

# Supervision Agreement for Externship Field Supervisors for 2024-2025

**\*\*\*This section must be reviewed and signed by the field supervisor\*\*\***

Student's Name:

Name of Organization:

Supervisor's Name:

Supervisor's Title:

Supervisor's Direct Phone#:

Supervisor's Email\*:

Dates of Externship:

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:

- 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 externship, 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.*** If this is an in-person placement, 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. Students must meet frequently with their placement supervisors throughout the externship (the minimum frequency to be once per week). ***If the placement is a telework experience, these meetings will be held, whenever possible, in a virtual meeting space and not only by email or telephone (i.e.; please use Zoom, Skype, Microsoft Teams, etc.).*** Georgetown Law can arrange Zoom meeting rooms for such supervision meetings as needed.
- III. ***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. ***If this is a remote placement, the experience must be comparable to the experience the student would have had if the student had been working in person at the host organization.***

- VIII. ***Students must work a minimum of 10 hours a week for 11 weeks over the course of the semester. In no case may they work more than 20 hours a week. If the externship is at a for-profit entity, the student's work product and time cannot be billed to a client.***
- IX. ***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.
- X. ***At the end of the externship, and at regular intervals during externship, the supervising attorney shall provide the student with an 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.

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

I agree to comply with these supervision requirements.

---

Signature

Date

PLEASE RETURN TO:

Molly Jackson  
Director  
LL.M. Externship Program  
Office of Graduate Careers  
Georgetown University Law Center  
600 New Jersey Avenue, N.W.  
Washington, D.C. 20001-2002  
Phone: (202) 662-9853  
[jacksonm@georgetown.edu](mailto:jacksonm@georgetown.edu)