



Savannah Law School Externship Program Field Supervisor Materials

Thank you for your participation in Savannah Law School's Externship Program. Externships give students the opportunity to integrate theoretical knowledge learned in the classroom with practical experience of on-the-job training. Unlike an internship, an externship allows a student to receive academic credit as they continue to learn outside of the classroom. Students who participate in the Externship Program gain practical experience and the confidence necessary to embark on a successful legal career. We greatly appreciate your time and efforts in helping Savannah Law Students make the most of this opportunity.

In this notebook you will find the following materials that you will help you perform your duties as a field supervisor:

1. **Externship FAQ** - This one-page FAQ sheet provides a brief overview of externships in general.
2. **Memorandum of Understanding** - The Memorandum of Understanding (MOU) should be signed after you have reviewed the Supervisor's Handbook and prior to the start of the student's externship. A separate MOU must be filled out for each extern.
3. **Time Requirements** - This number of credit hours that each student registers for directly corresponds with the number of hours they must complete at their field placement. This handout provides a quick overview of the time requirements.
4. **Supervisor Midterm Evaluation** - At the midpoint of the externship we ask that you complete the Midterm Evaluation, go over your grades with the extern, and return the evaluation to the SLS Externship Department.
5. **Supervisor Final Evaluation** - At the conclusion of the externship we ask that you complete the Final Evaluation, go over your grades with the extern, and return the evaluation to the SLS Externship Department.

If you have any questions about the Externship Program, please feel free to contact me.



Lauren K. Knight
Director of Externships
lknight@savannahlawschool.org
(912) 525-3919



FAQs

1. What is an externship?

An externship is an opportunity for students to earn academic credit while gaining real-life legal experience. Student externs work at courthouses, organizations, or firms known as field placements. Student externs are supervised by a licensed attorney who is known as a field supervisor. The number of credits earned is directly related to the minimum number of hours students must work at their field placement. Fall and spring student externs typically work between 10 and 20 hours a week. Summer externs work between 11 and 40 hours a week.

Externships must create an educational environment. Neither the SLS nor the ABA permit the student to receive credit for photo copying or answering the telephone. While an extern may complete these or similar tasks they cannot be a regular part of the experience.

2. Does my firm or organization qualify as a field placement?

In order to qualify as a field placement an externship must be with a judge, government agency, or a legal non-profit organization. Placements with private firms or attorneys are approved on a limited basis and preference is given to firms or attorneys with pro bono cases.

3. What is required of the field supervisor?

All field supervisors must be licensed attorneys. Prior to the start of the externship the field supervisor must review and sign the Memorandum of Understanding. During the course of the externship the field supervisor must help the student develop their professional and practical skills. Students will submit weekly timesheets to the school and the field supervisors are encouraged to provide feedback. Field supervisors are required to complete a both a midterm and final evaluation. All forms are provided.

4. How are student externs chosen?

Every field placement is different and is free to determine its own selection process.

5. Will the field supervisor have contact with the faculty supervisor?

Yes. The Externship Office will provide you with your Field Supervisor Materials prior to the start of the externship and will the faculty supervisor will be in touch with you throughout the semester. The faculty supervisor will conduct on-site visits and will be available for any questions you may have.

6. How can I get my firm or organization involved in the externship program?

Email (lknight@savannahlawschool.org) or call (912-525-3919) the Savannah Law School Externship Office.



Savannah Law School Externship Program Memorandum of Understanding

Field Placement Site (e.g., Superior Court, Public Defender's Office):	
Field Supervisor's Name:	
Field Supervisor's Email Address and Phone Number:	
Law Student Name:	
Semester:	
Number of Credit Hours:	

Externships involve a collaboration of three parties: the extern, the field placement supervisor, and the faculty 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. The faculty member monitors progress of the student's professional development and teaches and grades the work assigned in the student's classroom component with input from the placement supervisor. Each party acknowledges the following:

I acknowledge the following conditions for Savannah Law School's Externship Program as in accordance with ABA Guidelines:

- 1) This is an externship that allows a student to earn academic credit for a substantial lawyering experience.
- 2) The Field Supervisor accepts direct supervision and responsibility for the extern while at the placement office this semester and will specifically provide opportunities for performance and feedback.

- 3) The Field Supervisor promises to monitor, mentor, and assess the student's progress of individual learning goals.
- 4) The Field Supervisor understands that only students certified to practice under the Georgia student practice rule or the Third Year Practice Act are qualified to practice law under the supervision of an attorney licensed in the state of Georgia.
- 5) The Field Supervisor or someone with authority will ensure the student is oriented to any applicable rules, policies, procedures, methods, and operations at the Field Placement Office.
- 6) The Field Supervisor will ensure the student has a designated, safe workspace that should include access to technology and resources necessary to complete assignments.
- 7) The Field Supervisor acknowledges the extern may only use student access to Lexis Nexis, Westlaw and Bloomberg accounts if the research being performed is in furtherance of the learning objectives for the program.
- 8) The Field Supervisor acknowledges that the student is to perform substantive legal work and will not *primarily* perform clerical tasks such as filing or photocopying.
- 9) The Field Supervisor agrees to assign work that requires timely and specific feedback and to ensure the feedback is substantive in nature according to the learning objectives set forth at the beginning of the semester, and the Field Supervisor agrees to meet with the student extern throughout the semester to provide formative feedback.
- 10) At the beginning of this semester, the Field Supervisor or someone with authority will meet with the student to discuss specific learning objectives and provide a plan for the student to complete said objectives.
- 11) The Field Supervisor will assess and certify the student's overall performance including required field hours by completing a midterm and final evaluation form.
- 12) The Field Supervisor will ensure the student's work schedule will not prevent him/her from attending scheduled classes.
- 13) If the Field Supervisor sees any moments for development in the classroom or if a problem occurs, he or she will contact, the Externship Director, Lauren Knight at lknight@savannahlawschool.org or (912) 525-3919.

By signing below you certify that:

- You have read and understand the terms and conditions stated above.
- The Field Supervisor has been given authority to ensure that externs receive appropriate work assignments, supervision, and feedback, consistent with the description provided above as amended by each student's learning objectives and opportunities for performance.

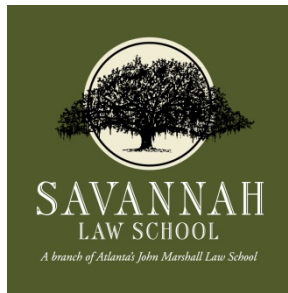
- The Field Supervisor will ensure prompt completion of midterm and final evaluations, and prompt cooperation and communication with the faculty member and externship program administrator as requested.
- The Field Supervisor will comply with all rules promulgated by the Law School regarding externships, and all applicable federal and state laws, regulations, and applicable State Bar rules.
- The Field Placement will not compensate the student, except for reasonable incidental expenses (e.g., parking, mileage, photocopying).
- The Field Placement will not bill out or otherwise claim compensation for the student's work to clients or other third parties.
- The Field Placement will provide malpractice insurance coverage of the student's work to the same extent that it is provided for other non-lawyers working in the office on legal matters.
- Unless the organization is one for whom individuals are permitted to volunteer under the Fair Labor Standards Act, no extern will displace an employee whom would have ordinarily received compensation for the same work, whether on a full-time or part-time basis.

Signatures Required for Approval of Credit

Field Supervisor: _____ Date: _____

Law Student: _____ Date: _____

Faculty Supervisor: _____ Date: _____



Savannah Law School Externship Program Time Requirements

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.

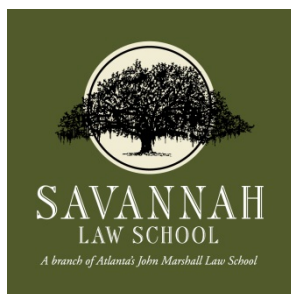
Number of Credits	Total Hours Worked (Minimum)	Average Hours Worked Per Week ¹
2	94	11-12
3	141	17-18
4	188	23-24
5	235	29-30
6	282	35-36

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.



SUPERVISOR'S MIDTERM EVALUATION

Student Name: _____ Date of Evaluation: _____

Semester: Fall Spring Summer

Externship Placement: _____

Field Supervisor: _____

DIRECTIONS: Please complete this evaluation at the conclusion of the externship. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT. It helps the student in identifying strengths and improving weaknesses. Because the evaluation informs the student how a practicing attorney or judge views the extern's skills, abilities, and work ethic, misleading the student by inflating the grades harms the student.

SCALE: A (Superior) B (Good) C (Adequate) D (Poor) F (Fail)

Using the above scale rate the student's performance in the following areas:

_____ **WORK HABITS:** punctuality, dependability, efficiency, thoroughness, initiative, collegiality, resourcefulness, knows how and when to ask for help

_____ **QUALITY OF WRITTEN WORK:** legal memorandum, motions, letters, reports, memos to attorneys or the files, etc., organization, thoroughness, style, use of standard English and grammar, clarity of thought and expression

_____ **QUALITY OF LEGAL RESEARCH:** non-computer assisted research, Westlaw or Lexis research, reliability and thoroughness of research, recognition of legal issues, sound legal analysis

_____ **ALL OTHER TASKS:** fact investigation, client or witness interviewing, telephone duties, non-legal research, organizing files, assisting attorneys in hearings, usefulness of work performed, etc.

_____ **ETHICS AND PROFESSIONALISM:** use of sound judgment when facing ethical issues, conducts himself or herself in a professional manner



Areas for Improvement: Please identify areas where the student can improve and provide suggestions, within or outside your office, for improving those skills:

Student Strengths and General Comments: Please identify areas where the student has demonstrated strengths. What is your overall assessment of the student?

HOURS COMPLETED TO DATE: _____

SIGNED:

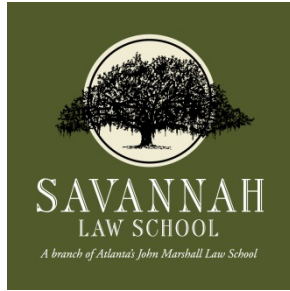
Field Supervisor

Date

Please return to: Lauren K. Knight, Esq.
Assistant Professor and Director of Externships
Savannah Law School
516 Drayton Street
Savannah, Georgia 31401
Office 912.525.3919
lknight@savannahlawschool.org

Would you like a private conference with the Externship Director? If so, please indicate the best time to call: _____

Thank you for participating in our Externship Program and helping our students bridge the gap between law school and practice



SUPERVISOR'S FINAL EVALUATION

Student Name: _____ Date of Evaluation: _____

Semester: Fall Spring Summer

Externship Placement: _____

Field Supervisor: _____

DIRECTIONS: Please complete this evaluation at the conclusion of the externship. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT. It helps the student in identifying strengths and improving weaknesses. Because the evaluation informs the student how a practicing attorney or judge views the extern's skills, abilities, and work ethic, misleading the student by inflating the grades harms the student.

SCALE: A (Superior) B (Good) C (Adequate) D (Poor) F (Fail)

Using the above scale rate the student's performance in the following areas:

_____ **WORK HABITS:** punctuality, dependability, efficiency, thoroughness, initiative, collegiality, resourcefulness, knows how and when to ask for help

_____ **QUALITY OF WRITTEN WORK:** legal memorandum, motions, letters, reports, memos to attorneys or the files, etc., organization, thoroughness, style, use of standard English and grammar, clarity of thought and expression

_____ **QUALITY OF LEGAL RESEARCH:** non-computer assisted research, Westlaw or Lexis research, reliability and thoroughness of research, recognition of legal issues, sound legal analysis

_____ **ALL OTHER TASKS:** fact investigation, client or witness interviewing, telephone duties, non-legal research, organizing files, assisting attorneys in hearings, usefulness of work performed, etc.

_____ **ETHICS AND PROFESSIONALISM:** use of sound judgment when facing ethical issues, conducts himself or herself in a professional manner



Did the student improve since the midterm Evaluation? Please describe any observations of growth or improvement during the semester and identify areas where improvement is still needed.

What can the law school do to better prepare students for externships in your office?

What can the law school do to better support you as a supervising attorney?

Total Hours Completed: _____

Overall Rating: _____

SIGNED:

Field Supervisor

Date

Please return to: Lauren K. Knight, Esq.
516 Drayton Street
Savannah, Georgia 31401
Office 912.525.3919
lknight@savannahlawschool.org

Thank you for participating in our Externship Program and helping our students bridge the gap between law school and practice