



EXTERNSHIP PROGRAM HANDBOOK

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INTRODUCTION

This handbook provides students with an overview of the policies and procedures relevant to the Western New England University School of Law Externship Program (“Externship Program”). An Externship is a law-related placement outside the Law School, where students perform and observe legal work under the guidance of a supervising licensed attorney or judge, and earn academic credit. Externships provide practical training that complements classroom study in a wide range of practice settings, including government offices, public interest agencies, and courts.

The Externship Program has several educational goals for students, including: 1) training students in lawyering skills; 2) providing insight into the workings of various aspects of the legal system and profession; 3) encouraging a sense of professional responsibility; 4) developing students’ abilities to reflect on and learn from their experience; and 5) facilitating students’ career planning.

An Externship Informational Session is held each semester to provide an overview of the Externship placements and the application/interviewing process.

EXTERNSHIP PROGRAM RULES AND REQUIREMENTS

Student Eligibility

A student must successfully complete 28 hours of law studies prior to their placement semester.

Advising Session

It is advisable for students to attend an advising session prior to applying for an Externship placement. Appointments are generally scheduled on TWEN during the advising period.

Restrictions

1. A student may not simultaneously enroll in more than one Externship, or a clinic and an Externship.
2. A student may receive credit for three Externships for a maximum of nine credits (not including the one-credit Externship Seminar) during law school.
3. Students shall enroll in the one-credit Externship Seminar concurrently with their *first* Externship. A student who takes a subsequent Externship may, but is not required, to take the Externship Seminar.
4. A student shall not apply for an Externship if the placement would present a conflict of interest, even if the conflict is only apparent. A conflict of interest exists in the following situations:
 - a. Simultaneous work for a public defender’s or prosecutor’s office and a Judicial Externship in the same court system (e.g., work in a prosecutor’s office in Hartford and a Judicial Externship in a Connecticut State Court).

- b. Involvement in a case pending before a court and a Judicial Externship in that court.
 - c. Legal employment while participating in a Judicial Externship.
 - d. Such other simultaneous enrollments as the Externship Director, Associate Dean for Academic Affairs, or the Site may determine constitutes a conflict.
5. Students may not receive compensation, other than reimbursement of reasonable out-of-pocket expenses related to their fieldwork, while they are receiving law school credit.
- Reimbursement is permitted for the following expenses:
- During all semesters: local transportation costs (e.g., parking, tolls); and
 - During the summer only: the cost of transportation to and from the field placement if it is at a distance from Springfield (an “out of town” placement) and for housing and food costs only to the extent they are greater than what they would have been at the student’s home location.
6. Externs may not be supervised by a family member or a close friend. Students who wish to extern in an office where a family member or close friend works must obtain permission prior to applying for the Externship. Please contact the Clinical Programs Administrator to coordinate the approval.
7. Students who have already enrolled in an Externship must, before applying for a subsequent Externship, certify that 1) they successfully completed any prior Externship and 2) any prior Externship supervisors have indicated in the student’s final evaluation or in other written form that the supervisor would recommend the student for another Externship placement.
8. Externships are Restricted Withdrawal courses. Externship employers rely on commitments made by students. Once a student affirmatively accepts an Externship, the student is committed to participate in that Externship. A student who withdraws from this Externship course any time after 30 days prior to the start of the semester shall receive a “W” on their transcript.
9. Students may extern with the same supervisor or at the same Site at which the student was placed as an extern or clinic student, had an employment relationship, or volunteered only if the placement will provide a qualitatively different or broader learning experience than the student had as a volunteer, employee, or extern. Students wishing to enroll in such a placement must submit a written memo from the supervisor describing the prior work and how the new responsibilities will be qualitatively different or broader learning experience and obtain the permission of the Externship Director at least two weeks prior to the start of the semester. Please contact the Clinical Programs Administrator to coordinate the approval.

Grading

All Externships are graded on a pass/fail basis. No professor will issue a passing grade unless all course requirements are met, and a satisfactory field supervisor evaluation is received.

Memorandum of Understanding

Pursuant to ABA Standard 304 students are required to sign, along with their field placement supervisor and their Faculty Supervisor, a Memorandum of Understanding (“MOU”) (Appendix A) prior to the start of your Externship. The MOU outlines the roles, responsibilities, and expectations of each of the parties. MOUs are sent out for electronic signatures prior to the start of the semester. You cannot start your Externship without a signed MOU.

EXTERNSHIP PLACEMENT HOURS

Externs must begin work at their placements during the first week of classes and work a minimum of 12 hours a week for 13 weeks at their placement. If you cannot start the first week of classes, you must notify the Externship Director prior to the start of the semester. The minimum work requirement for the semester is 156 hours for all types of Externships offered. Students must continue working at the Site for the 13-week period even if the 156-hour requirement is met earlier in the semester.

EXTERNSHIP PLACEMENT TYPES

Judicial Externship

Students work in an approved judicial setting. While all Judicial Externships include research, writing, and observation opportunities, Externship experiences vary depending on the student’s placement. Students in the Federal District Court generally work on two or three assignments throughout the semester. Topics may include Social Security Administration appeals, civil rights issues, pro se petitions, or jurisdictional questions. Students in Federal Bankruptcy Court conduct research on sections of the United States Bankruptcy Code. Students in an appellate court will generally spend the semester working on two or three cases with relatively complex issues.

Students in the trial courts will work on more projects than students in the federal or appellate courts, although typically the projects will be less complex. Trial court externs can expect to work on criminal issues such as the lawfulness of an arrest or search, or on the civil side, a statute of limitations or statutory interpretation issue. Students in the probate courts will typically work on issues involving dissolution of marriage, custody, visitation, support, and property division. Juvenile court externs will work on delinquency issues and care and protection cases. Housing court externs will be assigned cases involving issues such as landlord-tenant disputes, eviction proceedings, or easements.

Opportunities for observation are greatest for those externs working in the state trial courts. Students often have the opportunity to watch arraignments, sentencing hearings, or short trials. Externs in the federal courts have the opportunity to observe similar cases, but the cases may not arise with the same frequency as in state trial courts. Observation opportunities are generally more limited in the appellate courts.

A judicial extern may not have simultaneous legal employment. Courts have a strict conflict of interest policy that prohibits judicial externs from having any other legal employment during their Externship.

Law Practice Externship

Students work in an approved nonprofit organization, governmental agency, law office, or corporate counsel office engaging in a variety of lawyering tasks under the supervision of an attorney. Law Practice Externships provide an opportunity to develop lawyering skills through participation in activities such as legal research and writing, courtroom observation, client interviewing and counseling, factual investigation, development and implementation of case theory and strategy, negotiation, mediation, litigation skills, and other forms of advocacy. The emphasis of the placement is for students to acquire a range of lawyering skills with a particular focus on professionalism and ethics.

Externship Seminar

The Seminar meets for a total of 13 hours over the course of the semester. Students earn one credit for taking this Seminar. Seminar assignments and readings provide an opportunity for structured reflection on many aspects of the role of the judiciary. Students are responsible for completing a Conflicts form, Learning Agenda, Mid-Semester Site Evaluation, Program Evaluation, submitting weekly journals and time sheets¹, and completing additional assignments. An orientation is offered at the beginning of the semester.

Students receive 3 credits for the Externship placement and 1 credit for Seminar participation. This satisfies 4 experiential learning credits.

Faculty Supervised Externship

After successfully completing an Externship and the accompanying Seminar class, students may take any of the approved Externship placements or an approved student secured Externship placement as a Faculty Supervised Externship.. Students meet with the Faculty Supervisor at least once every other week, and the Faculty Supervisor must contact the field supervisor twice during the term. Students are responsible for completing a Conflicts form, Learning Agenda, Mid-Semester Site Evaluation, Program Evaluation, and submitting weekly time sheets and journals.

Students receive 3 credits for the Externship placement. This satisfies 3 experiential learning credits.

Student Secured Externship

In addition to externing at an already approved Externship Site, students may secure their own Externship placement in a judicial or public interest setting, or law firm. However, students seeking approval to add a new Externship Site must obtain preliminary approval prior to submitting formal Site Approval paperwork. Students seeking approval of a student secured Externship must provide information that demonstrates a good reason why they cannot obtain a similar experience at one of the approved Sites, including expanding geographic, practice, or substantive areas. Please contact the Clinical Programs Administrator to coordinate the approval.

Sufficient lead time (a minimum of 2 weeks prior to the start of the semester) must be given to complete the approval process. The approval process will include a consultation with the proposed supervisor, an assessment of the substance of the proposed work, and a written

¹ Time sheets must accurately reflect the work and hours performed that week. Any false information is considered an automatic violation of the Student Honor Code and subject to discipline.

agreement with the supervisor regarding the expectations and requirements for on-site supervision and mentoring.

Once approval is granted, students shall enroll in the one-credit Externship Seminar if this is their first Externship placement.

Summer Externship

The Externship Program is not offered during the summer semester. Students may participate in externships only during the fall and spring semesters, subject to applicable program requirements and approval procedures.

SELECTION PROCESS

In selecting an Externship, it is important to consider what type of skills you want to develop or enhance. Consider what skills you will need for the type of entry-level job following law school you hope to secure. It is also important to consider vocational issues as a factor in choosing an Externship. Consider how a specific Externship will enhance your employability at the end of law school.

Here are a few questions you may want to ask yourself as you begin the process of applying for an Externship.

1. What do I expect to gain from my Externship experience?
2. Am I interested in working in a particular substantive area?
3. What type of environment do I want to work in (government office, public interest organization, private law firm, judicial setting)?
4. What type of skills do I want to develop (research, writing, client advocacy)?
5. Have I read the Site evaluations or talked to students who previously completed Externships at a particular Site?
6. Will this opportunity help me clarify long-term career directions?
7. Will this opportunity provide me with transferable legal skills?

APPLICATION PROCESS

1. Students apply each semester (fall and spring) for an Externship placement the following semester.
2. Students may apply to up to **seven** different Externship Sites per semester. Student valuations from prior semesters can be found on Symplicity under “Employers.” Note: These students externed at the placements you are considering. You are strongly encouraged to review the evaluations before you decide on the Sites to which you apply.
3. If you have questions about which Externship placements would best fit your career and academic goals, please feel free to meet with the Career Services staff, the Externship Director, the Associate Dean for Experiential Learning, or the Clinical Programs Administrator.

4. Students who will have successfully completed 28 credit hours of law studies at the time of the Externship placement are eligible to apply. A few placements limit applications to third-year full-time and fourth-year part-time students. See Symplicity for complete application requirements for each Externship placement.
5. Applications for extern positions are made through Symplicity. During the application period, students may view extern job descriptions and application requirements on Symplicity.

Instructions for Symplicity:

- To access Symplicity, go to <https://law-wnec-csm.symplicity.com/students>.
- Enter the user name and password emailed to you by Career Services (if you do not have a password, please contact Marie Fletcher at mfletcher@law.wne.edu or 413-782-1469).
- Click on the **Jobs** tab which is in the upper right corner of the screen.
- Click on the **Position Type** drop down menu, select the **Externships** option, and click **Apply**.
- To view the job description for each Externship Site, click on the **Job/Extern Title**.
- To apply, either follow the Externship specific instructions i.e. applying on their website OR click **Apply** to start uploading your documents.
- To add a new resume, writing sample, etc., click **add a new resume/cover letter/writing sample**.
- The newly uploaded document will appear in the section that it was uploaded. To select a previously uploaded document (such as a resume) click on the drop-down icon.
- Finally, click **Submit**.

If you need any assistance using Symplicity, including a step-by-step guide with pictures, please contact the Clinical Programs Administrator at 413-782-1469.

6. In the interest of fairness, students may not contact Externship Sites directly.

INTERVIEWING GUIDELINES

Interview Arrangements

Some Externship Sites will make offers based on resumes and application materials alone. Other Sites prefer to interview students. In some cases, the Externship Sites will contact students directly to arrange interviews, and in other cases, the Externship Sites will ask the Clinical Programs Administrator to arrange the interviews. Students should not request a phone interview – interviews must be done in person unless the Site requests a phone interview. Calls from the Externship Site to set up an interview must be returned by students within one business day. Remember, the Externship supervisors are taking time out of their busy schedules to set aside time to interview students. Failure to return a call from the Externship Site within one business day will result in removal from the Externship Program.

Things to Remember When Scheduling an Interview

1. You are scheduling a business appointment.
2. You are making a commitment to a Site Supervisor to be present for his or her interview.
3. Missed interviews frustrate Site Supervisors who are dedicating time to talk to you.
4. Missed interviews damage the credibility of the School of Law.
5. Missed interviews may damage your future employment opportunities.

Scheduled Interviews

If you accept an interview, then you are expected to honor your commitment. “No shows” demonstrate disrespect for a Site Supervisor, are a poor reflection of your professionalism, are extremely unfair to students who were not selected for interviews, and reflect poorly on the School of Law. In addition, rescheduling or canceling interviews should be avoided absent extreme circumstances. Failure to reschedule an interview, within three business days, will result in removal from the program. If you decide not to take an Externship or select another placement, you must cancel all scheduled interviews.

Logistics

Find out where the interview will be held. Get exact directions and parking instructions. Be generous in estimating when you need to leave for the interview. If possible, locate the office a day or two before the scheduled interview. Arrive for the interview about 10 minutes early.

Getting Ready

Interviewing is a skill. Preparing in advance can help you avoid common interview pitfalls. Read the Career Services handout on interviewing. You can practice with friends or set up an appointment with Career Services to have a mock interview. The Career Services Office can be reached at 413-782-1416.

Dressing for the Interview

All students are expected to dress appropriately for Externship Site interviews. Students are also representatives of the Law School and should strive to dress in a professional manner. Your attire should contribute to your professionalism. Although Site Supervisors may have different dress codes, err on the conservative side when interviewing. A suit is standard attire and usually expected during an interview.

Clothing should be clean, ironed, and in good repair. Shoes should be clean and in good condition. Appearance should be neat and tasteful. Jewelry should be minimal and non-distracting. Tattoos, brands, and unusual body piercings should generally be covered by clothing.

None of the following items should be worn:

- Tank tops/sleeveless shirts
- Athletic shoes
- Jogging suits/track suits
- Jeans or denim clothing
- Clothing with large logos or slogans
- Miniskirts
- Hats

- Dirty, torn, or excessively worn clothing
- Flip flops/sandals
- Shorts
- T-shirts
- Too tight or revealing clothing

Materials

Bring several copies of your resume, list of references, transcript, and a writing sample to your interview in a professional looking folder.

The Interview

A small notebook is useful if you want to make a notation about something during or after the interview. Immediately following an interview, when everything is fresh in your mind, stop to write down the name of the interviewer you just met and a few phrases to remind you later of what was discussed. You can refer to these notes when writing your thank-you letters. Some Externship Sites may offer you a placement at the time of your interview. Be prepared with a response. You may accept the placement on the spot or indicate to the interviewer that you have not completed all your interviews and ask them if you can get back to them with your decision. Give them a specific date within a reasonable amount of time by which you will respond. ***Be sure to respond to them by that date even if you are declining their offer.*** Failure to respond to the Externship Site will result in removal from the Externship Program.

Interview Follow-up

Follow up your interview with a typed thank-you letter or email. Think of your thank-you letter as part of your application materials, because it is.

The Offer

Accept and decline offers professionally. Phone calls from Externship Sites must be returned within 24 hours. Students must accept or decline an offer for an Externship as soon as possible but no later than 5 days after the placement is offered. Failure to do so will result in removal from the Externship Program. Once you have accepted a placement offer you are obligated to honor that commitment. You may ***not rescind*** an acceptance in the absence of exceptional circumstances. Candidates should consider the acceptance of an offer a binding obligation. The policy regarding withdrawal from a clinic or an Externship is very strict. Any student seeking to rescind their acceptance of an Externship placement must obtain permission from the Associate Dean for Academic Affairs.

UPON ACCEPTANCE OF AN OFFER OF AN EXTERNSHIP, CANDIDATES MUST IMMEDIATELY WITHDRAW FROM PREVIOUSLY SCHEDULED INTERVIEWS WITH ALL OTHER EXTERNSHIP SITES.

Acceptance Notification

You must immediately notify the Clinical Programs Administrator when you accept an Externship placement.

REGISTERING FOR AN EXTERNSHIP

Externship Seminar

Complete the Externship Seminar Enrollment form found on the Registrar Forms webpage.

Faculty Supervised Externship

Complete the Faculty Supervised Externship enrollment form found on the Registrar Forms webpage.

Withdrawal from an Externship

Externships are Restricted Withdrawal courses. Externship supervisors rely on commitments made by students. Once a student affirmatively accepts an Externship, the student is committed to participate in that Externship. A student who withdraws from this Externship course any time after 30 days prior to the start of the semester shall receive a “W” on their transcript.

RULE 3:03 CERTIFICATION

Some Externship placements provide an opportunity for students to represent clients in court. Massachusetts Supreme Judicial Court Rule 3:03 permits students to appear in court on behalf of clients only under very limited and narrowly defined circumstances.

Students enrolled in an academic clinic or externship program who have completed a course in Lawyering Skills; have completed or are currently enrolled in Evidence or Trial Practice; and have completed or are currently enrolled in Professional Responsibility may appear, without client-paid compensation, in civil proceedings on behalf of indigent clients or the Commonwealth. Student participation in criminal proceedings is permitted, subject to additional stipulations.

All students must appear under the supervision of a qualified member of the Massachusetts Bar, subject to other conditions set out more fully in Rule 3:03. Students must be recertified each semester. Please contact the Clinical Programs Administrator for more information on 3:03 Certification requirements. Students wishing to be 3:03 Certified for an Externship placement should contact the Clinical Programs Administrator to complete required documentation for the Supreme Judicial Court (SJC).

Please note the SJC rescinds a student’s 3:03 certification at the end of the semester in which the student is enrolled in an Externship.

EVALUATIONS

Student Performance Evaluations

The Externship Site Supervisor will conduct a mid-term and final evaluation with the student extern. Evaluations will be submitted to the Externship Director for review.

Student Program Evaluation

Student externs are required to complete a Mid-Semester Site Evaluation and a Final Program evaluation. These evaluations are used to allow the School of Law to evaluate the placement and to assist future students in applying for Externship placements.

GUIDELINES FOR FACULTY SUPERVISED EXTERNSHIPS

1. The student is required to meet with the faculty supervisor at least every other week to engage in a critical evaluation of the student's Externship placement. At such meetings, the faculty advisor shall assess student's progress, review journal entries and promote guided reflection, and provide ongoing counsel on implementation of goals.
2. The faculty supervisor shall contact the supervising attorney or judge on at least two occasions during the term to assess student progress, and to confirm extern is working the required 12 hours a week to meet the 156 minimum hour requirement. Field supervisors are asked to complete a written mid-term and final extern evaluation and review the evaluation with the student.
3. Faculty advisor will issue a pass/fail grade based upon:
 - (a) on-site supervisor's evaluations
 - (b) quality of weekly journal
 - (c) completion of required hours at placement and submission of weekly time sheets
 - (d) attendance at and participation in regular meetings with faculty advisor
4. If the Externship Director, following consultation with all parties, believes that the Externship is not operating satisfactorily and cannot be remedied, the Externship Director, in consultation with the Associate Dean for Academic Affairs and the Director of Experiential Learning, may terminate the Externship and either convert it to an independent study or consider the breach as the basis for a failing grade in the Externship.

Appendix A – Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING FOR SITE ATTORNEY SUPERVISORS, FACULTY SUPERVISORS AND STUDENT EXTERNS

Extern: _____ Semester/Year: _____
Site Attorney Supervisor: _____
Placement: _____
Faculty Supervisor: _____

The Western New England University School of Law Externship Program is administered in accordance with all American Bar Association educational standards and requirements, including those that are found in Chapter 3, Standard 304, “Simulation Courses, Law Clinics, and Field Placements.”

The following are the minimum standards expected of Site Attorney Supervisors, faculty supervisors, and externs to receive academic credit. All Externships will consist of two components: (a) a work experience component under the supervision of the Site Attorney Supervisor; and (b) an academic component under the supervision of the faculty supervisor. We ask that students, Site Supervisors, and Faculty Supervisors read this entire document for an understanding of the relevant responsibilities of all parties including the possibility that the Externship may incorporate remote work. Please direct any questions or concerns to:

Marie Fletcher
Clinical Programs Administrator
Email: mfletcher@law.wne.edu
Telephone: 413-782-1469

PLACEMENT SUPERVISOR:

As a Site Attorney Supervisor, I agree to the following:

Orientation: I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work that is expected of the extern.

Supervision: I understand that this Externship placement is for the primary benefit of the student and that the student will receive academic credit for the placement. I have the authority, ability, and resources to ensure that the extern has a supervising attorney who will actively direct, monitor, and mentor him or her throughout the semester. I have been provided with a copy of the “Attorney Site Supervisor Manual” and will follow its guidelines when working with the student.

Learning Objectives: I will meet with the extern at the start of the semester to discuss the educational goals in their written Learning Agenda.

Communication: I will inform the extern of the system for assigning work projects and ensure that s/he is given clear deadlines and will receive ongoing guidance for managing the workload.

Skills Development: The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

Assignments: The extern will be assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include drafting documents and pleadings, researching and writing memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

Feedback: The extern will be provided specific, individualized, and timely feedback on their work.

Observation: The extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

Opportunities for Reflection: The extern will meet with their supervisor, other attorneys, and staff to discuss their observations, experiences, and other issues relevant to the profession.

Supervisor Accessibility: The extern and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be able to meet with the extern as needed to provide support and feedback on assignments.

Forms: I will comply with the school’s evaluation requirements, including reviewing the student’s learning agenda and all self-assessments, completing a mid-semester and final evaluation, and providing feedback to the extern in a timely manner.

Logistics: I will verify that the extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

Legal Compliance: My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the Externship.

Bar Admission/Status: I certify that my first bar admission was to the (state) _____ Bar in (month/year) _____, and that I am currently an active member in good standing with the (state) _____ Bar.

I have reviewed this Memorandum of Understanding and agree to act in accordance with these expectations.

STUDENT:

As an extern, I agree to the following:

Learning Agenda: I will identify specific education goals for the Externship and strategies for achieving my goals. I will review and discuss my goals and strategies with my Supervising Attorney and submit them in written form in a Learning Agenda.

Work Schedule: I agree to work a minimum of 156 semester hours and to maintain and turn in accurate time records. I agree to set a regular work schedule with my supervisor at the placement office and to seek permission in advance for any changes to or modification of that schedule.

Professionalism: I agree to act with professionalism at all times and to comply with the rules of professional conduct and other rules, guidelines, and policies applicable to the placement office, including protecting all confidential and privileged information of the office and disclosing any potential conflicts of interest with the placement office's work.

Development Goals: I will create a Learning Agenda with goals for the semester of how I plan to develop professionally and will discuss these with my Site Supervisor and Faculty Supervisor.

Academic Component: I have read the syllabus for this course and agree to abide by the educational goals and course requirements stated therein.

Opportunities for Reflection: I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my Externship. As directed by my faculty supervisor, I will submit reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.

Self-Evaluation: I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty and Site Supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

Forms: I will submit a mid-semester self-assessment and final Program Evaluation.

I have reviewed this Memorandum of Understanding and agree to act in accordance with these expectations.

ACKNOWLEDGMENT OF RESTRICTIONS DUE TO COVID 19

In the event my Externship will involve in-person work, I acknowledge and agree to the following:

1. There are potential increased risks in contracting the coronavirus (COVID-19) associated with participating in an in-person Externship or clinical experience. I can earn credit for my Externship remotely if I am not comfortable performing work on Site due to the increased health risk. I have reviewed the following CDC guidance titled What you should know about COVID-19 to protect yourself and others: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
2. I will comply with all applicable guidelines and directives from federal, state, and local government and public health officials and the Site in which my in-person Externship or clinical experience takes place, including but not limited to, social distancing, face covering requirements, testing, and proper hand hygiene.
3. This experiential opportunity is voluntary, and it is not required to progress in my program or obtain my degree. Western New England University School of Law has alternative opportunities for law students to engage in simulation courses and fully remote practical and experiential learning experiences.
4. Western New England University School of Law requires that all full-time students maintain health insurance and highly recommends that all part-time law students maintain health insurance.
5. I understand that if I develop symptoms of COVID-19 or another illness, I must immediately contact my supervisor at my in-person Externship or clinical experience and my primary health care provider. I must comply with the requirements for self-quarantine and/or isolation prior to beginning or returning to experiential rotations.
6. I agree to comply with all compliance and safety rules, and health screening practices for my participation in my in-person Externship or clinical experience.
7. I, for myself and my personal representatives, hold harmless and release Western New England University, its trustees, employees and students from, and against, any and all claims, or causes of action, on account of any damage to my personal property or personal injury which may result from my participation in my in-person Externship or clinical experience.

FACULTY SUPERVISOR:

As the faculty supervisor I agree to the following:

Orientation: I agree to provide an orientation to prepare the student for the Externship, including instruction on competence, confidentiality, conflicts of interest, and professionalism.

Supervision: I agree to remain in regular contact with the student to ensure the quality of the educational experience; review, student time logs and provide ongoing, contemporaneous, faculty-guided reflection to the student on their experiences, including through regular review

and feedback on journals

Academic Requirements: I will establish requirements (including Learning Agenda, readings, reflective papers or journals, and/or other assignments) designed to develop the extern's experience in their placement, including encouraging self-evaluation and reflection.

Site Evaluation: I will remain in regular contact with the Externship Site Supervisor and the extern to ensure the quality of the educational experience.

Availability: I will be available as a resource should any concerns or issues arise.

Evaluation: I will evaluate the extern's academic performance during the Externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. Based on this evaluation, I will determine whether credit should be granted.

REMOTE PLACEMENT:

If this is a remote placement, or in the event it becomes a remote placement, all parties agree to the following supplement:

1. The Site Supervisor believes there will be sufficient assignments for the student to remotely perform the work necessary to fulfill the required hours for academic credit. In order to keep the remote student engaged while awaiting feedback or new assignments, the supervising attorney should consider giving the student both short and long term assignments.
2. To the extent feasible, the remote placement experience should be comparable to the experience the student would have were the student working at the placement office/chambers.
3. A student working remotely must comply with scheduled work hours as if the student were still coming into an office to perform work. These work hours should be arranged with the supervising attorney and preferably mirror when the attorney also will be working and available, if needed, for guidance. The student also will inform the supervising attorney of the student's class schedule or other recurring commitments so the attorney will know when the student may not be available.
4. The student is expected to notify the supervising attorney by email or text at the beginning and end of their daily work to ensure the supervising attorney is aware that the student is currently performing their assigned tasks. In addition, the student and supervising attorney should strive for a brief daily check in about the student's progress on assigned work, if practicable.
5. The student and supervising attorney should hold regularly scheduled, weekly virtual supervision meetings (via web or video conferencing), unless impracticable that week.
6. The Site Supervisor should endeavor, when possible, to give the student opportunities to observe court/agency proceedings, participate in client/staff/strategy meetings, and be included in other appropriate professional activities via conference call, web or video conferencing, or other remote means.

7. Because the student may be working on office matters in a shared home/apartment or on a shared computer, the student must take steps to strictly abide by professional responsibility rules and office policies regarding confidentiality.

8. The student should be aware of the need for good internet access, while the office should aid the student with remote access to files and VPN.

9. The faculty member agrees to meet virtually at least weekly with the student to help ensure the quality of the student's remote educational experience.

I have reviewed this Memorandum of Understanding in its entirety and agree to act in accordance with these expectations.

Signature of Site Supervisor

Date: _____

Signature of Student

Date: _____

Signature of Faculty Supervisor

Date: _____