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.

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**DUQUESNE UNIVERSITY SCHOOL OF LAW**

**CONFIRMATION OF EXTERNSHIP OFFER**

*To be completed by the employer*

I am authorized to offer an externship position to:

for the semester beginning:

Name of supervising attorney or judge:

Title:

Agency/Organization/Law Firm:

Address:

Phone: Fax:

Email (voluntary):

Signature of Supervisor:
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, (name of law student) ______________________ 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