



EXTERNSHIP PROGRAM

SUPERVISOR'S HANDBOOK

Office of Pro Bono Outreach and Externships

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I. Introduction

Welcome to Atlanta's John Marshall Law School (AJMLS) Externship Program. As a participating field placement, you are providing students with a valuable educational opportunity to integrate the theoretical knowledge learned in the classroom with the practical experience of on-the-job training. The following provides an overview of the program and your responsibilities as a supervising attorney. Please contact the Externship Director, Prof. Renata Turner, at (404) 872-3593 ext. 251 or rturner@johnmarshall.edu or the Asst. Director, Bridgett Ortega at ext. 127 or bortega@johnmarshall.edu with questions, concerns, or requests for additional information.

II. Mission

The Externship Program's mission is to provide students with field placements that develop professional and practical skills while providing the academic support needed for a successful and meaningful on-the-job performance.

III. Externship Requirements and Goals¹

- **Attorney Supervision**

All placements must be supervised by a practicing attorney or judge. While students may receive assignments through non-attorney staff members, students cannot undertake projects assigned or supervised solely by non-lawyers.

- **Educational Goals**

Externships must also meet the school's educational goals. Supervising attorneys are asked to sign a student's individual goal sheet² at the beginning of the semester. Weekly timesheets will be used to monitor whether the goals are being met. Students will also complete a placement evaluation at the end of the semester describing how the placement did or did not meet AJMLS' and/or their individual educational goals.

¹ Externships are governed by the American Bar Association's Standards for Approval of Law Schools, Standard 305.

² Appendix A.

The educational goals of the Program are as follows:

1. Provide professional skills instruction in the following areas:
 - a. problem solving;
 - b. legal analysis and reasoning;
 - c. legal research;
 - d. fact investigation;
 - e. interviewing and counseling;
 - f. negotiation; and
 - g. organization and management.

2. Provide students with opportunities to develop their written and oral communications skills by:
 - a. drafting pleadings, legal memoranda and correspondence;
 - b. drafting transactional documents; and
 - c. representing clients in formal and/or informal judicial and administrative proceedings.

3. Instill fundamental values of the legal profession by:
 - a. acquainting students with the rules governing attorney conduct in their jurisdictions;
 - b. enhancing students' abilities to recognize, address and resolve ethical issues in context; and
 - c. emphasizing the lawyer's responsibility to:
 - i. provide competent representation;
 - ii. promote fairness and justice; and
 - iii. engage in an on-going process of professional growth and development.

4. Develop professional practice standards by encouraging students to:
 - a. invite critique by supervisors and peers;
 - b. engage in thoughtful self-assessment; and
 - c. reflect on and extrapolate from placement experiences and observations.

5. Promote students' understanding of the roles played by the various "actors" in the judicial system.

6. Promote students' understanding of the psychological and sociological factors that may affect an attorney's ability to be an effective counselor and advocate for his or her clients.

7. Provide opportunities for examining the application of legal doctrines learned in the classroom to the resolution of "real world" legal problems.
8. Expose students to the importance of public service and the need for equal access and competent legal representation for all.

- **Non-legal assignments**

Neither law school policy nor the ABA regulations permit students to earn academic credit for photo-copying, typing or answering the telephone. While an extern may be asked to do one or all of these activities periodically, they cannot be a regular part of the placement experience. Students cannot earn credit for time traveling to and from their placement; however, time spent with the supervising attorney traveling to interviews, depositions, hearings or trainings can be counted toward their required credit hours. Supervisors are encouraged to take students with them to practice-related activities outside the office.

- **Monetary Compensation**

Students are not allowed to receive any monetary compensation or fringe benefits from a field placement. Students are allowed to receive reimbursements for out-of-pocket expenses.

- **Private firms and attorneys**

As a general rule, students may only work for a judge, governmental agency, corporate legal department or a non-profit legal agency. Students are allowed to work for a private firm or attorney on a case-by-case basis. Preference will be given to firms that have pro bono cases or projects that the student can work on during their externship. Preference is also given to firms in the following practice areas: immigration law; family law; alternate dispute resolutions; estates, wills and trusts; health law; entertainment and sports law; criminal defense and intellectual property.

Any "for-profit" private sector placement must certify³ that the student's relationship with the office is that of a trainee and not an employee as defined by the Fair Labor Standards Act (FLSA). FLSA allows individuals to participate in private sector externships without compensation if

³ Appendix B.

1. The externship is similar to training which would be given in an educational environment;
2. The externship is for the benefit of the extern;
3. The extern does not displace regular employees, but works under close supervision of existing staff;
4. The employer derives no immediate advantage from the activities of the extern and on occasion its operations may actually be impeded;
5. The extern is not necessarily entitled to a job at the conclusion of the externship; and
6. The employer and extern understand that the extern is not entitled to wages for the time spent at the externship.

If all of the above factors are met, the extern is not an employee subject to FLSA's minimum wage and overtime provisions.

IV. Credit Hours and Grading

Unlike internships, externships allow a student to receive academic credit. Students in the program during the regular academic year must earn a minimum of two and typically no more than six credit hours per field placement. During the summer semester, a student may earn up to six credits. Students seeking two credit hours must work a minimum of 94 working hours or 6.7 hours a week in a 14-week semester. Students seeking three credit hours must work a minimum of 140 working hours or 10 hours a week. Summer students are allowed to work beyond the seven weeks of summer classes; however, their work must be completed by the second week in August. Students track their hours on weekly timesheets⁴ that must be signed by the supervising attorney.

Externships are graded on a pass/no credit/fail basis. Grades are based on the supervising attorney's evaluation of the student including but not limited to the student's work habits, work quality, and professionalism. Grades are also determined by the student's participation in externship's classroom component facilitated by the Externship Director.

⁴ Appendix C.

V. Student Eligibility

Students must have completed all required first year courses; be in good academic standing; and have at least a 2.00 GPA prior to enrolling in the Externship Program.

Students accepting placements that involve litigation must be eligible to practice under Georgia's Third-Year Practice Act⁵, which requires a student to be regularly enrolled and in good standing in a law school in Georgia and to have satisfactorily completed at least two-thirds of the requirements for the first professional degree in law, a J.D. or its equivalent, in not less than four semesters or six quarters of residence. A Dean's Certificate will be sent directly to the supervising attorney once the above requirements are verified. Rising third-year students working at litigation placements the summer before their third year will be certified after spring semester grades are submitted and required credit hours are verified.

VI. Site Visits

AJMLS requires site visits placement offices as required by the ABA standards. The Externship Director will contact supervising attorneys to arrange a site visit, when necessary, at a mutually agreed upon time.

VII. Evaluations and Feedback

Supervising attorneys are encouraged to give meaningful feedback to students throughout the externship. Attorneys should discuss evaluations with the student and offer suggestions for improvement. The attorney must complete two evaluations before the student can receive academic credit. The externs are responsible for getting the evaluation forms to their supervising attorneys when due. Mid-term evaluations⁶ are due seven (7) weeks into the semester. Final evaluations⁷ are due at the end of the semester. Supervising attorneys should contact the Externship Director immediately if there are any concerns with a student's behavior, conduct, or work product.

⁵ Georgia Supreme Court Rule 93.

⁶ Appendix D.

⁷ Appendix E.

VIII. Non-Discrimination Policy

It is the policy of Atlanta's John Marshall Law School not to discriminate on the basis of sex, physical handicap, disability, race, age, color, religion, national or ethnic origin, marital status, or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial aid, or other school- administered programs. AJMLS also seeks to create and maintain an academic environment in which all members of the community are free from unlawful harassment. This environment includes field placements that participate in the externship program.

**IF YOU HAVE ANY QUESTIONS, CONCERNS OR SUGGESSTIONS, PLEASE DO
NOT HESITATE TO CONTACT US.**

Prof. Renata D. Turner- (404) 872-3593, ext. 251, rturner@johnmarshall.edu

Bridgett Ortega- (404) 872-3593, ext. 127, bortega@johnmarshall.edu

**THANK YOU FOR PROVIDING OUR STUDENTS THIS OPPORTUNITY. WE
LOOK FORWARD TO PARTNERING WITH YOU.**

APPENDIX A

EXTERNSHIP GOALS SHEET

STUDENT _____

DATE _____

PLACEMENT SITE _____

SUPERVISOR _____

Externship Goals

Experiences that will help you attain each goal.

1.

1. a.

b.

c.

2.

2. a.

b.

c.

Supervisor's Comments

Supervisor's Signature:

APPENDIX B



OFFICE OF PRO BONO OUTREACH AND EXPERIENTIAL LEARNING
DEVELOPING LAWYERS THROUGH EXPERIENCE AND SERVICE

Private Firm Placement Certification Form

If you are interested in having a student extern in your office, please complete and return the following to the Office of Pro Bono Outreach and Experiential Learning. We will follow-up with you within two weeks of receipt to finalize the approval process. If you have questions or concerns, please contact Prof. Renata Turner at (404) 872-3593 ext. 251 or rturner@johnmarshall.edu or Prof. Bridgett Ortega at ext. 127 or bortega@johnmarshall.edu.

Firm Name: _____
Supervising Attorney: _____
Address: _____

Telephone: _____
Email: _____
Major practice areas: _____

Please initial where appropriate:

- the office has pro bono cases referred by a legal service provider.**
 the student will work on cases related to one of the following specialty practice areas:
- | | |
|--|---|
| <input type="checkbox"/> Immigration | <input type="checkbox"/> Health Law |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Criminal Law |
| <input type="checkbox"/> Alternate Dispute Resolutions | <input type="checkbox"/> Entertainment and Sports Law |
| <input type="checkbox"/> Estates, Wills and Trusts | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Tax | <input type="checkbox"/> Bankruptcy |

- the firm or supervising attorney has been in practice for five or more years**
 the supervising attorney(s) is in good standing with the State Bar of Georgia
 there are no current or past disciplinary actions against the supervising attorney(s)
 the student will not receive compensation
 the externship meets the criteria of an internship program under the Fair Labor Standards Act in that:

1. The externship is similar to training which would be given in an educational environment;
2. The externship experience is for the benefit of the student, not the employer;
3. The student will not displace regular employees, but will work under close supervision of existing staff;
4. The employer derives no immediate advantage from the activities of the student and may occasionally even be impeded by those activities;
5. The student is not necessarily entitled to a job at the conclusion of the externship; and
6. The employer and student understand that the student is not entitled to wages for the time spent in the externship.

___ I understand that a site visit may be required and agree to be available for a scheduled visit during the semester.

___ I certify that the student is not a relative of any attorney or staff person at the firm.

___ I agree to supervise the student in accordance with the guidelines of the Atlanta John Marshall Externship Program. Please send an email request to rdturner@johnmarshall.edu for a copy of the Supervisor's Manual for a complete list of the guidelines and policies

Supervising Attorney: _____

Supervising Attorney's Signature: _____

Date: _____

A P P E N D I X C

EXTERNSHIP WEEKLY TIME SHEET AND ACTIVITY FORM

Student Name: _____

Semester: Fall 201__ Spring 201__ Summer 201__

Sponsoring Agency: _____

Supervising Attorney: _____

TOTAL HOURS NEEDED FOR CREDITS: _____

WEEKLY TIME RECORD

Dates: From _____ to _____ Total Hours this Week: _____ Hours to Date: _____

Date	Total Hours	Activities Performed

Educational Goals met this week

FIELD PLACEMENT SUPERVISOR (Signature)

APPENDIX D

EXTERNSHIP MIDTERM EVALUATION

Student Name: _____ Date of Evaluation: _____

Semester: Spring 20____ Summer 20____ Fall 20____

Sponsoring _____ Office: _____

Field _____ Supervisor: _____

Thank you for your support, supervision and mentoring of this law student. Your candid evaluation of this student is much appreciated. Please provide specific examples and enough detail to inform the student and instructor of the student's progress in the specific areas noted below. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT.

Please check the types of legal tasks, assignments or other activities performed by student.

- | | | | | | |
|-------------------|--------------------------|--------------------------------------|--------------------------|----------------|--------------------------|
| Research | <input type="checkbox"/> | Legal writing e.g. memoranda; briefs | <input type="checkbox"/> | Criminal Cases | <input type="checkbox"/> |
| Court appearances | <input type="checkbox"/> | Case preparation | <input type="checkbox"/> | Observation | <input type="checkbox"/> |
| Client Interviews | <input type="checkbox"/> | Civil Cases | <input type="checkbox"/> | Other _____ | |

Has the student performed his/her assignments satisfactorily? Please provide details.
Please describe the progress the student has made during the course of the semester. (e.g. improvements toward the educational goals identified at the beginning of the semester, using examples if possible).
Please describe the student's level of professionalism (e.g. attire, attendance, punctuality, thoroughness, attention to detail)
What does student need to do to meet your expectations for this externship?
Do you have any concerns regarding the student's performance? If yes, would you like to schedule a mid-term conference with our office?

How can the law school support you as a supervising attorney?

Additional comments:

STUDENT TOTAL HOURS COMPLETED AT MIDTERM _____

Supervisor's Signature

Date

Please Return Completed Form to:

Professor Renata D. Turner
Externship Program Director
John Marshall Law School
1422 W. Peachtree Street, N.W.
Atlanta, Georgia 30309
(404) 872-3593, Extension 251
(404) 873-3802 Fax
E-Mail: extern@johnmarshall.edu

APPENDIX E

EXTERNSHIP FINAL EVALUATION

Student Name: _____

Date of Evaluation:

Semester: Spring 20____ Summer 20____ Fall 20____

Sponsoring

Office:

Field

Supervisor:

Thank you for your support, supervision and mentoring of this law student. Your candid evaluation of this student is much appreciated. Please provide specific examples and enough detail to inform the student and instructor of the student's progress in the specific areas noted below. PLEASE DISCUSS YOUR EVALUATION WITH THE STUDENT.

Please describe types of legal tasks, assignments or other activities performed by student:

Research and Analytical Skills

Is the student able to bring his or her knowledge of legal principles to bear in analyzing cases?

Is s/he able to recognize and properly identify legal issues in case fact patterns?

Has s/he shown creativity in framing facts to legal advantage?

Is s/he able to distinguish relevant from tangential issues?

Is the student skilled with utilizing both computer and print resources?

Rating

Please rate the extern using the following scale:

1 = Unacceptable	Performance consistently fails to meet minimum expectations.
2 = Needs Improvement	Performance occasionally falls short of minimum expectations.
3 = Satisfactory	Performance meets minimum requirements; no evidence of particular strength or serious deficiency.
4 = Good	Performance meets expectations, competent.
5 = Excellent	Performance effective and strong, frequently beyond expectations.
6 = Outstanding	Performance consistently and significantly above expectations, on par with an entry level attorney.

Writing Skills

Does the student use proper grammar, spelling, and citation format?

Does the student appreciate the differences in style among the different forms of legal writing (e.g. analytical for memoranda, argumentative/advocative for motions/pleadings)?

Is the student's written work well organized, concise and clear?

Rating _____

Legal Knowledge

Has the student demonstrated adequate familiarity with basic concepts of applicable law and procedure?

Is the student adept at grasping legal problems and at fashioning solutions to them independently?

Have you seen progress in these areas?

Oral Skills/Advocacy

Is the student able to communicate clearly concerning legal matters?

Is the student able to “think on his or her feet” and respond to extemporaneous questions?

Is the student able to communicate in a manner appropriate to the particular audience (e.g., clients, supervising attorneys, staff, judges, etc...)

How would you describe his or her demeanor and efficacy in the courtroom?

Rating

Attitudes and Work Habits

Does the student seem eager to learn?

Is s/he able to accept constructive criticism?

Has the student’s attendance, punctuality, industriousness, and attention to detail been satisfactory?

Does the student know how and when to ask for help?

Rating

Professionalism and Ethics

Is student properly attired for work?

Has s/he demonstrated maturity, good judgment and sensitivity in interactions with other staff, attorneys, judges and clients?

Does the student recognize ethical problems as they arise and deal with them appropriately?

Does s/he seem properly reflective concerning the ethics of legal practice?

Has s/he conformed to confidentiality protocols?

Rating

Professional Development

Has the student improved since the mid-term evaluation?

What advice do you have for this student for his/her future professional development?

Law School Support

What can the law school do to better prepare students for externships in your office?

How can the law school support you as a supervising attorney?

Additional Comments:

STUDENT TOTAL HOURS COMPLETED _____

Supervisor's Signature

Date

Please Return Completed Form to:

Professor Renata D. Turner
Externship Program Director
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