



Savannah Law School Externship Program Memorandum of Understanding

The Externship Experience

The Savannah Law School Externship Program provides students with the opportunity to engage in substantial lawyering skills that are reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks. It also provides students with opportunities for performance, feedback, and self-evaluation.

Students participating in an externship are registered to receive academic credit. Externs must take a minimum of two (2) and no more than six (6) credit hours. Students track their hours on weekly timesheets submitted to the Externship Director. The number of credit hours that the student may earn corresponds to the number of hours spent at their field placement.

Number of Credits	Total Hours Worked (Minimum)	Average Hours Worked Per Week ¹
2	94	11-12
3	141	17-18
4	188	23-24
5	235	29-30
6	282	35-36

Number of Credits	Total Hours Worked (Minimum)	Average Hours Worked Per Week ²
2	94	6-7
3	141	10
4	188	13-14
5	235	16-17
6	282	20

Students also enroll in a co-requisite classroom component taught by the law school's faculty supervisor.

¹ Hours are based on an eight (8) week summer externship.

² Hours are based on a traditional fourteen (14) week fall or spring externship.

Respective Roles of Field Placement and Faculty Supervisors in Supervising the Student Extern and in assuring the Educational Quality of the Experience for the Student

Externships involve a collaboration of three parties: the extern, the faculty supervisor, and the field placement supervisor. Field placement supervisors are licensed attorneys or individuals otherwise qualified to supervise and they play a critical educational role in shaping our students' understanding of the responsibilities of the profession. Field placement supervisors are expected to encourage students to reflect on what it means to be an effective and ethical lawyer.

Students are also encouraged to engage in self-evaluation through the work assigned in the classroom component. The classroom component is supervised and directed by a Savannah Law School faculty member. The assignments in the classroom component are designed to create opportunities for the student to reflect on the student's professional development and progress towards his or her own professional goals. Students are required to submit a confidentiality agreement to the Externship Office at the start of the semester, but supervisors should also talk to the student extern about the confidentiality rules in their organization or office to ensure that the student does not violate any confidentiality when submitting assignments.

The student's legal work is assigned, supervised, and evaluated by the field placement supervisor. For ethical reasons, field supervisors have the sole responsibility for providing guidance and feedback on the written work product and performance of other legal tasks for the organization. Because a field supervisor is the only one who can do this, supervisors should provide specific, detailed, and constructive feedback as often as possible. At the midterm and at the end of the semester, field supervisors will submit a written evaluation to the school. Supervisors should meet with the student to discuss the evaluation so that the student understands the basis for the evaluation.

Externs will not receive a letter grade for the field work; therefore, supervisors are encouraged to be as honest as possible so that the student can maximize learning and professional development. Externs are graded on a pass/ no credit/ fail basis, and only repeated failure to perform or externs who are unable to complete the minimum required hours or coursework will earn a failing grade. A student may withdraw from an externship only with the prior permission of the Externship Director and the Field Placement Supervisor. Since withdrawal from an externship may also mean withdrawing as counsel in a case, the rights of the client(s) affected will be a paramount consideration. SLS Academic Code § 502(d). Students are strongly discouraged from withdrawing from their externship. Students will be given permission to withdraw only under extreme and unavoidable circumstances. Students may receive a WF which is a withdraw failing notation on his or her transcript.

The Externship Program is administered in accordance with all American Bar Association educational standards and requirements, including those that are found in Chapter 3, Standard 304, "Simulation Courses, Law Clinics, and Field Placements." As a result, Savannah Law School's policy is to place students only in offices where compliance with Standard 304 can be assured. And while each externship experience is unique, the Externship Program limits placements to those where the student is provided with substantial opportunities for performance in the following areas:

1. Professional skills. Examples include:

- a. problem solving;
- b. legal analysis and reasoning;
- c. legal research;
- d. fact investigation;
- e. interviewing and counseling;
- f. negotiation; and
- g. organization and management.

2. Written and Oral Communication Skills. Examples include:

- a. drafting pleadings, legal memoranda and correspondence;
- b. drafting transactional documents; and
- c. representing clients in formal and/or informal judicial and administrative proceedings.

3. Fundamental values of the legal profession. This can be achieved by:

- a. acquainting students with the rules governing attorney conduct in their jurisdictions;
- b. enhancing students' abilities to recognize, address and resolve ethical issues in context; and
- c. emphasizing the lawyer's responsibility to:
 - i. provide competent representation;
 - ii. promote fairness and justice;
 - iii. engage in an on-going process of professional growth and development.

4. Professional practice standards. This can be achieved by:

- a. invite critique by supervisors and peers;
- b. engage in thoughtful self-assessment; and
- c. reflect on and extrapolate from placement experiences and observations.

Through the student's field work and the classroom assignments, the Externship Program also aims to help students understand of the roles played by the various "actors" in the judicial system, how to apply the legal doctrines learned in the classroom to the resolution of real world problems, the psychological and sociological factors that may affect an attorney's ability to be an effective counselor/advocate for his or her clients, and the need for public service, equal access, and competent representation to all.

Non-Discrimination Policy

The Savannah Law School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of sex, handicap, disability, race, color, religion, age, national or ethnic origin, marital status, gender identity, gender expressions, or sexual or affectional preference in Savannah Law School's educational programs, admissions policies, employment policies, or other school administered programs. Students should contact the Externship Office immediately if they feel that they are being harassed or discriminated against.

Student Information and Acknowledgment

By signing below, I acknowledge that I have reviewed the MOU and Savannah Law School Externship Student Handbook available on TWEN and that I agree to abide by all of the Educational Goals and Program Requirements.

Name: _____

Signature: _____ Date: _____

Field Placement Supervisor Information and Acknowledgement

By signing below, I acknowledge that I have reviewed the MOU and that I agree to abide by all of the Educational Goals and Program Requirements. I acknowledge that I have been given authority to ensure that externs receive appropriate work assignments, supervision, and feedback, consistent with the description provided above. I also acknowledge that I will comply with all rules promulgated by the law school regarding externships, and all applicable federal and state laws, regulations, and applicable bar rules. I further agree to abide by Savannah Law School's non-discrimination policy.

Name: _____

Name of the organization: _____

Signature: _____ Date: _____

Savannah Law School Faculty Supervisor Information and Acknowledgement

By signing below, I acknowledge that I have reviewed the MOU and that I agree to abide by all of the Educational Goals and Program Requirements.

Name: _____

Signature: _____ Date: _____