

# EXTERNSHIP PROGRAM

## GENERAL INFORMATION

An externship placement should provide you a unique, practical and educational experience. In light of this being part of your academic experience, there are also certain requirements that must be fulfilled throughout your placement. This document provides a general overview of the program parameters and requirements.

Do not hesitate to contact me should you have any questions.

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Action	Explanation	Comment
<b>Information form</b>	Students complete the Information Form at the outset of a placement. This form provides crucial contact, dates, and placement information. Form is submitted via email or in person to Professor Sinha.	Submitted at beginning of a placement.
<b>Placement plan</b>	Students identify professional, personal and other externship placement goals. Form is then reviewed and discussed by and with on-site supervisor and then submitted to Professor Sinha. Goals are discussed in seminar class and reviewed at midpoint of placement.	Submitted by the third week of a placement.
<b>Daily logs</b>	Students maintain a daily log documenting time using a supplied form. On-site supervisor reviews forms whereupon the student submits such forms to Professor Sinha on a weekly basis.	Completed daily and submitted weekly.
<b>Journal entries</b>	Students maintain a daily contemporaneous journal using the Journal feature on the class Blackboard site. These journal entries are confidential in that only Professor Sinha has access to and reads them. Journal entries consist of two parts: (1) A reflection on the student's work experiences for the week, and (2) a discussion pertaining to an assigned journal topic.	Due weekly.

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<b>Credit hours to on-site hour ratio</b>	<b>Credit hours</b>	<b>On-site hours</b>	Students are formally enrolled after acceptance into the program and a suitable placement has been confirmed.
The table to the right provides the required number of on-site hours in relation to credit hours.	3	120	
	4	160	
	5	200	
	6	240	
	7	280	
	8	320	
	9	360	
	10	400	
	11	440	
	12	480	
<b>Mid-Placement evaluation of student</b>	At the midpoint of their placement, students prepare the Mid-Evaluation form and submit it to their on-site supervisor. The supervisor completes the form, goes over the comments with the student, whereupon the form is forwarded to Professor Sinha. One of the goals of the mid-placement evaluation is for the student to get feedback with ample time to make any needed adjustments in his or her performance and experience.		Due at the midpoint of a student's placement.
<b>Final evaluation of student</b>	Externs should be seeking continuous feedback throughout their placement. The final evaluation is an opportunity for a more formal feedback scenario. This is where students learn how others view their skills, strengths and weaknesses. Similar procedure as with the Mid-Evaluation except these forms are completed and submitted at the end of a placement.		Due at the end of an extern's placement.
<b>Evaluation by student</b>	Students complete an evaluation of their placement office, externship experience and of the program as whole.		Due at the end of the placement.
<b>Reflective Essay</b>	Students author a five to ten page reflective essay as part of their externship placement. The essay is designed as an opportunity for the student to reflect upon his or her experience and performance. The content of the essay changes, however, the general topics pertain to a student's (1) placement experience and (2) personal and professional growth.		Due at end of placement.
<b>Rules of Professional Conduct</b>	The legal profession occupies a unique place in our society. Part of this uniqueness includes the ability and duty of the profession to govern and regulate itself. To this end, every student placed as an extern must be familiar with the applicable Rules of Professional Conduct.		Students read the Rules of Professional Conduct before beginning a placement.

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<b>Confidentiality</b>	Confidentiality is of utmost importance and concern, not only for our profession, but also for a student's placement office. To this end, Rule 1.6 (Confidentiality) is discussed in the seminar component of the externship program. Students also discuss confidentiality with their on site supervisors.	
<b>Student-Attorney Limited Practice</b>	Some placements lend themselves to students being sworn-in as limited practice student-attorneys. Traditionally, prosecutors, legal aid, public defenders, and others, fall in this category. Some do not. Judicial placements may best represent this category. As appropriate, students are sworn in as limited practice students during the Clinical Orientation held at the beginning of each fall and spring semester. During the summer term, the Program assists students being sworn in on an individual basis as appropriate.	
<b>Class room component</b>	Externs meet as a group weekly in a seminar class. During the fall and spring semesters, this class generally meets on Wednesday afternoons. Students doing placements away from Oxford join the seminar via gotomeeting.com. During the summer term, webinar sessions take the place of the seminar.	
<b>Text</b>	Placements of more than six credit hours require the reading of a selected text and weekly submission of chapter summaries based on such reading.	
<b>Grade</b>	Participation in our externship program is graded on a pass / fail basis. Dedicated work at the placement, completion of required on-site hours, and timely completion and submission of required forms, are required in order for a passing grade to be entered. Final grades are submitted with consultation of on-site supervisors.	