

EXTERNSHIP APPLICATION PACKET & CHECKLIST

1. The following documents are included in this application packet:

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2. After having secured an externship with an eligible supervisor, you must submit the following:
- Student Application for Externship (completed by student)
 - Supervisor, Extern, and Faculty Agreement (completed by student and supervisor)
 - Statement of Educational Goals (completed by student and supervisor)
3. If your supervisor has not previously been approved, your supervisor also must submit the following document:
- Request for Approval of Extern Supervisor, *see 1A-4A*.
4. All externship placements must be a new experience. If you are seeking to receive credit with an organization where you have previously volunteered, interned, or externed you and your supervisor must complete a Petition to Repeat.
- Petition to Repeat, *see 5A*.
5. You cannot self-enroll in an externship. You will be enrolled once you return the completed application packet including all required student and supervisor signatures. This is due no later than the last day of class for the semester prior to your externship. Submit to:

Lauren N. Donald,
Assistant Dean for Experiential Learning, Director of Externships
University of Tulsa College of Law
3120 East 4th Place, Tulsa, OK 74104-2499
Phone: 918-631-2421
Email: lauren-donald@utulsa.edu

EXTERNSHIP POLICIES: QUALIFICATIONS & LIMITATIONS

1. Students applying for academic credit through an externship must meet the following requirements:
 - Student must have completed 28 credit hours with a 2.0 or higher GPA.
 - Externship must run concurrent with the semester in which the student is enrolled. Start and end dates for the placement shall align with the first day of law classes and the last day of law classes, respectively.
 - Student will not work in another law-related position if doing so could create a conflict of interest or confidentiality issues in violation of the Oklahoma Rules of Professional Conduct.¹
 - Student cannot extern in a position in which the student has previously worked or externed without prior Dean approval.
 - Student cannot work under the direct supervision of a family member.

2. Externships are subject to academic credit hour limits, as follows:
 - Minimum externship credit hours: 2
 - Maximum total judicial externship credit hours: 6 (Federal Court), 3 (State Court)
 - Maximum total externship credit hours: 12

3. Students are required to complete a total of six (6) experiential learning hours prior to graduation. This requirement may be fulfilled through either clinics or externships or a combination of both.

4. Externships are subject to the limit of 12 academic credit hours that can be earned in non-classroom courses. Under this regulation, the limits on academic credit hours earned through non-classroom courses include, but are not limited to:
 - Advocacy competitions, law journals, externships, or any other internship in which academic credit is granted. Clinical courses are NOT considered non-classroom courses and are not counted against the 12 hour limit.
 - Subject to the approval of a dean (the Dean or Associate Dean of Academic Affairs), a student not subject to the 2.5 Rule who enrolls in faculty-approved, semester-long field placement programs may earn up to 18 hours of academic credit in non-classroom academic activities. Note: The addition of up to 6 hours is limited to those situations in which a student has been granted approval by petition the semester prior to placement.

¹ Please see Oklahoma Rules of Professional Conduct, Okla.stat. tit. 5 App. 3-A §Rule 1.6-1.11

ACADEMIC CREDIT FOR EXTERNSHIP

Academic Credit Hours	Externship Work Hours (per semester)	Externship Work Hours x 14 weeks (Fall/Spring)	Externship Work Hours x 12 weeks (Summer)	Externship Work Hours x 6 weeks (Summer)
2	90	6.43	7.50	15.00
3	135	9.64	11.25	22.50
4	180	12.86	15.00	30.00
5	225	16.10	18.75	37.50
6	270	19.29	22.50	45.00*
7	315	22.50	26.25	
8	360	25.70	30.00	
9	405	28.93	33.75	
10	450	32.14	37.50	
11	495	35.36	41.25*	
12	540	38.57	45.00* ¹	

¹ *Subject to specific approval by Assistant Dean/Director.

STUDENT EXTERNSHIP APPLICATION

Enrollment Information

Semester/Year for which you are requesting credit: Fall Spring Summer Year: _____

If summer, select term: 1st 6 weeks 2nd 6 weeks Full summer/12 weeks

Number of credit hours sought: _____ Required weekly hours in placement: _____

Course: Civil Criminal Judicial Corporate/Transactional Litigation

Student Information

Name/TU ID #: _____

TU Email: _____

Address and Phone: _____

Semester/Year you started law school: _____

Supervisor Information

Name: _____

Office/Court & Title: _____

Email: _____

Address and Phone: _____

This externship was obtained:

- Via a Compass posting or through assistance from Assistant Dean Donald.
- Through my own outreach, contacts and/or application. If so, this position is:
(check one): Unpaid Paid ¹

Externship part of a SERL requirement? Yes

¹ Paid externships are subject to approval by Assistant Dean Donald and limited to placements secured by students on their own accord. Paid externship placements are subject to the same rules, regulations, and reporting as all externships. A student's time may not be billed in any externship.

I hereby certify that (check each box):

- I have successfully completed 28 credit hours and maintained a 2.0 or higher GPA;
- This externship is a new position, in which I have not previously worked for pay/credit or as a volunteer. If this is not a new position, I have attached a Petition for Repeat Externship.
- I will not extern under the direct supervision of a family member.
- I understand that I must work a total of 45 hours for each academic hour of credit. I have spoken with my supervisor and received reasonable assurance that there will be sufficient work available to me to fulfill the hours-worked requirement for the credit hours in which I intend to enroll.
- I will not work in another law-related position while participating in an externship without prior Dean approval. Additionally, I will not work in another law-related position if doing so could create conflicts of interest or confidentiality issues that would violate the Oklahoma Rules of Professional Conduct.
- I understand that I am allowed a maximum of 12 non-classroom credits (subject to Dean approval in certain circumstances). The following reflects my current non-classroom credits:

	Credits Previously Earned	Credits To Be Earned This Term
Judicial externships		
All other externships		
Law journal		
Moot court		
Study abroad internship		

Externships are graded on a pass/fail basis. To obtain a passing grade for the externship, I am required to complete the following academic responsibilities during this term of enrollment:

- I must complete externship orientation the first week of class, time and location to be announced;
- I must regularly attend the course component of the externship:
 - a. Remote online connection for the course component is allowed, subject to approval by the Externship Director, for students placed outside of the Tulsa Metropolitan Area;
- I must submit time sheets at the direction of my Professor or the Externship Director (includes advanced externs waived from course attendance);
- I must submit Guided Reflection journals, allowing for reflection on how this opportunity advances my educational goals, at the direction of my Professor or the Externship Director (includes advanced externs waived from course attendance) and
- I must submit "Confirmation of Hours" at the conclusion of my placement.

Student Signature _____ Date _____

Faculty/Dean Approval _____ Date _____

STATEMENT OF EDUCATIONAL GOALS

The following documents should be provided, discussed and reviewed with the externship supervisor. *Please provide your signature and obtain your externship supervisor's initials and signature on the following two pages of this Agreement.*

Extern: _____ Semester/Year: _____

Supervisor(s): _____ Placement: _____

The Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the College of Law is entrusting your supervising attorney or judge with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your application for the externship, please **fully** respond to the following questions (attach additional pages, as needed).

1. How will the externship relate to and advance your legal education?

2. Describe your anticipated opportunities for performance, observation, and feedback during this externship. Discuss with your supervisor to list specific experiences, projects, and mentoring anticipated during your placement.

3. Describe your specific goals and objectives for this externship. What professional skills and competencies are you looking to explore and improve?

SUPERVISOR, EXTERN, AND FACULTY AGREEMENT

Extern: _____ Semester/Year: _____
Supervisor(s): _____ Firm/Organization: _____

Supervisor's Agreement:

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs receiving academic credit.

Please initial each standard and *sign on the second page of this Agreement.*

_____ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality and an overview of the work and expectations of the extern.

_____ **Supervision:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney, if not myself, who will actively direct, monitor and mentor him/her throughout the semester.

_____ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____ **Diversity of Tasks:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance and self-evaluation. The extern will be assigned work that is similar to that of an entry-level attorney including a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

_____ **Opportunities for Reflection:** Externs will meet weekly with their supervisor, other attorneys and staff to discuss observations, experiences and issues relevant to the profession.

_____ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, and library) and support reasonably necessary to complete assignments.

_____ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

_____ **Fee-Generating Matters:** Where the extern is assigned work on fee generating matters, the extern's time will not be billed. Work assigned is in furtherance of the extern's legal education.

_____ **Professional Requirements:** I certify that I have a Juris Doctorate degree and have been actively engaged in my field of work (litigation, compliance, policy, etc.) for at least five years.

_____ **Bar Admission/Status:** My first bar admission was to the (state) _____ Bar in (month/year) _____. I am currently an active member with the (state) _____ Bar.

Comments:

Extern's Agreement:

The extern should fill in the necessary information, initial the standards, and add any comments. *Sign at the bottom of the Agreement.*

Professionalism, Goals and Reflection: I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity. I will create goals for the semester of how I plan to develop professionally and will discuss these with my supervisor and faculty/dean. I will reflect on the observations, experiences, ethical considerations, and other issues that may arise during my externship. I will be mindful of confidentiality obligations.

The start and end dates of my externship are: Start Date _____ End Date _____

The number of units of credit I seek for this externship are: _____

I understand that to receive credit I must work the following average number of hours per week: _____

During this semester, I have the following classes and academic commitments (INCLUDE YOUR EXTERNSHIP COURSE) and outline your anticipated externship schedule:

Class	Day/Time
_____	_____
_____	_____
_____	_____
_____	_____

Faculty/Dean's Agreement:

Academic Requirements: I will establish requirements designed to develop the extern's experience in their placement, including self-evaluation and reflection.

Site Evaluation: I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.

Availability: I will be available as a resource should any concerns or issues arise.

Evaluation: I will evaluate the extern's academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. This evaluation will determine whether credit should be granted.

We have reviewed this document and "Professional Skills for Externs" and agree to act in accordance with these expectations. We are aware that we may contact the Assistant Dean and Director of Externships with any questions that may arise during the externship.

Student Extern Signature: _____

Date: _____ Email Address: _____ Phone: _____

Supervising Attorney/Judge Signature: _____

Date: _____ Email Address: _____ Phone: _____

Dean/Faculty Signature: _____ Date: _____

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
3120 East Fourth Place
Tulsa, OK 74104-2499
Email: lauren-donald@utulsa.edu
Website: www.utulsa.edu/law/externships
Phone: 918-631-2421, Fax: 918-631-2194

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.

Signature of Supervisor	Date
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University of Tulsa College of Law	Date Reviewed
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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.

PETITION FOR REPEAT EXTERNSHIP

Student's Name: _____ Semester Seeking Credit: _____

Organization: _____ Supervisor Name: _____

Pursuant to College of Law academic policy, credit will not be given for an externship with the same organization or supervisor with which the student has previously worked (whether volunteer, paid, or in a previous externship) *except in very limited circumstances*. The Externship Director will consider this petition for approval upon satisfactory responses to the questions below. Students are advised to submit the petition well in advance of the start of the desired externship. Provide full responses below (attach additional pages, as needed). Please make sure that you otherwise meet the academic and GPA requirements for the program.

1. Describe your previous work undertaken at the agency/firm/court (include date(s) of previous work):

2. Describe your new duties for the prospective externship:

3. Explain how the two positions/duties are substantially different:

Student's Signature: _____ Date: _____

Print Name: _____

Supervisor's Signature: _____ Date: _____

Print Name: _____

Externship Director: _____ Date Reviewed: _____

Disposition: Approved Denied