Externship Handbook

Fall 2020 - Spring 2021

Course Requirements, Policies and Forms
JOURNALS AND TIMESHEETS MUST BE RECEIVED BY 4:30 P.M. ON THE LAST DAY OF THE SEMESTER IN ORDER TO EARN CREDIT.

The Basics:

- All externships must be approved in advance by Prof. Grace Orsatti, Externship Director. Students must complete the Externship Application available online or near the end of this document as soon as they have been accepted by a site. Once the completed Externship Application is received, the externship office will determine if it is to be approved. If approved, the registrar’s office will be notified by the externship office.
- **Journal topics and due dates will be provided by the individual seminar professors.**
- All externships are graded Pass/Fail.
- If you have a pending or secured externship, you must attend one of the mandatory orientation meetings during the first week of the semester.
- Externs can only earn academic credit for work performed. Monetary compensation is prohibited.
- The enclosed Memorandum of Understanding is due within the first two weeks of work.
- Timesheets must be signed by a supervisor who is an active member of the bar or credit will not be given for those hours. Signed timesheets may be submitted via Blackboard. Each timesheet may contain one or two week’s work only. Timesheets that are not descriptive will be returned.
- Students must submit journals to Mrs. Licciardello or their seminar professor.
- It is the extern’s responsibility to submit all required documents on time.
- **SIGNED TIMESHEETS ARE TO BE SUBMITTED BI-WEEKLY TO MRS. LICCIARDELLO OR PROF. ORSATTI.**
- **PLEASE KEEP A COPY OF ALL YOUR TIMESHEETS AND JOURNALS.**

Contact Information:

Tribone Center for Clinical Legal Education
912-914 Fifth Avenue
Pittsburgh, PA  15219
412-396-4704
STUDENT INFORMATION

1. **Eligibility.** Second and third-year law students with a cumulative GPA of 2.0 or higher are eligible to participate in an externship. Students with an overall GPA **below a 2.0** may be ineligible for participation at an approved placement, and should notify the director at the first appointment to determine eligibility. Students must meet with Prof. Grace Orsatti, Externship Director, before an externship can be approved.

2. **Externships.** **PLACEMENTS MUST BE UNPAID.** New externships can be approved if they provide a significant opportunity not otherwise available, meet clinical educational objectives and department standards, and afford adequate field and faculty supervision. The process of approving a new placement can be lengthy. Students seeking approval of a new placement are encouraged to contact the Tribone Center the semester prior to receiving credit.

3. **Credit.** Hours cannot be accrued during travel time, lunch, breaks, or holidays. Credit can be granted only after satisfactory completion of 46 hours of work for 1 credit, 93 hours of work for 2 credits and 140 hours of work for 3 hours of credit. For externships in excess of 3 credits, including students seeking to continue at the same placement for additional credit, students must confer with the externship supervisor and seek approval. No more than 18 non-classroom credits may be counted towards the J.D. degree. The Financial Aid office will be able to inform a student of the cost per credit, and financial aid may be dependent upon the number of credits assigned. For questions about tailoring an externship program in view of financial aid considerations, particularly for summer externship programs for which students are responsible for tuition costs per credit as defined by Duquesne University School of Law, please contact the Financial Aid office.

4. **Seminar requirements.** Concurrent enrollment is required in a corresponding seminar. Students who have previously been enrolled in an externship must also complete a seminar. Students will be placed in the appropriate seminar when they submit their registration paperwork. Seminar hours DO NOT count towards externship hours.

5. **Reporting requirements.** Timesheets may be hand-delivered, emailed or faxed to Ms. Licciardello or Professor Orsatti.

6. **Evaluations.** Field supervisors are to complete mid-term and final evaluations of their externs. The mid-term evaluation is intended to encourage discussion between the extern and supervisor about the externship’s direction and progress. The final evaluation is completed by the supervisor alone. Externs must also complete a Student Externship Evaluation at the end of the externship.
EXTERNSHIP COURSE REQUIREMENTS

1. Memorandum of Understanding Agreement (enclosed)
   • The Memorandum of Understanding Agreement must be signed by you and your supervising attorney and returned to Ms. Licciardello within the first 2 weeks of school.

2. Course Components
   • Perform all hours
   • Submit weekly signed timesheets
   • Submit timely journals
   • Submit evaluations
   • Attend corresponding externship seminar

3. Hours
   • Orientation and training hours at your placement count towards your hourly requirements.
   • All hours must be completed at your placement site or credit will not be awarded for time spent traveling to and from the externship and time spent on break.
   • Students are not allowed to work in environments where they are not directly supervised by an attorney. If in doubt, consult Prof. Orsatti for guidance.
   • It is your responsibility to provide your supervisor with your schedule including: The days and times you will work, any time you plan to take off (e.g., spring break), and when you plan to complete your hours.

4. Timesheets
   • The earliest date to record hours is the first day of class.
   • Timesheets are due bi-weekly. If you foresee a problem, you must notify Professor Orsatti or Ms. Licciardello. At the discretion of the director, timesheets that are late may not be counted.
   • Timesheets must be signed and returned by your supervising attorney, not a paralegal or a secretary.
   • Unsigned timesheets will not be accepted. The hours will not count.
   • The “Description of Activity” section must be completed. One to two sentences will suffice.
   • Hours are to be reported in quarter increments, i.e. .25, .50, .75.
   • Working lunches may be counted.
   • The last date to earn hours is the last day of exams.
   • Keep copies of all timesheets for your records.

5. Reflective Journals
   • All journals are kept confidential and will only be read by the externship seminar professors.
   • Journals must be prepared according to the confidentiality policies of your placement.
   • Journals are required, but may not be counted towards externship hours.

6. Seminars
   • Attendance will be taken. It is your responsibility to find out the allowable number of absences from the professor.
   • Semester-long attendance is required even if your externship is completed early.

7. Evaluations
   • It is your responsibility to meet with your supervising attorney to discuss your Mid-Semester Performance Evaluation as well as reminding your supervising attorney to complete same.
The Student Externship Evaluation contained in this packet is due at the end of your externship.

Your supervising attorney will also complete a Final Performance Evaluation when your externship has been completed. You need not be present for this evaluation.

8. Grading

A passing grade will only be given when all the following criteria are met;

i. All fieldwork hours are completed and documented.

ii. All journals are received.

iii. A favorable Mid-Semester and Final Performance Evaluation from the supervising attorney has been received.

iv. The Student Externship Evaluation has been received.

v. Students have attended the required number of seminars.

9. Problems

If students encounter any problems at their placement they should immediately contact the Externship Director, Prof. Grace Orsatti at 412-396-1214 or orsattig@duq.edu. All comments will be kept confidential.
**EXTERNSHIP COURSES**

**SEMINARS**

A corresponding seminar must be taken in conjunction with all externships. Seminars meet every other week. Time in the seminar class does not count towards externship, but is required. Students will not receive a passing grade in their externship without completing the appropriate seminar.

If there is a time conflict between a student’s corresponding seminar and another class, the Clinical Programs Office will seek to place the student in a seminar that works best. As the seminar is an ABA externship requirement, only under special circumstances may the seminar be waived. Decisions are made on a case-by-case basis by the Clinical Programs Office.
The Duquesne University School of Law Externship Program is an integral part of the academic curriculum and provides an experiential learning opportunity that exposes students to the practice of law beyond the classroom. The program allows Law Student Externs, Field Placement Supervisors (supervising attorneys), and Advising Faculty Members to engage in a collaborative learning experience. The Law School recognizes the value that externship placements provide students by incorporating real-world experiential learning into the curriculum to cultivate skilled and knowledgeable students with the competencies, learning, and professionalism to excel. The Law School recognizes and appreciates that the uniqueness and success of this program rests upon the efforts and quality of the skilled Field Placement Supervisors. We hope that our externship program will benefit both you and our student. This Memorandum describes the roles and responsibilities of the parties to this agreement, as set forth below:

Statement of Educational Objectives
Duquesne University School of Law provides its students with opportunities to work and learn in a variety of settings outside the Law School. Students are permitted to earn academic credit by participating in legal work under the supervision of attorneys in government agencies, judges’ chambers, non-profit organizations, and select for-profit placements. Such experiences are intended to help Duquesne University School of Law students develop a wide range of skills and to enrich the learning that takes place in doctrinal courses. In addition, externships promote students’ professional and career development, by introducing them to legal organizations and institutions. The educational goals of Duquesne University School of Law’s Externship Program are as follows:

- Development of Lawyering Skills
  Placements should offer opportunities for students to understand and develop some of the basic competencies required for legal practice e.g.
  - legal & factual research
  - written & oral communication
  - client & witness interviewing
  - client counseling
  - negotiation
  - investigation
  - time management
  - case planning & strategizing
  - cultural competency
  - and collaboration

- Development of Professional Identity
  Consideration of the lawyer’s professional role and accompanying responsibilities, relevant ethical rules and attendant compliance, and identification of professional values beyond codified rules.

- Development of Self-Evaluative Skills
  Placements should provide students opportunities for active learning through experience, feedback, and reflection.

- Analysis of Legal Systems and Institutions
  Placements should provide students opportunities to analyze and assess various legal institutions and systems—including but not limited to the organizations within which students perform their fieldwork.
Roles and Responsibilities

A. Field Placement Supervisor:

1. The Field Placement Supervisor will make reasonable efforts to provide the opportunity to observe substantive legal work that is of the same level of rigor and complexity as would be assigned to a first-year lawyer in the same office. This legal work should normally include several of the following:
   - conducting legal research
   - conducting factual investigation and research
   - drafting legal documents, such as letters, pleadings, orders, and briefs
   - participating in or attending a negotiation session or settlement conference
   - participating in preparation for a hearing, deposition, or similar proceeding
   - preparing comments on proposed agency regulations or preparing testimony for an administrative agency hearing
   - participating in or attending sessions in which the lawyers counsel clients of the host organization

2. The Field Placement Supervisor will arrange for access to the resources necessary to work and learn effectively, including an adequate work space.

3. The Field Placement Supervisor will give the Law Student Extern assignments chosen for their educational value, making all efforts to exclude to the extent possible purely clerical, secretarial or paralegal work that is of little or no instructional value or is otherwise incommensurate with law school credit.


5. The Field Placement Supervisor will give clear communication concerning assignments, will generate and offer feedback regarding the Law Student Extern’s work product, and should provide training, mentorship and opportunities to shadow other attorneys in their work, and arrange for the Law Student Extern’s meaningful inclusion in the larger life and mission of the office, including meetings, conference calls, hearings and other available opportunities for learning.

6. The Field Placement Supervisor will promptly notify the Program Director, as above, if the Law Student Extern fails to meet their responsibilities as set forth below in Part D.

7. The Field Placement Supervisor will help arrange for a visit by the Advising Faculty Member or other agent of the Law School to the Field Placement, if requested.

8. During the externship, the Field Placement Supervisor will provide evaluations of the Law Student Extern’s educational experience and performance using the Field Placement Supervisor’s Mid-Term Evaluation and at the end of the externship by using the Field Placement Supervisor’s Final Evaluation.

8. During the externship, the Field Placement Supervisor will provide evaluations of the Law Student Extern’s educational experience and performance using the Field Placement Supervisor’s Mid-Term Evaluation and at the end of the externship by using the Field Placement Supervisor’s Final Evaluation.
B. Program Director

1. The Program Director will communicate the Externship Program’s requirements, including those of the American Bar Association Standards, the Law School Externship Policy, and other guidelines, to the Law Student Extern and the Field Placement Supervisor, and will ensure that the externship meets these requirements.

2. The Program Director will enforce rules and expectations of the externship regarding professionalism and workplace conduct, with measures up to and including removal of a Law Student Extern from an externship.

3. The Program Director will administer classroom sessions for the Law Student Extern during the externship semester.

4. The Program Director will visit the Field Placement, or will arrange for a visit by another agent of the Law School, or any other such person, as required by the ABA Standards or the Duquesne University School of Law Externship Policy, or if the Advising Faculty Member considers it appropriate under the circumstances.
C. Advising Faculty Member

Where applicable, the Advising Faculty Member will provide the student with contemporaneous faculty-guided reflection through contemporaneous classroom sessions.

D. Law Student Extern

The Duquesne University School of Law extern agrees to:

1. Be familiar with, and comply with, all Duquesne University School of Law Clinical Programs policies and procedures as set forth in the document provided to the student entitled Duquesne University School of Law Externship Handbook as well as with any other requirements or policies contained in the Law School Academic Bulletin.

2. Be fully aware of professional and ethical obligations at all times in the externship workplace. The law student extern agrees to adhere to the Confidentiality Policy of the Clinical Programs, as well as to familiarize themselves with, and adhere to, the confidentiality policy of the externship workplace. The Confidentiality Policy of the Clinical Programs is as follows: “Externs shall not reveal information designated as confidential by their supervisor. Externs shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure or identity of a case or client without the express advance authorization of their supervisor. Externs shall redact all written work submitted to the Clinical Programs office to preserve confidentiality.

I, ________________________________, agree that my externship with ________________ will begin ______ and end _______. I will not alter these dates without obtaining the express consent of my supervisor and Professor Grace Orsatti, Externship Director. I agree to work ____ hours per week. I agree not to discontinue my externship for any reason without first obtaining the permission of the Clinical Programs office.

I understand that it is solely my responsibility to submit all documents on time that are required to complete this externship course. It is solely my responsibility to verify with the Clinical Administrator that I have completed all course requirements on or before the last due date for the semester or summer session.

I understand that I will not receive credit for my externship unless and until this document is signed by me and my supervisor and I comply with the other requirements of the Clinical Programs office.

I have read this Memorandum of Understanding and understand and agree to comply with it. I understand that my signature reflects my agreement with the terms herein. I also acknowledge receipt of and understand and agree to comply with the document entitled Duquesne University School of Law Externship Handbook.

______________________________  __________________________
Signature of Student                   Date
1. Students must meet with the Externship Director, Prof. Grace Orsatti, before securing an externship placement. Prof. Orsatti will guide you through the externship program. 2. Students should submit a writing sample and resume and in certain cases letters of recommendation to Ms. Licciardello who will then secure the placement. 3. Good academic standing and a minimum cumulative G.P.A. of 2.0 is required. 4. Participation will be at the discretion of the Director. 5. A corresponding seminar is required unless waived.

**Registration for:** Fall ______ Spring ______ Summer _____ Year: ______ #Credits _____

Name: __________________________ ID#: __________________________ 2D/3D/2E/3E/4E/4PTD

Address: __________________________

City: __________________________ State: __________________________ Zip: __________________________

Home Phone: __________________________ Message Phone: __________________________

E-mail Address: __________________________

Prerequisites/Related Courses Completed (check all that apply):

- Bankruptcy
- Corporations
- Evidence
- Mediation
- Con. Law
- Entertainment
- Immigration
- Securities Reg.
- Copyright
- Environmental
- Juvenile
- Trial Practice

Other related courses: __________________________

**Externship Information:** *(Complete & Accurate information is required)*

Agency: __________________________

Department/Division/Judge: __________________________

Address: __________________________

City: __________________________ State: __________________________ Zip: __________________________

Supervisor: __________________________ Title: __________________________

Phone: __________________________ Fax: __________________________

E-mail: __________________________

Start Date: (mm/dd/yy) __________________________ End Date: (mm/dd/yy) __________________________

Anticipated Work Days: M ______ T ______ W ______ TH ______ F ______

Student’s Signature: __________________________ Date: __________________________

*Your signature indicates you wish to be officially enrolled and that you have read and agree to the rules and regulations in the Academic Bulletin.*

**Administrative Use Only**

- G.P.A. Verified
- Course
- Confirmation Offer Rec’vd
- Credits
- Confirmation to Supervisor
- Seminar
- Notes: __________________________

- Sent to Records: __________________________
- Director’s Approval: __________________________
DUQUESNE UNIVERSITY SCHOOL OF LAW
CONFIRMATION OF EXTERNSHIP OFFER

To be completed by the employer

Please complete this form and mail or fax it back to Duquesne University School of Law (address below). You may also email confirmation of an offer to the Prof. Grace Orsatti, orsattig@duq.edu. Please be sure to include all of the following information.

I am authorized to offer an externship position to __________________________

for the semester beginning __________________________

I have read the general requirements of externship providers and reporting requirements provided by Duquesne University School of Law and certify that these requirements will be satisfied.

In the event of a COVID-19 emergency, I am able/unable (select one) to provide the student sufficient remote work to complete their externship hours.

Name of supervising attorney or judge: __________________________

Title: __________________________

Agency/Organization: __________________________

Address: __________________________

Phone: __________________________ Fax: __________________________

Email (voluntary): __________________________

Signature of Supervisor

Fax or Mail to:

Grace W. Orsatti, Esquire
Duquesne University School of Law
Tribone Center for Clinical Legal Education
600 Forbes Avenue
Pittsburgh, PA  15282
Phone: (412) 396-1214
Fax: (412) 396-5287
orsattig@duq.edu
Due bi-weekly • Fax (412) 396-5287

Week #_____

(Please print.)

Student’s Name: ________________________________

Externship/Agency: ____________________________ Externship Supervisor: ___________________________

(Example: U.S. District Court, PD’s Office) (Immediate supervisor signs below.)

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<tr>
<th>DATE (mm/dd)</th>
<th>TOTAL HOURS¹</th>
<th>Hrs. w/ Supervisor²</th>
<th>Hrs. Independent</th>
<th>DESCRIPTION OF ACTIVITY</th>
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Total Hours³: ____________ (by quarter-hour, e.g., .25, .50, .75)

*I certify that the above hours are accurate. I understand that an intentional misrepresentation of hours will subject me to disciplinary action.

Student’s Signature: ____________________________ Date: _______

Supervisor’s Signature: ____________________________ Date: _______

Supervisor’s Printed Name: ____________________________

Office Use:

¹ Total hours worked includes the total hours the extern worked with supervision and the time the extern spent working independently.
² Hours worked with supervision includes case review meetings, telephone conferences, and court or other case required appearances.
³ Please Note: Lunch hours are excluded from fieldwork hours.
Student: 
Agency: 
Supervising Attorney: 

Please comment with respect to the factors listed below where appropriate.

**Quantity** – Amount of work performed; completion of work on schedule.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Quality** – Accuracy; neatness; thoroughness; amount of revision necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Work Habits** – Punctuality; attendance; observance of rules and regulations.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Personal Relations** – Getting along with fellow employees; meeting and handling the public; grooming.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Adaptability** – Performance in new situations or with minimum instructions; initiative (e.g., suggestions, constructive criticism.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Progress** – Speed and thoroughness of learning; efforts at self-improvement.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Ability to Write Effectively

____________________________________________________________________________________

Interviewing Ability (if applicable)

____________________________________________________________________________________

Comments and Goals

____________________________________________________________________________________

Field Supervisor’s Signature  Position  Date

____________________________________________________________________________________

Student’s Signature  Date
NAME: ____________________________________________________________

TERM & YEAR: ____________________________________________________

EXTERNSHIP NAME (include judge, dept./division): _______________________

SUPERVISOR(S): ___________________________________________________

At the completion of your externship, please complete this form as candidly and thoroughly as possible. It will not be shown to your supervisor. The information will be used by the faculty and administration to evaluate your externship experience and to assist future students. CREDIT WILL NOT BE GRANTED FOR YOUR EXTERNSHIP WORK UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE CLINIC. OUR FAX IS (412) 396-5287.

1.  PLEASE DESCRIBE YOUR WORK IN THE EXTERNSHIP PLACEMENT:

2.  WHAT COURSES DID YOU FIND HELPFUL IN PREPARING YOU FOR THIS EXTERNSHIP?

3.  WHAT COURSES, IF ANY, DO YOU THINK MIGHT HAVE BETTER EQUIPPED YOU TO LEARN FROM THIS EXTERNSHIP?

4.  WAS YOUR WORK ASSIGNED BY ONE SUPERVISOR OR BY VARIOUS SUPERVISORS INDEPENDENTLY FROM ONE ANOTHER?
5. DID YOU EXPERIENCE DIFFICULTIES IN GETTING WORK ASSIGNED TO YOU? IF SO, PLEASE EXPLAIN:

6. PLEASE IDENTIFY YOUR SUPERVISORS AND COMMENT ON THE CLARITY OF THEIR GUIDANCE OR INSTRUCTION; THE TIMING AND HELPFULNESS OF THEIR FEEDBACK AND THEIR ACCESSIBILITY TO YOU AND THEIR ABILITY OR DESIRE TO DELEGATE SUFFICIENT RESPONSIBILITY AND INDEPENDENCE TO ENABLE YOU TO HAVE A MEANINGFUL LEARNING EXPERIENCE:

7. PLEASE DESCRIBE THE ATMOSPHERE (E.G. FORMAL? BUSY? RELAXED? INTENSE?) OF THE PLACEMENT:

8. PLEASE DESCRIBE YOUR WORKLOAD (TOO LIGHT? TOO HEAVY? WELL MANAGED?)

9. WHAT DO YOU FEEL ARE THE MOST SIGNIFICANT THINGS YOU LEARNED IN THIS EXTERNSHIP?
   • ABOUT THE PROFESSION?
     • ABOUT YOURSELF?
     • OTHER?
10. Would you recommend continuing this placement in the externship program? Please explain your answer.

11. How would you rate this externship experience compared to other courses?
   _____ One of the best in school
   _____ Good
   _____ Average
   _____ Below Average
   _____ Unacceptable

12. What advice would you offer a student considering this placement?

13. What changes, if any, would you suggest be made in the externship program?
   • Clinical staff and administration?
   • Required concurrent course, if any?
   • Faculty advisors, if any?
DUQUESNE UNIVERSITY SCHOOL OF LAW
EXTERNSHIP SUPERVISOR’S EVALUATION FORM

Externship Placement: 
Field Supervisor(s): 
Student Extern: 2D, 2E, 3D, 3 PTD, 4E, 4PTD (circle one)

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<th>LAWYERING SKILLS</th>
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<td>Other Skills</td>
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<th>PROFESSIONALISM/ WORK HABITS</th>
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STRENGTHS: Please describe the extern’s contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

NEEDS IMPROVEMENT: For each category in which you rated the extern “Poor” or “Fair”, please provide examples or otherwise describe the reason for the rating:

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general or ways we might assist you better in the future?

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________

STUDENT FEEDBACK: Although not required we encourage supervisors to review evaluations with students as part of an exit interview. Please check below if you have done so:

☐ I have reviewed this evaluation with the student.

Date: ____________________

Thank you for participating in the Duquesne University School of Law Externship Program. Please return the completed form to:

S. Beth Licciardello
Office Manager
Duquesne University School of Law
Tribone Center for Clinical Legal Education
600 Forbes Avenue
Pittsburgh, PA 15282
licciardellos@duq.edu
(412) 396-4704
(412) 396-5287 fax