**EXTERNSHIP PROGRAM**

**GENERAL INFORMATION**

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| Your field placement should provide you a unique practical educational experience.  In light of this also being part of your academic experience, there are also certain requirements that must be fulfilled. This checklist is intended to provide you an easy reference in this regard.  All requirements (marked in red for your ease) have to be completed prior to the end of your placement.  Periodically review your status in terms of hours and requirements to ensure that you are on track to successfully completing your externship.  Do not hesitate to contact me should you have any questions.  Hans Sinha, Clinical Professor, Director Externship Program  University of Mississippi, School of Law, Room 3080, University, MS 38677-1848.  [hsinha@olemiss.edu](mailto:hsinha@olemiss.edu)  (662) 915-6884 |

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| **Action** | **Explanation** | **Completed** |
| **Information form** | **Complete the form and return to me via email. If you have not started your placement you may not have all information pertaining to your on-site supervisor. If so, please amend form once you begin your placement and resubmit form.** |  |
| **Placement plan** | **Complete form. Think about what you want to accomplish. Go over your plans and goals with your on-site supervisor. Sign and initial form as indicated. Submit via email. Review your plan periodically to ensure you are accomplishing your goals. Adjust as necessary.** |  |
| **Daily logs** | **Maintain daily logs using supplied form. Submit weekly via email. Emailed forms can be unsigned. Submit PDF or hard copies signed by you and initialed by your supervisor at completion of your placement.** |  |
| **Credit hours to**  **on-site hour ratio**  Ensure you are registered for the correct number of credit hours and that you have planned for and will be able to complete the corresponding number of on-site hours. | |  |  | | --- | --- | | Credit hours | On-site hours | | 3 | **120** | | 4 | **160** | | 5 | **200** | | 6 | **240** | | 7 | **280** | | 8 | **320** | | 9 | **360** | | 10 | **400** | | 11 | **440** | | 12 | **480** | |  |
| **Mid-Placement evaluation of student** | **Complete Section A of the form, then give the form to your supervisor and ask him or her to complete the evaluation and to review it with you. Once done, ask your supervisor to email or mail me the form, or to give you the form so you can forward it to me. The goal of this mid-placement evaluation is for you to get feedback with ample time to make any needed adjustments in your performance and experience. Note that there is a Word and a PDF version of this form. Use whatever format works best for you and your supervisor.** |  |
| **Final evaluation of student** | **You should be seeking continuous feedback throughout your placement. The final evaluation is an opportunity for a more formal feedback scenario. This is your opportunity to learn about how others view your skills, your strengths and weaknesses, and where you can improve. Follow the procedure as with the Mid-Placement Evaluation ensuring the completion of, and forwarding the evaluation to me. Final evaluations can at times fall through the cracks in busy offices. It is to your responsibility, and to your advantage, to ensure your evaluation is timely completed.** |  |
| **Evaluation by student** | **Our externship program is constantly evolving. As such, we rely to a large extent on student evaluations in fashioning a model externship program. We value your input, feedback and suggestions. With this mind, please complete your evaluation of the program and submit it to me at the end of your placement.** |  |
| **Reflective Essay** | **Your essay is to be comprised of two parts:**   1. **A general part which is the same for all student;** 2. **A part geared towards your specific placement.**   **Please note that this requirement envisions an essay. As such, it is not a research paper. While the second part does require you to review certain ethical and professional rules, you do not have to, but may if you so choose, go beyond such rules.**  **Your essay should be between five and ten pages long.**  **The essay is due at the end of your placement.**  **The two parts of the essay can be found below, to wit:**   |  | | --- | | **Part One – Applicable to all** | | **Reflections on your performance.**  **Please review and reflect upon your externship experience. What were some of the highlights, low points? Did you accomplish what you set out to do? If no, why not? Critically evaluate your performance. What have you learned about yourself as a professional, as a person, through this experience? Are there things you need to improve upon? If so, how will you go about doing so? Were there things that you did, or things you chose not to do, that surprised you? Did your placement experience help you in terms of career selection?** |  |  |  |  | | --- | --- | --- | | **Part Two – Select the option that best fits your placement** | | | | |  | | --- | | **Prosecutors / Public Defenders** |   **Read Rule 3.8 of your state’s Rules of Professional Conduct. What does this rule require of prosecutors? Is it complied with / followed? Does it surprise you? Why does it behoove both prosecutors and public defenders to be aware of this rule? Now look at Model Rule 3.8 (g) and (h). Has your jurisdiction adopted these two sections? If not, do you think they should be adopted? Why or why not?** | |  | | --- | | **Judicial /**  **Court** |   **Read your state’s Rules or Canons of Judicial Conduct. If in a federal judicial placement, read the applicable federal judicial rules or canons. In general, what do these rules require, prohibit? What surprises you? What do you agree / disagree with? Are there any changes to the rules you would suggest?** | |  | | --- | | **Public Service /**  **Legal Aid** |   **Considering your particular placement office, what rules of professional or ethical conduct bind the attorneys / professionals working there? What do the rules generally seek to control / provide guidance about? Do the rules surprise you, disappoint you? Is more or less required? Comment and reflect upon the rules in general.** | |  |
| **Rules of Professional Conduct** | **The legal profession is a unique profession within our society. Part of this uniqueness includes the ability and duty of the profession to govern and regulate itself. To this end, every attorney, and every student placed in legal environment, must be familiar with the applicable Rules of Professional Conduct. You must read your jurisdiction’s Rules of Professional Conduct prior to beginning your placement. If you have not already done so, please do so immediately. This applies to all students, regardless of your type of placement.** |  |
| **Confidentiality** | **Confidentiality is of utmost importance and concern, not only for our profession, but also for your placement. As you read the Rules of Professional Conduct, be particularly mindful of Rule 1.6. Please ensure that you discuss confidentiality with your on-site supervisor. Recognize that there may be particular concerns with regard to your placement. You can, for example, not discuss secret grand jury proceedings, or discuss what your judge tells you in chambers. While much of this is obvious, it behooves everyone that you give this some thought - and that you discuss it with your on-site supervisor.**  **One final point: As social media envelopes our society, recognize that confidentially applies to this new media as well. Thus, you cannot blog, post, tweet, etc., what you could not otherwise discuss or disseminate.** |  |
| **Limited Practice Student-Attorney** | **Some placements lend themselves to you being sworn-in as a limited practice student-attorney. Traditionally, prosecutors, legal aid, public defenders, and others, fall in this category. Some do not. Judicial placements may best represent this category. If you fall in the type of placement where you can be sworn-in as a student-attorney, please review your jurisdiction’s student-attorney rule. If you qualify, I encourage you to seek to be sworn-in as a student-attorney. Discuss this with your supervisor. Remember, absent having been sworn-in, you cannot practice law.** |  |
| **Class room component**  **Fall 2013 seminar:**  **Wednesdays**  **4:30-5:30 pm**  **Room 1090** | **During the fall and spring semesters, students participating in our externship program meet weekly to discuss topics pertaining to experiential learning, and to discuss common experiences drawn from their placements. During the summer this will be done via periodic one hour webinar seminars. Once the dates and times for these seminars are set, you will receive further instructions on how to join.** |  |
| **Text** | **Placements of more than six credit hours require the reading of a selected text and weekly submission of chapter summaries based on such reading.** |  |
| **Grade** | **Your participation in our externship program is graded on a pass / fail basis. If you apply yourself to your placement experience in a dedicated manner, complete your hours, and complete all requirements listed above, a passing grade is entered.** |  |