NEW EXTERNSHIP APPLICATION

Applications for new externship placements should be submitted to Externship Placement Coordinator and Faculty Supervisor, Professor Katherene Conner.
The Pennsylvania State University
The Dickinson School of Law

**Externship Application**

Externship Placement Name: ____________________________________________

Address: 
______________________________________________
______________________________________________
______________________________________________

Phone #: 
______________________________________________ Email _________________________

Fax #: 
______________________________________________ URL ________________

Preferred days or hours for student to be in the office __________________________

______________________________________________
Supervising Attorney*:____________________________________________________
*(Please attach the supervising attorney’s resume or comparable information to this form)

Attorney ID #:_________________________ Bar Admission Date____________

State_________________________________

I certify that student(s) will not receive compensation for externship clinic work.

Signature____________________________ Date ______________________

Approved: ____________________________

Faculty Supervisor

Date: ________________________________
Please provide a description of the placement entity (for example, what is the organizational structure, what is the source of funding, etc.)

Please describe the type of legal work the student will perform at the externship placement.

Please describe the office space that the student will occupy (include computer access, phone access, etc.)
Expectations of the Extern

1. To work for eight consecutive weeks, primarily on site, for at least 30 hours per week.

2. The Extern is not an employee.

3. No remuneration is expected or will be received. Reimbursement for out of pocket expenses may be paid to the Extern; however, the extern agrees to only accept reimbursement for out of pocket expenses.

4. To attend and participate in any required orientation and review classes.

5. To timely provide and submit all required written reports including without limitation: a Goal Memorandum identifying personal and professional goals, accurate time logs and journals, reflective reports.

6. To submit confidential mid-term and final evaluation to the Externship Placement Coordinator and Faculty Supervisor; evaluations may be shared with the Externship Placement Supervisor at the discretion of the Extern.

7. To complete all legal tasks as assigned and supervised by the Placement Supervisor or her delegate during regularly scheduled business hours. Extern will not take independent legal action without supervision of the Placement Supervisor or her delegate.

8. To review and act in accordance with the Placement entity’s jurisdiction rules on professional conduct.

9. That the extern will not take a bar examination during the externship.

10. To immediately notify the Externship Placement Supervisor and the Externship Faculty Supervisor if the Extern learns that he or she is no longer in good academic standing.

11. To comply with all applicable rules of the Placement entity.

12. That the externship experience is for the Extern’s educational benefit.

Expectations of Pennsylvania State University Dickinson School of Law:

1. To provide an Externship Faculty Supervisor who is a member of the Pennsylvania State Dickinson School of Law faculty. The Faculty Supervisor will:
   a. Evaluate the Extern’s performance in consultation with the Externship Placement Supervisor.
   b. Review, evaluate and respond to all written Goal Statements, time logs, journals and reports submitted by the Extern.
   c. Assist the Extern with any questions or concerns in connection with the extern placement and to provide assistance to resolve any questions or concerns with the externship.
2. To provide computer assisted research access to the Extern for educational purposes which include any work related cases handled as part of the externship course. Access to and for computer related research will be in accordance with all applicable policies of Penn State Dickinson School of Law, Westlaw, LexisNexis and will not extend to any non-educational purpose. The Pennsylvania State Dickinson School of Law also agrees to provide access to the school’s library facilities to the Extern for the Purpose of research on cases related to the externship.

3. To provide evaluation forms to the Externship Placement Supervisor and the Extern and to maintain confidentiality of the evaluation.

**Expectations and Agreement of Field Placement Supervising Attorney:**

I confirm that I have read and agree to the following requirements of *(The Pennsylvania State University Dickinson School of Law’s)* of the Pennsylvania State University’s Externship Program:

The Field Placement Supervisor agrees:

1. To provide opportunities for the Extern to perform legal work typically done by an entry level attorney under the supervision of an attorney, observe the day to day work of licensed attorneys, and to participate and observe the work of the placement entity.

2. To supervise the Extern, meet with the Extern regularly to discuss assignments, provide written and oral feedback. Supervision by the field placement supervising attorney can be delegated to another attorney at the placement with corresponding feedback on particular assignments; the Field Placement Supervisor is required to complete the Extern’s evaluations.

3. The *(Extern)* student should have the opportunity to participate in and receive instruction concerning client interviews, discovery, arbitration, negotiation, pre-trial conferences, witness preparation, fact investigation, strategy sessions, and trial preparation.

4. If the *(Extern)* student is certified as a student intern, the student should be given the opportunity to represent eligible clients or governmental agencies in formal legal proceedings with attorney supervision consistent with Rules 321 and 322 of the Pennsylvania Bar Admission Rules or another state’s rules governing the practice of law. Penn State University Dickinson School of Law will assist in obtaining certification for any *(Extern)* student who has completed three semesters and is academically eligible for student intern certification.

5. A *(An Extern)* student who is not eligible for certification should be permitted to observe and receive instruction concerning administrative and judicial proceedings.
6. To notify the Externship Coordinator and Faculty Supervisor if the Extern is not performing competently at any time during the externship.

7. To provide the extern with adequate work space, a safe environment, and research facilities.

8. To the extent required by the placement entity, malpractice insurance is the responsibility of the placement entity. Penn State Dickinson School of Law does not provide malpractice insurance for student externs.

9. No remuneration is paid for work performed by the Extern for which the Extern will receive academic credit. Externs may be reimbursed by the placement entity for out of pocket expenses associated with the externship.

10. The externship is primarily for the educational benefit of the Extern; the Extern is not displacing or substituting for any employees.

11. To complete written evaluations of the Extern’s progress at the middle and end of the summer. Written evaluation forms will be provided by the Pennsylvania State University Dickinson School of Law; the Placement Supervisor will complete the form and return it to the Externship Program Coordinator and Faculty Supervisor. *(The evaluation form is confidential; however, the Placement Supervisor may at his or her discretion review the evaluation with the Extern.)*

Dated:_________________  Signature:________________________________________

Printed Name: ______________________________