

**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? (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 2020): _____ Anticipated start/end dates (e.g. 8/15-11/20/20) _____

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

Expectations:

- **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.C.P 205.7), malpractice insurance, limits of administrative work to 10%, professional responsibility, and more. Supervisors are expected to review these certifications.
- 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:** It is the policy and practice of the University to provide equal opportunity in employment, educational activities, and other programs to all employees, students, and applicants. No person shall be discriminated against in any condition of employment or opportunity because of race, color, national origin, ancestry, age (40 and over), religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, military enlistment, veteran status, and genetic information. 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.
- **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.

- **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 No Pass to students 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 externship syllabi.
- **Manual for Supervisors:** Supervisors are expected to review the [Manual for Supervisors](https://www.law.du.edu/sites/default/files/2021-06/DU%20Supervisor%20Handbook_6.28.21_FINAL.pdf) and abide by any rules or regulations set forth in the manual https://www.law.du.edu/sites/default/files/2021-06/DU%20Supervisor%20Handbook_6.28.21_FINAL.pdf.
- **Student Handbook & Field Requirements:** Externs are expected to review the [Student Handbook](https://www.law.du.edu/sites/default/files/2021-06/Student%20ExternshipHandbook_6.28.21_FINAL.pdf) and abide by any and all rules or regulations set forth in the handbook (https://www.law.du.edu/sites/default/files/2021-06/Student%20ExternshipHandbook_6.28.21_FINAL.pdf). Externs are also expected to read their respective syllabi and complete all assignment in a timely fashion in order to pass the externship.

Additional Notes:

- **Commitment to Equity, Inclusion, & Belonging:** Denver Law’s externship program believes that the legal profession struggles with a lack of diversity and that there are structural and systemic impediments to the participation and inclusion of diverse professionals in the workplace. We also believe that implicit bias, microaggressions, and other inequities permeate our society and our profession. We encourage externship placements to engage in proactive measures to ensure that access, opportunity, and inclusive and equitable work spaces exist for all students, including those from historically marginalized groups.
- **Paid Externships:** ABA standards permit students to receive compensation for work performed as part of for-credit 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 Manual for Supervisors, any other documentation provided by Denver Law, and the requirements imposed by the ABA.
- **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. 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.

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 (*Note: Students can enroll in an externship during their 1L summer even if their G.P.A. is lower than 2.3*);
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. I am not presently enrolled in a clinic that is part of the Student Law Office, or other clinical opportunities as determined by the Externship Program;
5. I must complete all assignments required by the Externship office to ensure ABA compliance, including timesheets, learning agenda, all evaluations, reflective exercises/engagement, and anything else required;
6. Failure to meet any of the fieldwork requirements of the externship may cause me to receive a grade of No Pass, regardless of my performance at my placement;
7. 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;
8. My externship and the work I perform must be completed either (1) in person at the externship site with reasonable access to the supervisor, or (2) in limited approved circumstances, remotely with regular meeting times scheduled with the supervisor to ensure proper supervision of the experience;
9. All representations of my hours and the materials I submit regarding my externship are subject to the Student Honor Code;
10. If I appear in court or administrative tribunals I must comply with C.R.C.P. 205.7 and any other applicable state or legislative rule; violation may subject me to personal liability for the unauthorized practice of law (see Externship Handbook);
11. I agree to provide quality professional services to the best of my ability;
12. I must devote the time required to complete the commitment;
13. I must preserve the confidentiality of my Supervisor's clients and affairs;
14. I am not related to my Supervisor and I will disclose to the Legal Externship Program any familial relationship within the Supervisor's Office;
15. I have no improper purpose in accepting this externship;
16. I have notified or will notify the Legal Externship Program and my Supervisor about my present employer, if applicable, and any legal volunteer work I do, and will notify the Legal Externship Program and my Supervisor if I change employers or volunteer elsewhere during the externship (*may require completion of conflict notification forms*).
17. I agree to abide by all DU policies including but not limited to the Honor Code and the discrimination and harassment policy, among others.

Student Extern's Signature

Date