

Georgetown University Law Center
Supervision Agreement for Field Supervisors

Student's name, year and GU ID:

Student's start and end dates

(*not to exceed April 28, 2012*):

Supervisor's name and title:

Supervisor's phone number:

Supervisor's email address:

Name of placement organization and address where student will perform his or her work:

Georgetown University Law Center awards two hours of academic credit to students who successfully complete a field placement. In order to assure that the field placement has significant learning value for students, the Law Center requires that field supervisors agree to comply with the following supervision requirements (*please check off each section*):

- I. ***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.

- II. ***Students should be assigned to attorneys on a one-to-one basis to the fullest possible extent.*** The student must be located at the same site as the supervising attorney, and the supervising attorney must be accessible to the student. Supervising attorneys should not commit to supervision during semesters in which they will be traveling frequently.

- III. ***Students should approximate working as lawyers to the maximum extent but always under the direct supervision of a lawyer.*** Where possible, assignments should be made so that students are present when the lawyer ascertains the client's goals and then asked to assist in the next appropriate step toward accomplishing those goals. Students should be involved in, not just observers of, the strategic decision-making process in matters on which they are doing work. Assignments should be challenging and interesting to the student, yet not overwhelming. Students should be actively encouraged to take on the most challenging work they can reasonably handle.

- IV. ***Where possible students should be involved in the preparation of final documents and/or presentations that will actually be submitted to court, agency, client, opposition, etc.*** Students should be given sufficient time to accomplish a project so that it can be submitted, after approval by a supervisor, as a final document (consistent with pertinent court rules relating to the unauthorized practice of law).
- V. ***Students should not be asked to spend more than a minimal amount of time on menial tasks, e.g., filing, library updating, indexing, etc.***
- VI. ***Going to court, attending meetings and depositions, and being present and assisting during client meetings, etc. are all encouraged. To the extent possible, these activities should take place in connection with, and be an integral part of, the student's work assignments.*** For example, if the student prepared a motion or a portion of a trial brief, he/she should be allowed to attend the argument or a portion of the trial. If a strategy session takes place with clients or outside attorneys on a matter the student is working on, the student should be invited to attend. If the student prepared questions or a witness for a deposition, the student should be invited to attend.
- VII. ***An active and well thought out supervision and feedback process between the supervising attorney and the student throughout the semester is essential.*** Supervision and feedback procedures should include the following:
- A. When a matter is assigned to the student, the student and supervising attorney should discuss the objectives (immediate and long-term) of the client and the organization. The discussion also should include the relative importance of the matter to the organization, with an explanation of the type of student work that will be useful as opposed to having only marginal utility. Time deadlines and other expectations should be specified, and should take into account both parties' workloads. The student also should be advised of the full range of resources, methods and materials available in doing the job.
- B. While the student should be encouraged to work independently, the supervising attorney must make him/herself available throughout the project to answer the student's questions and discuss the issues.
- C. When a first draft is completed, the supervising attorney should review the work for its overall effectiveness and give the student a critique of the work product as to accuracy, style, clarity and persuasive content. We encourage supervising attorneys to ask the student to redraft a document as many times as necessary until the supervising attorney is satisfied.
- D. Before, during, or after the work is completed, the supervising attorney and the student should discuss:
- (1) alternative methods of handling the matter;
 - (2) the relationship of the specific job to the larger substantive, procedural or practical issues involved, e.g., a specific motion should be discussed within the context of motion practice in general; and

- (3) any policy, career, professional or ethical consideration contained in the matter.

- VIII. ***At the end of the externship, and at regular intervals during semester, the supervising attorney shall provide the student with a comprehensive assessment of his/her performance, including both strengths and areas for further development.*** In meeting the Law Center's reporting requirements, the supervising attorney should review his/her report with the student and can use the report as an additional means of providing comprehensive feedback to the student. We will provide an evaluation form as a guide to the evaluation process.
- IX. ***Mandatory class sessions*** (a total of five throughout the semester) may conflict with externship hours; we greatly appreciate your cooperation in allowing students to make-up these hours in order to attend the mandatory class sessions.

Please note: Georgetown University Law Center does not provide malpractice insurance for students in field placements.

I agree to comply with these supervision requirements. Furthermore, I understand that failure to comply with these supervision requirements could result in the above named Georgetown Law student not receiving credit for his or her work. I also understand that failure to comply with these supervision requirements may prevent Georgetown Law Students from receiving credit for work with my agency or organization in the future.

Signature of Supervisor

Date

Please return via email to:

jdexternships@law.georgetown.edu

Carmia N. Caesar
Director, Externships and Public Interest Law Scholars
Tel: (202) 661-6677

Supervision Agreement forms can be turned in before or after the first week of classes.