

## Supervisor Certifications

### BY COMPLETING THIS FORM, I UNDERSTAND AND AGREE TO THE FOLLOWING PROVISIONS:

1. If I am an attorney, I am licensed to practice law for at least five years and am in good standing in the state(s) in which I am licensed.
2. If I am not an attorney, I have five years of experience in the field in which I am working.
3. Under C.R.S. 12-5-116, the *Student Practice Act*, only third-year externs may be certified to enter appearances in court and they may do so only to the extent authorized under the statute for qualifying organizations. I understand that as Supervising Attorney I am responsible for the student's actions.
4. I understand that Attorney Regulation Counsel has notified the Legal Externship Program that students are to be designated as "law student externs or interns" and that any designations using the word "attorney" are forbidden in all contexts because they risk suggesting a general authorization to practice law.
5. If my extern(s) is receiving both credit and pay for work, as now permitted by the ABA, I must still abide by the requirements set forth in these certifications, the semester-specific acceptance form, the Supervisor Manual, any other documentation provided by Denver Law, and the requirements imposed by the ABA on all for-credit field placements.
6. In accordance with ABA requirements, I will provide my extern(s) with 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.
7. I understand that during the course of any externship the extern must be the primary beneficiary of the relationship between the extern and my organization.
8. It is required that I provide the day-to-day oversight of the extern's work, offer ongoing feedback on performance, and meet at least weekly with the extern to provide feedback, instruction, and guidance on the work.
9. Because not all externs have had a professional responsibility class, I need to instruct the extern about confidentiality procedures and practices of this office, and instruct the extern on any other rules of professional responsibility that are particularly important in this setting.
10. I will review my mid-semester and final evaluation with the extern and submit these evaluations to the Legal Externship Office by the given deadline. These evaluations will be available for the extern to review electronically if they so choose.
11. My extern(s) must attend an externship seminar (if a first-time extern), submit time sheets, and engage in oral and written reflection, but externs will be instructed to do so in a manner that does not reveal any confidential or identifying information.
12. The Legal Externship Office may call me to arrange an on-site visit to discuss the Legal Externship Program and the progress of my extern in accordance with the ABA's accreditation standards for law schools and will communicate with me in order to ensure the quality of the student educational experience.
13. I am encouraged to contact the Legal Externship Office if I have concerns or questions about the program or about my extern.
14. I will evaluate and resolve potential professional conflicts of interest with my extern.
15. I agree to abide by Legal Externship Program's Equal Opportunity Supervisor policy which states that the University of Denver is committed to a policy against discriminatory practices in the interviewing and supervision of its students. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and

prohibits unlawful discriminatory practices, including harassment. The College of Law cannot give countenance to any form of harassment or discrimination based on gender, age, sexual orientation, gender identity, disability, marital status, race, color, religious creed, national origin or military status. In addition, the College of Law prohibits all forms of sexual misconduct, which includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, domestic and dating violence and stalking. It is expected that externship supervisors and their placement's employees and staff will conform to this policy and take positive steps to assure that all externships will be business-like and free of bias, prejudice, and harassment. The College of Law will extend its facilities and placement services to those supervisors whose practices are consistent with this policy.

16. I maintain malpractice insurance coverage or I am immune from liability as a government agency. Limited exceptions may apply to this requirement.
17. I agree that the extern's responsibilities for administrative tasks shall not exceed 10%...