

## **EXTERNSHIP INTRODUCTION FOR SUPERVISORS**

Thank you for your interest in the Externship Program at The University of Tulsa College of Law. This handout outlines the externship program requirements and explains what is expected of legal and judicial supervisors who work with our students.

The externship program allows 2L and 3L students who meet certain requirements to receive academic credit for externships with area law firms, businesses, non-profit organizations, and government agencies. The externship program provides students with experiential learning opportunities for practical, hands-on experience as part of their law school education.

Students are also required to attend a corresponding faculty-led externship course, submit evaluations and weekly timesheets, and complete other assignments. The course focuses on the development of lawyering skills and professional identity.

### **SUPERVISOR REQUIREMENTS**

Students must be supervised by a judge, licensed attorney, or Juris Doctor otherwise qualified to supervise who has been actively engaged in the practice of law or profession at least five (5) years. If the supervisor is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, or office of any other government agency, that attorney must have been actively engaged in the practice of law for at least two (2) years.

In addition, supervisors will be available on-site whenever students are engaged in activities in order to observe, critique, review, and otherwise closely supervise their legal work. The supervisor will assume principal responsibility for the extern and will serve as the contact person for the externship director.

Externships may be paid (subject to Assistant Dean/Director approval) or unpaid; this does not change any of the requirements contained herein. Because students pay tuition for each unit, law schools and the ABA expect the highest standards of teaching and oversight from an externship supervisor. Supervisors must:

- Assign projects with clear deadlines and provide on-going guidance for managing the workload;
- Provide specific, individualized, and timely feedback on each assignment;
- Review timesheets, complete mid-semester and final evaluations of the student's work performance;
- Assign the same kind of work that would be assigned to a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills and professional activities;
- Not bill for an extern's time and administrative work should be kept to a minimum;
- Provide opportunities for the student to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional events;
- Oversee the student's workload so that it does not exceed the student's enrolled credit hours;
- Maintain regular contact with the Director to assure the quality of the student educational experience, including the appropriateness of the supervision and the student work; and
- Notify the Director of any issues that may arise;
- Complete a written understanding among the student, faculty member, and supervisor ("Agreement") each semester provided by, and as part of, the student's application outlining the above requirements.

## PROFESSIONAL SKILLS FOR EXTERNS

Many have attempted to articulate the critical skills needed to practice law. While no list is likely to provide the full spectrum of legal experiences, students should have an opportunity to focus on a range of skills during their externships. To facilitate this development we focus on a comprehensive set of ten key competencies.

The first five competencies relate to the legal skills essential to the substantive practice of law:

1. **Knowledge of the Law** (researching and finding the law, knowing general substantive and procedural law, developing subject-matter expertise)
2. **Marshalling Information** (fact finding, questioning and interviewing, collecting and reviewing documents, e-discovery, organizing and categorizing information)
3. **Analysis** (critical review, reasoning, problem solving, understanding and discerning relevant facts, understanding substantive and procedural legal issues, and applying the law to the facts)
4. **Legal Expression** (persuasive or objective oral and written communication of analysis, positions, opinions, arguments, and recommendations)
5. **Practice Skills** (executing practice-specific tasks such as, in litigation, taking depositions, arguing motions, and trial tactics; or, in transactional work, negotiating, drafting agreements, conducting due diligence, and counseling clients)

The other five competencies relate to the intrinsic professional skills that underlie a successful practice:

1. **Professionalism** (maintaining integrity and honesty, diligence, civility, ethics, diversity, mistake management)
2. **Client Service** (building client relationships; understanding the client's business, interests, and needs; providing advice and counsel; and building trust)
3. **Leadership** (communicating, influencing others, creative problem solving, collaborating, building consensus, envisioning, planning, and mentoring)
4. **Management** (communicating, giving feedback, planning and implementing tasks, organizing and managing one's own work, working effectively as part of a team, organizing and managing others, and running the "business" side of the practice of law)
5. **Business Development** (developing strategic relationships, networking, and marketing your office)

After review and consideration of the above, you may complete and return the attached "Request for Approval of Extern Supervisor." If you have additional questions please feel free to contact me. I look forward to working with you.

Sincerely,

Lauren Donald  
Assistant Dean for Experiential Learning  
The University of Tulsa College of Law  
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Tulsa, OK 74104-2499  
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Website: www.utulsa.edu/law/externships  
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## REQUEST FOR APPROVAL OF EXTERN SUPERVISOR

### Organization Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### Supervising Attorney/Judge/JD:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

State of Bar Admission (if applicable): \_\_\_\_\_ Year of Admission: \_\_\_\_\_

1. **Please print your responses to the following questions on Court/Office letterhead and attach:**

- A. Describe the work done in your office as well as the area(s) of law included. Be specific as to the nature of your legal work and clients served. If alternative JD, describe work accordingly. Include the number of attorneys working in your office.
- B. Describe the educational objectives this externship will fulfill. In doing so, please reference the legal and professional competencies in the included “Professional Skills for Externs” section of “Externship Introduction for Supervisors.”
- C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by learning from externing with you. Describe how the student and supervisor will work together.
- D. Describe how the supervision and work assignments will meet the College of Law’s supervision requirements outlined in the “Supervisor Requirements” section of the included “Introduction for Supervisors”.
- E. How many externship positions are you able to offer each semester? List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.
- F. Attach the resume or summary of professional/educational experience of the supervisor.

2. **Credit hour commitment:** Students must complete fieldwork hours concurrent with semester in which they are enrolled; 14 weeks in the fall or spring semesters and 6 or 12 weeks in the summer term. Specifically, students earn one hour of academic credit per 45 hours of fieldwork. Students may apply for two to twelve credits (limited a maximum of three in state court and six in federal court). In fall and spring semesters, students enrolled in 12 hours or more of other course work should not do more than 20 hours of field work per week, and students enrolled in less than 12 hours of other courses should not do more than 40 hours of field work per week. In the summer, students enrolled in other courses should do no more than 20 hours of field work per week, and all other students should do no more than 40 hours of field work per week.
3. **Timelines:** If accepting applications through the law school, materials will be provided the semester prior to the semester for which placement is sought. Supervisors must timely review applications, interview if preferred, and make offers. All placements must be secured by the last day of class the semester before the externship semester. Failure to adhere to enrollment deadlines may result in suspension from the externship program.
4. **Site Visits:** In compliance with ABA Standards, please note that site visits may be conducted periodically to ensure that the extern is receiving an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the College of Law has full discretion to disapprove or inactivate participation in the program for any period of time.
5. **Training:** Since students are receiving course credit for this placement, guidelines and training are available to you as a supervisor. You are welcome to contact the Assistant Dean and Director of Externships with any questions.

**I have read the College of Law’s policies, requirements, and procedures for externships set forth in “Externship Introduction for Supervisors,” including “Field Supervisor Requirements” and “Professional Skills for Externs” contained therein, and I am willing to comply with them. I also certify that I am in good standing with the Bar where required.**

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**Signature of Supervisor**

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**Date**

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**University of Tulsa College of Law**

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**Date Reviewed**

**Approved**     **Disapproved**

**NON-DISCRIMINATION STATEMENT**

The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to, individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University’s Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, 800 South Tucker Drive, Tulsa, OK 74104.