

**SUPERVISOR / EXTERN
SEMESTER-SPECIFIC ACCEPTANCE FORM**

University of Denver, Sturm College of Law
Legal Externship Program

Supervisor Information:

Name of Supervisor/Judge: _____

Organization: _____

Phone: _____ Email: _____

Required: Will you be providing any sort of financial compensation to this student? (indicate yes or no) _____

Student Extern Information:

Name of Student: _____ Number of Credits: _____

For your reference, 50 hours equals one academic credit. 3 credits is an average externship, however anywhere from 2-6 credits are permitted, unless this is an approved Semester in Practice externship for 3Ls.

Semester (e.g. Fall 2017): _____

Anticipated start/end dates (e.g. August 15-November 20) _____

Will you be receiving any sort of financial compensation for this externship (pay from employer, outside fellowship/grant, etc.) (Please indicate yes or no): _____

Roles & Responsibilities:

- **Certifications:** Upon joining Denver Law's externship program, all Supervisors have agreed to, and continue to agree to, abide by a number of requirements for externships, including but not limited to: guidelines on the *Student Practice Rule* (C.R.S. 12-5-116), malpractice insurance, limits of administrative work to 10%, professional responsibility, and more. Supervisors are expected to review these certifications, which can be found in CORE under My Requirements, prior to the beginning of the semester. Externs must read and sign the Student Certifications that appear on page 3 of this form.
- All participants agree that the student is the primary beneficiary of the Externship Program and that the purpose of the Program is to allow the student to learn from the experience of working as a lawyer.
- **Supervisor's Statement of Equal Employment Opportunity:** The University of Denver is committed to a policy against discriminatory practices in the interviewing and supervision of its students. The College of Law cannot give countenance to any form of discrimination based upon gender, age, sexual orientation, disability, marital status, race, color, religious creed, national origin or military status. It is expected that supervisors will conform to this policy and take positive steps to assure that no such discrimination occurs in hiring, promotion, compensation or work assignment. The College of Law will extend its facilities and placement services to those supervisors whose practices are consistent with this policy.
- **ABA Standards on Externships & Experiential Courses:** The ABA sets forth a number of rules and regulations for externships. Supervisors, externs, and externship faculty understand that Denver Law's Externship Program, which includes an in-class seminar and reflective component as well as the extern's fieldwork, must collectively:
 - **Provide a Substantial Lawyering Experience to the Extern:** The ABA requires that all field placements (the ABA's term for externships) must provide a substantial lawyering experience that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks.

- **Conform to the Definition of an Experiential Course:** Denver Law considers all externships offered through its Externship Program to be experiential in their entirety. As defined by the ABA, field placement courses, such as Denver Law externships, must be primarily experiential in nature and must integrate doctrine, theory, skills, and legal ethics; help students develop the concepts underlying the professional skills being taught; provide multiple opportunities for performance; provide opportunities for self-evaluation; and engage students in one or more of the following professional skills needed for competent and ethical participation as a member of the legal profession including: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation.
- **Paid Externships:** ABA standards now permit students to receive compensation for work performed as part of for-credit field placement courses, including externships. If a placement decides to offer pay for work performed as part of an externship for credit, the Supervisor must still abide by the requirements set forth in this acceptance form, the Supervising Attorney Manual, any other documentation provided by Denver Law, and the requirements imposed by the ABA on for-credit field placements.
- **Learning Agenda:** The Learning Agenda provides an opportunity for the Supervisor and extern to communicate about learning goals, set expectations for the externship, outline the substantial lawyering experience the extern will receive, and identify opportunities for performance. Supervisors and externs are expected to discuss all questions on the Learning Agenda together. Supervisors will be required to electronically confirm the completed Learning Agenda once the extern uploads it to CORE. Externship Program faculty will review learning agendas once they are confirmed.
- **Evaluations, Feedback, & Grading:** Supervisors and team members at the placement, as appropriate, are expected to monitor hours, provide the day-to-day oversight of the extern's work, and offer ongoing feedback on performance. Supervisors are responsible for completing mid-semester evaluations (except during summer) and final evaluations of all externs, both of which are made available to externs. Externship faculty members will review and evaluate the extern's self-evaluations, reflective exercises, and other assignments required of externs by Denver Law. Externship faculty shall award a grade of Pass or Fail to students, as appropriate, for the fieldwork component of the externship. Such grades are determined by both satisfactory performance in the field and by completion of Denver Law's fieldwork related assignments. The grading policy and requirements are described in more depth in the Student Handbook and Field Requirements document. Externship faculty also review extern performance in all in-class components. If enrolled in an externship seminar, students receive a letter grade based on seminar-specific standards as set forth in the relevant syllabus and in compliance with applicable law school standards.
- **Manual for Supervisors:** Supervisors are expected to review the [Manual for Supervisors](http://www.law.du.edu/documents/legal-externship-program/Supervising-Attorney-Handbook.pdf) and abide by any rules or regulations set forth in the manual (<http://www.law.du.edu/documents/legal-externship-program/Supervising-Attorney-Handbook.pdf>).
- **Student Handbook & Field Requirements:** Externs are expected to review the [Student Handbook](http://www.law.du.edu/documents/legal-externship-program/StudentExternshipHandbook.pdf) and abide by any and all rules or regulations set forth in the handbook (<http://www.law.du.edu/documents/legal-externship-program/StudentExternshipHandbook.pdf>). Externs are also expected to read the Field Requirements document in CORE, which serves as the syllabus for the externship fieldwork, and complete all assignment in a timely fashion in order to pass the externship.

Supervisor's Signature

Date

Student Extern's Signature
(Signature also required on next page)

Date

**Completed forms should be returned to the extern for uploading to CORE.
Externship Faculty will review and confirm this form once uploaded onto CORE.
Once confirmed, the externship is approved.¹**

¹ **First-Time Supervisors or Repeat Supervisor in New Office:** If you are not already an approved supervisor, this acceptance is dependent on receipt, review, and approval of your [Supervising Attorney Application](https://rxpreceptor.com/signup/p/?UDenver). (<https://rxpreceptor.com/signup/p/?UDenver>.) Use the code SUPERVISINGATTORNEY to complete the application.

Student Certifications

Please read carefully. Signing below constitutes your understanding and certification of the following:

For each semester in which I am enrolled in an externship for credit I understand and certify that:

1. I am in good standing (G.P.A. "2.3" or better) and not on academic probation;
2. I must notify the Legal Externship Program if I drop to academic probation during the externship and that I will have to withdraw from the externship;
3. I will receive academic credit for which I must pay the standard amount of tuition;
4. First-time externs are required to enroll and participate in an externship seminar, which includes both in-class and out-of-class activities and assignments;
5. the seminar is graded and will affect my G.P.A.;
6. I am not presently enrolled in a clinic that is part of the Student Law Office;
7. I must complete all fieldwork assignments required by the Externship office, including timesheets, learning agenda, self-skills evaluations, evaluations, and anything else required;
8. failure to meet any of the fieldwork requirements of the externship may cause me to fail my externship, regardless of my performance at my placement;
9. I understand that if I receive a grade of No Pass for my externship fieldwork credit, I may not be eligible for enrollment in future externships for credit;
10. my externship and the work that I perform must be in the same city or town as my Supervising Attorney;
11. all representations of my hours and the materials I submit regarding my externship are subject to the Student Honor Code;
12. if I appear in court or administrative tribunals I must comply with C.R.S. 13-93-201 and any violation may subject me to personal liability for the unauthorized practice of law (see Externship Handbook);
13. I agree to provide quality professional services to the best of my ability;
14. I must devote the time required to complete the commitment;
15. I must preserve the confidentiality of my Supervising Attorney's clients and affairs;
16. I am not related to my Supervising Attorney and I will disclose to the Legal Externship Program any familial relationship within the Supervising Attorney's Office;
17. I have no improper purpose in accepting this externship;
18. I have notified or will notify the Legal Externship Program and my Supervising Attorney about my present employer, if applicable, and any legal volunteer work I do, and will notify the Legal Externship Program and my Supervising Attorney if I change employers or volunteer elsewhere during the externship; (may require completion of conflict notification forms).

Student Extern's Signature

Date