, course list, faculty advisor signature, as well as your signed *On-Site Mentor's Memorandum of Agreement* and letter responding to the *On-Site Mentor's Workplace Questionnaire*. Applications are reviewed by the Assistant Dean and then passed to the faculty Curriculum Committee for final approval. Externships are NOT final until approved by the Curriculum Committee and you receive formal notice from the Assistant Dean that the student has been selected. This process usually takes approximately four weeks from the application deadline date.

#### IV. YOUR ROLE AS MENTOR

Each Extern must be supervised by an experienced member of the Bar, a practitioner or judge who has shown particular interest in helping to train young lawyers and who is responsible for direct supervision of the Extern. International Externships may be supervised by attorneys or academics who are versed in the law of their country. The purpose of the Externship is to provide a high-quality learning experience for the Extern. As a mentor, you will be expected to conduct training in conformance with the *On-Site Mentor's Memorandum of Agreement*.

#### V. THE FACULTY ADVISOR

Each Extern chooses a faculty advisor who works closely with the extern throughout the Externship. The faculty advisor may be required to make a site visit to the placement during the Externship to ensure the quality of supervision and of the on-site experience as it relates to the standards set by the American Bar Association and the curriculum committee. The faculty advisor reads the student's journal, maintains contact with the student during the semester, and supervises the writing of the paper after the Externship is completed.

#### VI. INFORMATION

We keep a notebook for students in the Career Services Office. The notebook contains information on prior and potential Externships. Externship opportunities are also posted on our website. If you have information or opportunities you would like to include in this notebook or on the website, please send it to Elizabeth A. Davis, Assistant Dean for Career Services & Alumni Relations. Or you are welcome to post the information on line on our web site at [www/lclark.edu/dept/lscs/employers.html](http://www/lclark.edu/dept/lscs/employers.html). If you have additional questions, feel free to call Assistant Dean Davis at (503) 768-6610, or e-mail at [eadavis@lclark.edu](mailto:eadavis@lclark.edu).