

**ON-SITE MENTOR'S  
MEMORANDUM OF AGREEMENT  
EXTERNSHIP PROGRAM**

**Student Extern Name:** \_\_\_\_\_

**Supervising Attorney/Judge:** \_\_\_\_\_

(Please Print)

As the Externship Supervising Attorney/Judge, I agree to the following conditions for participation in the *Lewis & Clark Law School* Externship Program:

1. To give the Extern an orientation to the placement, and to review and set goals for learning with the Extern at the beginning of the Externship;
2. 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.
3. To have the Extern work full time (37.5-40 hours per week), for not less than 14 and not more than 17 weeks for a semester Externship, and for not less than 10 weeks for a summer Externship;
4. 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.;
5. 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;
6. 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, including, but not limited to, conflict systems, codes of conduct, typical issues that might arise in the particular placement setting, to whom violations or concerns should be reported, training sessions, etc.;
7. To discuss confidentiality issues with the Extern, especially as they relate to the Extern's daily journal;
8. To complete a written evaluation of the student Extern and his or her work and to return the evaluation to the Law School;
9. To participate in a site visit from the Extern's faculty advisor for semester Externships.

I understand that the educational objectives of the Externship experience are for the Extern to learn an area of substantive law or to develop substantive expertise beyond the level offered in courses at the Law School; to develop practical lawyering skills, including research, writing and analytical problem-solving in context and; to build a direct understanding of the student's professional responsibility, and I agree to assist the student in reaching these objectives to the best of my ability. I also certify that I am an active member in good standing of the Bar of \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_