

Elements of an Independent Externship Agreement

- The student is responsible for writing his, her, or their own agreement by using the Education Agreement form.
- Complete the Agreement with assistance from both the faculty supervisor and site supervisor. Initial and sign it and have both supervisors do the same. Email the completed, initialed, and signed education agreement to the Externship Director and Externship Coordinator. Only typed agreements will be accepted.
- The portion of the agreement tailored to your particular experience consists of four parts: Learning Goals, Field Activities, Plan for Site Supervision, and Plan for Faculty Supervision.

Learning Goals

- Consists of a description of the skills and knowledge the student plans to acquire through the externship.
- Students are encouraged to ask themselves, at the end of the externships, what is it that they hoped to have gained?
- Examples of areas of focus to define learning goals: problem solving skills, legal analysis and reasoning, legal research, factual investigation, communication, counseling, negotiation, litigation and alternative dispute resolution procedures, organization and management of legal work, and recognizing and resolving ethical dilemmas.

Field Activities

- Consists of a detailed description of the field activities in which the student will participate and a statement of how the activities relate to the learning goals.
- The student and site supervisor should review the student's learning goals to develop activities to help the student meet those goals.
- The field activities should provide the student the opportunities to:
 - Learn the values and responsibilities of the legal profession
 - Develop the student's ability to assess his or her performance and level of competence
 - Expose the student to a variety of activities, as opposed to overemphasis on research and writing
 - Involve the student as a direct participant, not merely as an observer

Plan for Site Supervision

- The student needs to have a site supervisor with a J.D. identified at the externship placement site.
- The agreement should detail the manner in which the learning goals are to be advanced through the student's interaction with the site supervisor.
- There should be scheduled, periodic meetings between the student and site supervisor to discuss the work assigned and review the student's educational goals. These details need to be included in the Education Agreement under Plan for Site Supervision.
- The supervisor will be asked to confirm and comment on the student's work at the end of the externship.

Plan for Faculty Supervision

- A full-time faculty member must provide educational supervision.
- A student may want to ask a faculty member who teaches courses related to the externship topic to serve as the faculty supervisor.
- In situations where the student is working on a faculty member's *pro bono* case, the faculty member will serve as the site supervisor as well as the faculty supervisor.
- The agreement should detail how the learning goals will be achieved through faculty involvement, including a description of the means the faculty member will use to evaluate the student's achievement of the learning goals; for example, a written report from the site supervisor, a paper, or a journal. Students need to ask the faculty supervisor how many meetings should be set up and whether there are written assignments, such as journals, field notebooks or reflection papers or other research papers. The details need to be provided in the Education Agreement under Plan for Faculty Supervision.

The faculty supervisor is responsible for:

- Meeting periodically with the student during the externship
- Assisting the student in guided reflection based on the student's experiences
- Evaluating whether the student achieved his or her learning goals

Preparing your application materials & getting ready for interviews

- Students are advised to set up a meeting with a counselor in the Career & Professional Development office for resume & cover letter reviews and any needed interview preparation.

Concluding your externship

- Students need to update their online timesheets and ensure that they have completed and logged in the hours required for their registered credits.
- After the student has logged in the requisite hours, the Externship Coordinator will inform the student's faculty supervisor to request a pass/fail grade.
- Students are responsible for checking in with their faculty supervisors to ensure their final journals or any writing components of the Education Agreement are completed.
- MJF Hours: If the externship is with a nonprofit or government agency, students who have completed more hours than what is required for their registered credits should contact Mitchell Hamline's MJF staff attorney. Inform the MJF staff attorney your name, the name of your field placement, and number of MJF hours to report.