



May 5, 2020

Dear Externship Supervisors:

Attached please find a copy of Atlanta's John Marshall Law School's 12 Tips to Engaging with Remote Externs. First let me say we send our sympathy and compassion to everyone here in Georgia as well as elsewhere around the globe as we encounter and experience the effects (medical, social, emotional and economic, etc....) of the virus on all of us. We recognize the toll the virus is taking and want to thank you for your efforts to continue mentoring and educating our externs.

We are sending the attached information to support you and the students. Please do not hesitate to ask for additional resources or clarification. The attached 12 Tips covers the expectations of the student and the supervisors at the placement. Initially we thought that the policies stated in the attached document would apply to the following groups of students: 1) they are ill, under quarantine, or are caring for family members who are ill/quarantined; 2) they have caretaker responsibilities for children and their schools or daycare centers are closed due to COVID19; 3) the student has pre-existing health conditions that have caused them to be immunocompromised or at higher risk should they come in contact with the virus; or 4) they have other personal reasons to be concerned about or sensitive to the risk of coronavirus infection. (These include immunocompromised or elderly family members, potential contact with an ill person, etc. Although the State of Georgia has suggested that the economy re-open, we know that many offices are asking staff to work remotely where possible, and some offices are closing or severely curtailing services. As a result, we have added one more group to the list above. 5) Student has been asked to work from home or your office has been closed to prevent the spread of the virus.

In addition to the 12 Tips, here are some additional considerations. The usual preference for externs to complete work while at the site is waived due to the circumstances. If you, your extern, or your whole office goes to a remote work situation, please ask students to communicate with you about the time frame to complete their ongoing assigned work and the best ways to check in for feedback. Please also provide your own suggestions for students to work effectively in a remote setting and to use and of the attached suggestions that are appropriate. Also, please encourage your students to share with you if they are struggling and feel free to reach out to us if you have any concerns.

Our students are proud to be members of such a wonderful legal community and we are forever grateful for the care you are extending to AJMLS students. Please don't hesitate to let us know how we can help and feel free to contact us with any question, large or small.

Warm regards, the Externship Program Team.

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