

ON-SITE MENTOR WORKPLACE QUESTIONNAIRE

Please provide a letter to your Student Extern addressed to:

Libby Davis, J.D.
Assistant Dean for Career Services
Lewis & Clark Law School
10015 SW Terwilliger Blvd.
Portland, OR 97219

The letter must address the following points:

1. **Explain with reasonable specificity the assignments you expect the Extern to be given.**
(Students are expected to be given assignments that are as challenging as he or she can reasonably handle, including research, writing, client contact, court proceedings, negotiating and strategy sessions, policy work and analysis, caseload management, etc., depending on the nature of the legal work performed at the placement. Menial tasks e.g., filing, indexing, copying) are to be kept to a minimum, e.g. no more than 5% of the student's time.)
2. **Explain how you plan to communicate with the Extern:**
(You should include information on the following:
 - a. How you will orient the Extern to his or her work;
 - b. How you will set learning objectives;
 - c. Your methods for giving assignments;
 - d. How you will promote full discussion of major tasks; and
 - e. Your methods of providing ongoing feedback both oral and written, including answering questions as they arise.)
3. **Explain how you will ensure participation in all available activities.**
(How do you plan to involve the Extern to the greatest extent possible in all available activities, including in-house meetings, client meetings, contact with opposing counsel, judges' conferences, staff meetings, document review, discovery, administrative proceedings, policy sessions, exposure to the development of policy and tactics on assigned projects where feasible, etc.)
4. **Professionalism and Ethics are an important part of the Extern's experience. Explain how you will engage the Extern in ethics and professionalism issues.**
(Give some examples of some issues that have arisen or could arise in the placement setting, and ways in which you plan to provide training and involvement of the Extern in ethics and professionalism.)

Sample letters from past Externship applications are available. If you would like a copy of a sample letter, please ask your student to provide you with one.