**University of Louisville School of Law**

**Student Arranged Externships – Course Information / Work & Learning Plan**

* Complete and return this document to the Director of Externships as soon as possible in the planning process.

**Part I. Student / Course / Site Supervisor Information**

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| Student: | Student Email Address: |
| Name of Placement Site: | Placement Site Address:  |
| Number of attorneys and non-attorneys employed by the placement site who would be available to assist the law student: |

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| --- | --- |
| Faculty Supervisor:Dan Canon | Faculty Email Address:daniel.canon@louisville.edu |

**Students may arrange placements only if the experience mirrors a currently offered externship course.** Courses are categorized based on the nature of the placement site. Indicate which category most appropriately describes the placement site:

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| --- | --- |
|  | Public Interest/Nonprofit |
|  | Criminal Justice (prosecutor or public defense) |
|  | Judicial  |
|  | Other |

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| --- | --- | --- |
| Semester:  | Credits: | Hrs/week of Externship Work: |
| Start Date:  | End Date: | Total No. of Weeks:  |
| Note: Students may earn 2-4 credits. Minimum required hours per credit is 56.(earning 2, 3, or 4 credits requires a minimum of 112, 168, & 224 hours respectively) |

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| **Attorneys who will serve as Site Supervisors** |
| **Primary Attorney Site Supervisor** | **Backup Attorney Site Supervisor** |
| Name: | Name: |
| Title: | Title: |
| Email address: | Email address: |
| Phone number: | Phone number: |
| Prior legal experience and extent of competing responsibilities: | Prior legal experience and extent of competing responsibilities: |

**Part II. Work & Learning Plan**

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| **Drawing from the list of skills set out below, list here the 2 or 3 lawyering skills to be emphasized.** (Cell will expand as needed.) |
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| **List here at least two learning goals for the student.** Explain, with specificity, new tasks the student will be able to perform at the end of the externship. (Cells will expand as needed.) |
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| **Describe here, with specificity, the planned learning opportunities.** List projects, assignments, and other activities planned for the student. For project involving research and analysis, explain the expected work product. (Cells will expand as needed. Rows can be added if needed.) |
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| **Briefly explain how the experience will deepen the student’s understanding and application of legal ethics and/or professional responsibility in this type of legal practice.** (Cell will expand as needed.) |
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| Frequent and regular meetings between the student and supervising attorneys are crucial for a solid learning experience. Many informal meetings will occur regularly**. It also is very helpful to have a set schedule for regular meetings (e.g., a weekly standing meeting time). Explain here the schedule for regular supervisory meetings.** (Cell will expand as needed.) |
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| **Compensation Issues** |
| Is the student currently employed, or has the student been employed in the past, by the placement site (Y/N)?  |   |
| **If Yes**, please confirm that a system is in place to ensure that the student will not be compensated for work performed as part of the externship experience.  |  |
| **If Yes,** explain how the externship will go beyond learning activities the student has previously experienced (because the student will be earning academic credit, it is not sufficient for the student to merely perform the same type of work performed in the past) (cell will expand as needed): |
| Is it possible that this site will hire the extern for a full-time position post-graduation?  |

***The Work & Learning Plan will be kept on file by the faculty supervisor.***

**Part III. Acknowledgement & Signatures**

The undersigned have

* reviewed and understand the standard expectations for law school externships, and,
* collaboratively developed this Work & Learning Plan to conform to expectations,

and, for purposes of the above listed student-arranged externship, agree to be guided by this Plan and the law school’s other standard expectations for externship courses.

**Primary Site Supervisor E-Signature:** [inserting typed name is sufficient]

Date: [insert date signed]

**Back-up Site Supervisor E-Signature:** [inserting typed name is sufficient]

Date: [insert date signed]

**Student E-Signature:** [inserting typed name is sufficient]

Date: [insert date signed]

When completed, the student or site supervisor should email this document to Professor Dan Canon – daniel.canon@louisville.edu

**List of Lawyering Skills** (From Lawyering Competency Self-Assessment)

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| --- | --- |
| **Oral Communication. The ability to:*** Speak clearly, concisely, & persuasively on legal matters
* Exhibit confidence
* Formulate clear, helpful, relevant questions
* Communicate in forms & styles appropriate for a range of decision-making bodies & audiences
 | **Written communication. The ability to:*** Write with clarity & organization
* Use proper grammar, syntax, punctuation, paragraphing
* Be responsive to the issue presented
* Communicate in forms & styles appropriate for a range of decision-making bodies & audiences
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| **Legal Analysis. The ability to:*** Identify relevant legal issues
* Accurately & concisely synthesize and explain relevant legal rules (from case law, statutes, and agency regulations)
* Develop sound objective analysis (including assessing strengths/weakness of claims or defenses)
* Develop persuasive arguments
 | **Factual Analysis. The ability to:*** Identify legally significant facts
* Create a factual development & investigation plan
* Interview (e.g., clients, witnesses, and victims)
* Gather facts by other formal & informal means
* Evaluate & memorialize results from factual research
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| **Building Client Relationships. The ability to:*** Listen actively & with empathy
* Understand the client’s perspectives & goals
* Develop a relationship of trust
* Provide effective counseling on alternative courses of action
 | **Problem Solving. The ability to:** * Identify a problem
* Generate alternative solutions
* Foresee risks & contingencies
* Evaluate options & recommend appropriate strategies and courses of action
* Appreciate the importance of professional judgement
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| **Representation Skills. The ability to:*** Collaborate or otherwise work effectively with co-counsel & with third parties, including opposing counsel, tribunals, & other professionals
* Negotiate or use other alternative dispute resolution skills
 | **Non-Courtroom Litigation Skills. The ability to:*** Use litigation strategies at pretrial, trial, and post-trial stages
* Draft various types of litigation documents (pleadings, common motions, proposed findings, proposed orders)
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