

**Georgetown University Law Center  
J.D. Externship Program  
Rule 304(d) Agreement**

Georgetown University Law Center’s J.D. Externship Program (“Externship Program”) provides students with the opportunity to participate in judicial, governmental, and nonprofit externships.

To formalize the externship, the American Bar Association requires:

a written understanding among the student, faculty member, and a person in authority at the field placement that describes ... the substantial lawyering experience and opportunities for performance, feedback and self-evaluation [the student extern will receive]; and ... the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student[.] **ABA Standard 304(d)(i)(2021).**

Georgetown Law’s Rule 304(d) Agreement outlines the expectations for the Field Supervisor, Student Extern, and the J.D. Externship Program (which includes the Director of Experiential Education and Adjunct Externship Faculty Members) related to the Student Extern’s participation in the J.D. Externship Program.

**Demographic Information**

**Student’s name, year, NetID:**

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**Student’s start and end dates**  
*(Students must begin their externship by Friday, February 4, 2022, and their end date is not to exceed Friday, April 29, 2022, the last business day of classes):*

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**Field Supervisor’s name:**

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**Field Supervisor’s title:**

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**Field Supervisor’s email address:**

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**Field Supervisor’s telephone number:**

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**Field placement/Organization mailing address:**

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The Field Supervisor, Student Extern, and J.D. Externship Program agree as follows:

1. This externship is unpaid.
2. The Student Extern is the primary beneficiary of this externship.
3. The fieldwork component of the externship will provide the Student Extern with a “substantial lawyering experience” that is “reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks” while “under the supervision of a licensed attorney or an individual otherwise qualified to supervise”<sup>1</sup> at the field placement. **ABA Standard 304(d)(2021).**

### **Field Supervisor Responsibilities:**

1. Field Supervisor will meet with the Student Extern at the beginning of the semester to discuss the Student Extern’s Externship Learning Goals Plan, and will only approve the Learning Goals Plan if it appears that the Student Extern will have the opportunity to achieve the identified goals.
2. Field Supervisor understands that the Student Extern should be provided multiple opportunities for performance and feedback that will assist the student in making progress toward the Student Extern’s individual learning goals.
3. Field Supervisor has read the *Capital Area Consortium on Externships (CACE) Manual for Extern Supervisors – Best Practices* and agrees to follow the educational goals and program guidelines stated therein.
4. Field Supervisor accepts primary responsibility for overseeing the Student Extern’s work at the placement throughout the semester and monitoring the progress of all work assigned to the Student Extern.
5. Field Supervisor will ensure that the Student Extern receives an orientation to the rules, policies, procedures, methods, and operations of the field placement organization or office.
6. Field Supervisor agrees that the Student Extern will be assigned tasks representative of work that would be assigned to a law clerk or entry-level attorney at the field placement (*keeping in mind that the Student Extern is not yet authorized to practice law*), including opportunities to perform a variety of legal tasks and exposure to a variety of legal or policy issues regularly encountered at the placement.
7. Field Supervisor agrees that the Student Extern will not engage in student practice.
8. Field Supervisor agrees that the Student Extern will not engage in any partisan political campaign activity (e.g., tasks in any way related to a political campaign or political action committee) or support any such activity, nor will the student engage in lobbying.

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<sup>1</sup> Georgetown Law defines “an individual otherwise qualified to supervise” as someone qualified to assign, review, and give substantive feedback on a student’s legal or policy work. In addition, please note that the J.D. Externship Program does not permit student externs to be supervised by a field supervisor who is related to them.

9. Field Supervisor agrees that, to the greatest extent practicable and appropriate, the Student Extern will be offered opportunities to participate in and/or observe various aspects of cases or projects related to the substance of assignments that the Student Extern has been given.
10. Field Supervisor agrees that the Student Extern will be provided with specific, individualized, consistent, and timely feedback on the Student Extern's work.
11. Field Supervisor agrees that the Student Extern will not be regularly assigned clerical tasks (e.g., filing, photocopying) or other non-legal work.
12. Field Supervisor agrees to provide the Student Extern with an adequate workspace at the field placement site and the necessary tools and resources to complete their assignments at the field placement site, if the Student Extern is working at the field placement site. If the Student Extern is working remotely, then the Field Supervisor agrees to provide the Student Extern with the necessary tools and resources to complete their assignments remotely.
13. Field Supervisor agrees to complete and submit two evaluations of the Student Extern's performance – a Mid-Semester Survey and an End-of-Semester Evaluation – and meet with the Student Extern at the mid- and end-of-semester points to discuss the Student Extern's performance.
14. Field Supervisors who telework or spend considerable time away from the office agree to identify another individual who is qualified to supervise to whom the student can report to or secure additional assignments from when the field supervisor is absent from the office.

#### **Student Extern Responsibilities:**

1. Student Extern has read the *Georgetown Law J.D. Externship Program Student Extern Manual* and agrees to comply with the educational goals and guidelines stated therein.
2. Student Extern has (if applicable) discussed potential conflicts of interest and mechanisms for avoiding conflicts of interest with the Field Supervisor/another appropriate individual at the field placement.
3. Student Extern agrees to complete the Externship Learning Goals Plan for the externship and will discuss their goals with their Field Supervisor and Seminar Professor.
4. Student Extern agrees to perform work assigned by the Field Supervisor, or other supervising attorneys/individuals otherwise qualified to supervise, in connection with the externship.
5. Student Extern agrees to follow directions, seek clarification and advice in a timely fashion, and comport oneself with professionalism and integrity throughout the externship.
6. Student Extern agrees to set a regular work schedule with their Field Supervisor and seek permission, in advance, for any changes or modifications to their work schedule.

7. Student Extern agrees to (i) maintain a weekly time sheet of work performed at the field placement (being mindful of field placement/client confidentiality and any other pertinent considerations); and (ii) timely submit those time sheets every two weeks via Canvas.
8. Student Extern agrees to comply with the Rules of Professional Conduct of the jurisdiction in which the placement is located, together with any other rules, guidelines, or policies applicable to the particular field placement, including protecting all confidential and privileged information of the placement and its clients.
9. Student Extern agrees to promptly attend all externship seminar classes and the mid-semester meeting, and timely complete all class assignments/requirements.
10. Student Extern agrees to reflect contemporaneously on the observations, experiences, professional/ethical considerations, and other opportunities for performance and learning presented by the externship.
11. Student Extern agrees to complete and submit a Mid-Semester Survey and End-of-Semester Evaluation of the field placement.
12. Student Extern acknowledges that they meet all J.D. Externship Program requirements. Detailed policies and requirements are outlined in the *Student Extern Manual*.
13. Student Extern understands that they will receive academic credit for the externship course as follows:

|                          | <b>Fall or Spring Externships</b>  | <b>Summer Externships</b>  |
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| <i>Fieldwork Hours</i>   | <ul style="list-style-type: none"> <li>• 10 or 15 hours per week for <b>at least</b> 11 weeks</li> <li>• 110 or 165 total fieldwork hours completed</li> </ul>   | <ul style="list-style-type: none"> <li>• 18.5 or 27.5 hours per week for <b>at least</b> 6 weeks</li> <li>• 110 or 165 total fieldwork hours completed</li> </ul>  |
| <i>Fieldwork Credits</i> | <ul style="list-style-type: none"> <li>• <b>3 Pass/Fail Credits:</b> 15 hours per week of fieldwork at the placement for at least 11 weeks during the semester</li> <li>• <b>2 Pass/Fail Credits:</b> 10 hours per week of fieldwork at the placement for at least 11 weeks during the semester</li> </ul> | <ul style="list-style-type: none"> <li>• <b>3 Pass/Fail Credits:</b> 27.5 hours per week of fieldwork at the placement for at least 6 weeks during the summer session</li> <li>• <b>2 Pass/Fail Credits:</b> 18.5 hours per week of fieldwork at the placement for at least 6 weeks during the summer session</li> </ul> |
| <i>Seminar Credits</i>   | <ul style="list-style-type: none"> <li>• 1 Graded Credit</li> </ul>  | <ul style="list-style-type: none"> <li>• 1 Graded Credit</li> </ul>  |

#### **J.D. Externship Program Responsibilities:**

1. The J.D. Externship Program oversees all field placements and externship seminars. The J.D. Externship Program will ensure that each student receives contemporaneous, faculty-guided reflection through a seminar taught by an assigned Adjunct Faculty Member.

2. The J.D. Externship Program, through the externship seminar, will provide instruction on various professional skills that will assist the Student Extern in their contemporaneous externship experience, and after law school in their legal career.
3. The J.D. Externship Program, through the Adjunct Faculty Member, will assure the educational quality of the Student Extern's experience and evaluate the Student Extern's academic performance in the seminar.
4. The J.D. Externship Program, through the Adjunct Faculty Member, will review and evaluate the Student Extern's Learning Goals Plan, seminar assignments, time sheets, and mid-semester and end-of-semester evaluations to ensure Student Extern's educational goals are being achieved.
5. The J.D. Externship Program, through the Adjunct Faculty Member, will meet regularly with the Student Extern via the biweekly seminar and a mid-semester meeting. These class sessions will ensure ongoing contemporaneous reflection and assess the Student Extern's overall progress toward their individual learning goals. The Adjunct Faculty Member will meet with Student Extern more often, as needed, to assure overall educational progress.
6. The J.D. Externship Program will offer Field Supervisors periodic trainings to support their management of the externship experience.
7. The J.D. Externship Program will maintain regular communication with Field Supervisors and provide relevant information and materials, including but not limited to the *CACE Manual*.
8. The J.D. Externship Program will be available to assist the Student Extern and/or Field Supervisor if questions or concerns arise about the externship during the semester.

**Agreed upon by:**

Field Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Student Extern \_\_\_\_\_ Date: \_\_\_\_\_

Director of Experiential Education Juliana C. Siconolfi Date: September 27, 2021