



Externship Memorandum of Agreement

Student Extern: _____ Semester: _____ e.g., Fall 2025

Planned Start Date: _____ Planned End Date: _____

On-Site Mentor: _____

Placement Name: _____

The following is a written understanding between each party to the externship experience – the On-Site Mentor, student extern, and the Externship Program Director, who provides faculty oversight. This agreement sets forth the minimum standards expected of each in order for the student to successfully complete the Externship.

I. On-Site Mentor Agreement:

As the on-site mentor and supervisor, I agree to the following

- To give the extern an orientation to the placement and to review and set/review goals for learning with the extern at the beginning of the Externship.
- To ensure that the extern has a substantive legal and mentoring experience, regardless of whether some of all of the externship occurs remotely.
- To provide the extern with assignments as responsible and challenging as possible given the extern's experience, to have the extern work as a lawyer to the extent feasible, and to keep menial tasks to an absolute minimum.
- To ensure a regular, active participation in all available activities, including in-house meetings, contact with opposing counsel, client contact, judges' conferences, all phases of litigation, administrative proceedings, discovery, strategy and policymaking sessions, etc.
- To ensure a regular system of communication between myself and the extern, including time for establishing goals, fully discussing each assigned task at the time of assignment and setting learning objectives for each major task; reviewing work in progress, providing extensive written and oral feedback, answering questions, and discussing strategy, tactics and rationales.
- To provide the extern with opportunities to meet (virtually or in person) to discuss the extern's observations, experiences, and other issues related to the profession.
- To provide ongoing training in ethics and professionalism issues, to discuss ethics and professionalism issues as they arise during the externship, and to explain to the extern at the beginning of the externship what the policies of the workplace are with regard to professionalism and ethics.
- To discuss confidentiality issues with the extern, especially as they relate to the extern's weekly journal;
- To complete written evaluations of the student extern and his or her work.
- If required, to participate in a site visit from the extern's faculty advisor.
- To not bill the extern's time to a client if the extern is not being compensated.

II. Student Extern Agreement:

As an extern, I agree to the following:

- To prepare application materials that accurately reflect my educational/learning goals for undertaking the externship.
- To discuss my educational/learning goals with my supervisor (On-Site Mentor) during the application process, at the beginning of my externship, and at the end of my externship.
- To follow directions, seek clarification and advice in a timely fashion, and to, at all times, demonstrate professionalism and integrity.
- To discuss any ethical issues that arise during my externship with my On-Site Mentor.
- As part of the required class component and being mindful of confidences, to reflect on my experiences, observations, ethical considerations, and interactions with my On-Site Mentor.
- Throughout the externship, to communicate any issues that arise regarding my work or ability to complete my work with my On-Site Mentor and the Externship Program Director.
- To adhere to the work schedule I set up with my On-Site Mentor and to communicate with my On-Site Mentor when I need to deviate from my schedule.

III. Externship Program Director Agreement:

On behalf of Lewis & Clark Law School, the Externship Program Director, who serves as the faculty supervisor for all externships, agrees to:

- Ensure that the student extern meets the pre-requisites required by the Externship Program.
- Provide the extern with detailed information regarding the expectations of the Externship Program and, in general, a legal workplace.
- Provide the On-Site Mentor with a detailed Handbook, which provides advice on assigning appropriate assignments, providing feedback, and general supervisory advice.
- Carefully review the feedback provided in the mid-externship and final evaluations and follow-up with the On-Site Mentor and/or extern, as appropriate.
- Follow up with the supervising attorney/judge (referred to as the On-Site Mentor) and/or student extern regarding any matters of concern, whether presented by the On-Site Mentor, student extern, or identified by a law school faculty or staff member.
- Evaluate the extern's academic performance during the externship. The assessment will be based on the extern and On-Site Mentor evaluations, timely completion of the class component requirements, the quality of the self-reflection, and professionalism. Based on the assessment, determine whether credit will be granted for the placement component and determine the grade for the class component.

IV. Signatures:

On-Site Mentor:

Student Extern:

Externship Program Director:

Date: _____

Date: _____

Date: _____