***EXTERNSHIP/APPRENTICESHIP AGREEMENT***

**Student:**

**Site Supervisor:**

**Faculty Supervisor:**

**Term:**

The following is a written understanding between each party to the externship experience – the Site Supervisor, the Regent Law Student Extern/Apprentice (“student”), and the Regent Law Faculty Supervisor (Faculty Supervisor) – setting forth each party’s expected contribution to the student’s educational experience.

**Site Supervisor Agreement:**

The success of field placement programs depends on the willingness and ability of the on-site supervising attorneys to serve as available role models and mentors. The Site Supervisor agrees to meet the following standards:

1. **Experience:** Externship/Apprenticeship Site Supervisors must be a licensed attorney.
2. **Orientation:** In the student’s first week on site, the Site Supervisor should provide a basic orientation covering workspace, office protocols, resources, and policies of the agency or organization (the “Site”).
3. **Assignments:** The site supervisor is responsible for ensuring that:
   1. The student’s assignments are part of the Site’s regular workload and give the student some in-depth exposure to issues pertinent to the Site’s activities and are substantially legal in nature.
   2. The student’s assignments are as varied as the Site’s workload and the student’s abilities reasonably allow.
   3. The student is included in discussions of strategy and implementation that arise out of research, writing or other work in which the student has played a significant part, whenever reasonably feasible.
   4. The student is permitted to observe a sampling of matters that are routinely handled by the organization, but which are beyond the scope of the student’s capabilities.
   5. The student’s assignments are reasonable in terms of the student’s credit hour commitment to work for the agency or organization.
   6. Menial tasks (filing, library updating, photocopying, running errands, etc.) will occupy a minimal percentage of the student’s workload.
4. **Regular Contact and Supervision:** The Site Supervisor should have regular contact with the student throughout the course of the semester, including:  
   1. Developing Learning Outcomes and Work Plans;
   2. Weekly Meetings & Feedback in person or via videoconference; and
   3. Midterm and Final Evaluations of the student.
5. **Site Supervisors acknowledge** that this is an educational experience primarily for the benefit of the student and that the student does not displace or substitute for any employees.

**Student Extern/Apprentice Agreement**

1. The student agrees to perform a total of 50 hours of work over the course of the semester for each credit hour of externship or apprenticeship for which the student is registered. Failure to do so will result in the student not receiving credit for the externship/apprenticeship.
2. The student is required to participate in the classroom component of the externship/apprenticeship program and to attend individual conferences with the faculty supervisor.
3. The student will honor the confidentiality requirements of the placement site and those imposed by the applicable rules of professional responsibility.
4. The student shall carry out all externship/apprenticeship assignments to the best of his or her abilities.
5. The student is required to prepare and submit reflective journal entries on established due dates as outlined in the syllabus. These journal entries may ask the student to respond to specific questions posed by their Faculty Supervisor. The student is also required to keep a weekly timesheet documenting their time on site, and to submit their updated timesheet on Blackboard each week.
6. The student must complete and submit all required forms by the end of the semester.
7. No student may withdraw from an ongoing externship/apprenticeship absent extenuating circumstances and only after consultation with the Faculty Supervisor. Adequate safeguards for the handling of cases and/or client problems assigned to the student must be arranged with the Faculty Supervisor and the Site Supervisor prior to any withdrawal.
8. Failure to comply with these requirements may result in a grade of ‘Fail’ for the course.

**Faculty Supervisor Agreement**

**Academic Requirements:** The Faculty Supervisor will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the student’s experience in their placement, including reflection, self-evaluation, and professional development.

**Site Evaluation:** The Faculty Supervisor will remain in regular contact with the Site and the student to ensure the quality of the educational experience.

**Training and Availability:** The Faculty Supervisor will be available as a resource should any concerns or issues arise; and will provide training or guidance to Site Supervisors as needed.

**Evaluation:** The Faculty Supervisor will evaluate the student’s academic performance during the externship/apprenticeship and, based on that evaluation, will determine whether credit should be granted for this externship/apprenticeship. The assessment will be based on the Site Supervisor’s evaluations of the student; the student’s timely compliance with course requirements; the quality of the student’s submissions to the Faculty Supervisor; and the professionalism demonstrated by the student on site and in the course.

**We have read and agree to act in accordance with the expectations set out above.**

**Site Supervisor:**

**Signature:**

**Phone Number:**

**Email:**

**Date:**

**Faculty Supervisor:**

**Signature:**

**Phone Number:**

**Email:**

**Date:**

**Student Extern:**

**Signature:**

**Phone Number:**

**Email:**

**Date:**