Please complete and sign this form, and return it to your professor. Please note that you will be required to complete the additional paperwork referenced below if your placement involves regular contact with minors.

Georgetown University Law Center
Externship Student Agreement

Student's name, year and GU ID: ________________________________

Student's start and end dates (not to exceed the last day of classes):

Placement Agency/Organization: ________________________________

Supervisor's phone number: ________________________________

Supervisor's email address: ________________________________

I. Students must satisfy all program requirements to remain in the program and receive academic credit. Detailed policies regarding JD Externship program requirements can be found in the syllabus of your seminar.

II. At the beginning of the field placement, the supervising attorney and the student should meet and agree on the specific objectives of the externship. Consideration should be given to these standards as well as the stated objectives of the placement, the current case load of the office and the student’s pedagogical goals. Throughout the semester, the supervisor and the student should assess if these objectives are being met and if not, how best to achieve them.

III. Conflicts that arise between a student and supervising attorney should be brought to the immediate attention of the Externship Director.

IV. The Student will abide by (i) all laws, rules, policies and procedures of the Organization that are applicable to the Student, and (ii) his or her ethical obligations as a lawyer, including protection of client confidences.

V. In addition to work at the Organization, the Student is required to submit weekly time sheets and enroll in a one credit JD Externship seminar. All class sessions are mandatory. Students are required to complete and turn in all assignments for classroom sessions at the time indicated by the professor.

VI. The Student will receive academic credit at Georgetown Law as follows:
A. Students who work at the Organization for a minimum of 15 hours per week for a minimum of eleven weeks, for a total of at least 165 hours, will receive 3 pass/fail field placement credits.

B. Students who work at the Organization for a minimum of 10 hours per week for a minimum of eleven weeks, for a total of at least 110 hours, will receive 2 pass/fail field placement credits.

C. All students will receive one classroom credit for the one credit seminar. For its inaugural semester only (Spring 2016) the seminar will be graded on a pass/fail basis, and will not count towards the 7 credit pass/fail limit.

VII. Any Student who will be externing with an organization, program, or activity that involves contact with minors, must contact the Assistant Director of Clinical Programs, Bernice Ines Kerr, at api5@law.georgetown.edu to complete additional paperwork.

________________________________________
Student                                      Date