

EXTERNSHIP AND JUDICIAL EXTERNSHIP

APPLICATION INSTRUCTIONS FOR SPRING 2019

- A. By applying, you are committing to complying with all externship or judicial externship requirements.
- B. Please submit:
1. Application form – attached
 2. Cover letter – addressed to Ms. Dawn Skopinski, Externship Program Administrator or Vice Dean Melinda Saran, Director of the Externship Program. Indicate which externships or judicial externships (state or federal; trial, appellate, family, etc.) you are applying for, your interests and experience. You can include all three preferences in one letter.
 3. Resume
 4. Unofficial transcript – download from the hUB with current classes listed
 5. Brief legal writing sample – 2-page minimum (ideally no more than 8-10 pages)
 6. Conflicts of Interest Inventory and Acknowledgment
 7. Externship/Judicial Externship Agreement – please submit the appropriate form: (1) Externship or Judicial Externship; (2) Intensive Judicial Externship; (3) Immigration Law; (4) NLRB.
 8. Optional: If there is any information that is not included in your resume or transcript that you wish to bring to our attention, please attach a separate sheet of no more than one page, double-spaced, with the additional information.
- C. Please **paper clip** all of the above materials together, preferably in that order, and return in person to: Dawn Skopinski, 610 O'Brian Hall, 645-6261; skopinsk@buffalo.edu.
- D. **Sign up** for an appointment to review and discuss your application with Dawn Skopinski. Sign-up sheets will be posted outside Room 610 the week of November 5th.

DEADLINE TO APPLY: Monday, November 5 at 4:00 pm

Please note:

1. We understand that you may wish to APPLY to more than one externship/judicial externship/clinic/practicum opportunity, but students are strongly discouraged from registering for more than one experiential opportunity in a semester absent extraordinary circumstances. If you are accepted into more than one experiential learning opportunity, be prepared to decide which one you will take. If you are seeking to enroll in more than one experiential learning opportunity, please contact Vice Dean Connolly as soon as possible after you hand in your application.

2. Acceptance to an Externship or Judicial Externship is not guaranteed so we recommend that you register for a full schedule. If you are accepted into an externship or judicial externship, you may drop a course.

3. Once accepted to an Externship or Judicial Externship, the Law School has made a commitment to that placement and you must fulfill it barring exceptional circumstances, or a conflict with another experiential opportunity as described above. If your placement has already been notified or accepted your participation, you will be expected to write a letter (not e-mail) of apology to the placement supervisor. Failure to accept your placement will prohibit you from participating in an Externship or Judicial Externship in the future.

4. In addition to any requirements noted on the Externship Course Description List, after preliminary acceptance into an externship:

a) The following externships require you to formally interview and complete the forms for a background check. If the relevant office discovers disqualifying events in your background check, or interview, you will not be able to participate in the externship.

ADR Program, US District Court, WDNY – no students may be employed while doing an externship here

Buffalo Board of Education – Office of General Counsel

Erie County District Attorney's Office

Immigration and Customs Enforcement

Monroe County District Attorney's Office

National Labor Relations Board

New York State Attorney General's Office – Buffalo & Rochester Regional Offices,

Environmental Protection Bureau (also requires an online application)

New York State Inspector General's Office (also requires an online application)

Niagara County District Attorney's Office

Niagara Frontier Transportation Authority – General Counsel (also requires a drug test)

Taxpayer Advocate Service

US Attorney's Office – Buffalo and Rochester; no students may be employed while doing an Externship here

US Executive Office for Immigration Review/Immigration Court

b) Interviews of the candidate at the following agencies' offices will be required to finalize this placement.

Assigned Counsel Program

Daemen College – College and University Athletic Regulations Office

Empire Justice Center

Erie County Labor Relations

Neighborhood Legal Services

New York State Liquor Authority (also requires an online application)

New York State United Teachers

Niagara County Public Defender's Office

Prisoners' Legal Services

UB Collegiate Athletic Policy Formulation & Administration

US Equal Employment Opportunity Commission

And some Judicial Externship Placements – no students may be employed while doing a Judicial Externship at the federal level or at the state appellate court level.

EXTERNSHIP OR JUDICIAL EXTERNSHIP APPLICATION FOR SPRING 2019

Name: _____ Class: 2L ___ 3L ___ 2 yr. JD ___ LLM ___

UB Person No _____

UB Email Address _____ Phone _____

Citizenship U.S. _____ Dual Citizenship _____ Other: _____ (indicate country)

Preferred Location for Placement: Buffalo _____ Rochester _____ Niagara County _____

Are you fluent in another language, if so which one(s): _____

Do you have a car? Yes ___ No ___

Are you currently employed? Yes ___ No ___

If yes, Name of Office/Firm _____

Will you continue to work in this office during your externship/judicial externship? Yes ___ No ___

List the externship(s) and/or judicial externship(s) for which you are applying, ranking them in order of preference:

First Choice _____

Second Choice _____

Third Choice _____

If accepted, what day(s) are you anticipating to work in the office you are placed in?

Mondays ___ Tuesdays ___ Wednesdays ___ Thursdays ___ Fridays ___

For Judicial Externships:

Placements are available in federal, state, county and city courts, and depend on the workload of the judges and the number of student applications received. We are unable to take requests for a specific level of court or Judge, however we can take requests if you have a preference for an area of interest (civil, criminal, family, matrimonial, bankruptcy, surrogate, immigration, commercial, trial, appellate), but placement in a particular court cannot be guaranteed.

Preferred area of interest for Judicial Externships _____

Please note: For Judicial Externships, be sure to note whether you are applying to a **Regular** Judicial Externship or the **Intensive** Judicial Externship.

Have you previously received law school credit for an Externship or Judicial Externship?

Yes ___ No ___ If so, please list the Externship or Judicial externship location, year & semester

Will you be applying for a clinic and/or practicum this semester? Yes _____ No _____

If yes, specify which one(s): _____

If you are accepted into more than one experiential learning opportunity (externship, judicial externship, clinic or practicum) for the semester, for which one will you register?

Please read the following information and answer the following questions:

Externships and Judicial Externships require you work at your placement office on a regular schedule as follows:

<u>Fall or spring semesters:</u>	135 total hours
<u>Immigration Law (EOIR/Immigration Court)</u>	150 total hours
<u>Intensive Judicial Externship:</u>	225 total hours
<u>NLRB Externship:</u>	225 total hours

Please indicate if, during the semester of externship or judicial externship, you will be engaging in any of the following time-consuming activities:

- | | |
|--|--|
| <input type="checkbox"/> Trial Advocacy | <input type="checkbox"/> Job |
| <input type="checkbox"/> Trial Technique | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Job Interviews | <input type="checkbox"/> Law team competition (trial team, moot court, etc.) |
| <input type="checkbox"/> Any law journal | <input type="checkbox"/> Other (please list) _____ |

If you have listed any activities above, please indicate below or on a separate piece of paper, how you plan to keep up-to-date with your externship or judicial externship work requirement.

Some externships and judicial externships do not accept students with arrests, convictions and/or academic or other school discipline due to the need for security clearance or other requirements for the externship. While this is not an automatic rejection, we expect your honest answers to these questions. *This information will also need to be disclosed when you apply for admission to the bar. Any questions, please see or e-mail Vice Dean Saran, saran@buffalo.edu.*

1. **Have you ever been convicted of a felony?** Yes ___ No ___
2. **Have you ever, as an adult or as a juvenile, been involved with, charged, arrested for or convicted of a violation of any civil or criminal law other than a parking violation or speeding ticket?** Yes ___ No ___
3. **Have you ever been discharged or requested to resign from employment?** Yes ___ No ___
4. **Have you ever been found to have engaged in academic dishonesty (cheating or plagiarism) at any time?** Yes ___ No ___
5. **Have you ever been dismissed from a college for nonacademic reasons?** Yes ___ No ___
6. **Have you ever been dismissed or prohibited from the programs or properties of a college or university?** Yes ___ No ___

Note: Being prohibited from the programs or properties of a college or university is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response to this question will not automatically prevent you from obtaining an externship or judicial externship, but you will be asked to provide additional information.

If you have answered yes to any of questions 1 – 6 please submit an explanation of the circumstances and documents reflecting the resolution of the issue.

7. **Are you a party in any current litigation in any court?** Yes ___ No ___
If so, please attach the complaint and a statement regarding the current status of the litigation.
8. **Please sign the affirmation and date this application: I grant permission to University at Buffalo School of Law to forward part or all of this application to a placement office upon request. I affirm that the information provided in this application is accurate and complete.**

Signature

Date

UNIVERSITY AT BUFFALO SCHOOL OF LAW

EXTERNSHIP AND JUDICIAL EXTERNSHIP

CONFLICTS OF INTEREST INVENTORY AND ACKNOWLEDGMENT

Name _____

The information you provide here will help you and your faculty and field supervisors to identify any actual or potential conflicts of interests that would jeopardize the confidentiality and loyalty you owe to your prospective externship or judicial externship placement. Please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary).

1. Are you now working or volunteering, or have you worked or volunteered for a law firm, legal services office, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal) prior to enrolling in the Externship Program?

Yes [☐] No [☐]

If yes, where are you working/have you worked? [List all, starting with most recent and providing dates and locations.]

On what type(s) of cases did you work at each location?

2. Are you planning on being employed or volunteering at any office in any of the categories listed in question #1 during your externship semester?

Yes [☐] No [☐]

If yes, where will you be employed or volunteering?

On what type of cases are you (will you be) working?

3. Are you planning on maintaining any other non-legal employment, board affiliation, or volunteer activity during your externship semester?

Yes [☐] No [☐]

If yes, where will you be employed, serving as a board member, or volunteering?

What type of work will you be doing?

4. Please list any entries to which you have applied for future employment, including law firms, legal services offices, corporation legal departments, governmental agencies, judges, hearing examiners, or employers in the securities industry (legal or non-legal). You need not include a

prospective employer from whom you have received either a “no-thank-you” letter or an offer of employment which you have declined. If, between now and the completion of your externship, you contact any other prospective employer not listed on this form to explore a potential employment relationship, or if any prospective employer contacts you for that purpose, you must update this form to include that prospective employer.

5. Are there any other personal, financial, or family interests that could present conflicts of interests for you at your proposed placement(s)? If so, please identify them here.

6. Have you been enrolled in the Law School’s Externship Program or in an In-house Clinic before?

Yes [] No []

If yes, please indicate the semester(s) in which you were enrolled (including summer sessions), and identify your clinic and/or externship program and placement below.

Conflicts of Interest

I understand that if I work at any legally-related job in addition to my externship or judicial externship office, prior to starting my externship or judicial externship, I must disclose the nature of that job to my supervisor at the externship or judicial externship AND I must disclose that I am working at an externship or judicial externship to my other job’s supervisor. I understand that I also must disclose this job to the Externship Program Director at the University at Buffalo School of Law or to the professor who oversees my externship or judicial externship.

In addition, I understand that if there is even a mere possibility of a conflict of interest with my externship or judicial externship due to any job, personal or professional relationship, or any other reason, I must disclose that potential conflict to my externship or judicial externship supervisor immediately. This is an ongoing obligation. I also must disclose this potential conflict to the Externship Program Director at the University at Buffalo School of Law or to the professor who oversees my externship or judicial externship.

NOTE: YOU HAVE AN OBLIGATION TO UPDATE THIS FORM TO REFLECT ANY CHANGE IN CIRCUMSTANCES PRIOR TO YOUR BEGINNING WORK AT YOUR EXTERNSHIP OR JUDICIAL EXTERNSHIP PLACEMENT AND/OR DURING THE SEMESTER(S) IN WHICH YOU ARE ENROLLED IN THE EXTERNSHIP OR JUDICIAL EXTERNSHIP PROGRAM.

Date

Signature

Please Print Name

UNIVERSITY AT BUFFALO SCHOOL OF LAW

AGREEMENT TO PARTICIPATE IN AN EXTERNSHIP or JUDICIAL EXTERNSHIP

FALL AND SPRING

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 135 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will work over the entire semester. I may arrange with my placement to begin my work before the semester starts, but I agree not to end my work until the end of the semester. I will not arrange to end my work earlier than the end of the semester without the written permission of my placement supervisor and the Externship Administrator.
4. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
5. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
6. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
7. I will not contact any office that hosts externs or clerks concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Vice Dean Melinda Saran, Director of the Externship Program, or Dawn Skopinski, Administrator of the Externship Program.
8. If I have missed 24 hours or more in my externship/judicial externship office after 6 weeks, I will resign from the course or will be administratively withdrawn.
9. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
10. I will attend the mandatory externship/judicial externship class meeting and I understand that my attendance is a condition of my completion of the externship/judicial externship. I also understand that the time spent in that class meeting can be added to my overall hours spent on the externship/judicial externship for that week.
11. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

12. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
13. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
14. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
15. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
16. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
17. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

Signature

Date

Please Print Name

UNIVERSITY AT BUFFALO SCHOOL OF LAW**AGREEMENT TO PARTICIPATE IN A JUDICIAL EXTERNSHIP - INTENSIVE****FALL AND SPRING**

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 225 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will work over the entire semester. I may arrange with my placement to begin my work before the semester starts, but I agree not to end my work until the end of the semester. I will not arrange to end my work earlier than the end of the semester without the written permission of my placement supervisor and the Externship Administrator.
4. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
5. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
6. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
7. I will not contact any office that hosts externs or clerks concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Vice Dean Melinda Saran, Director of the Externship Program, or Dawn Skopinski, Administrator of the Externship Program.
8. If I have missed 37.5 hours or more in my externship/judicial externship office after 6 weeks, I will resign from the course or will be administratively withdrawn.
9. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
10. I will register for, attend and complete the co-requisite class, "Judicial Externship Skills" and will also attend the mandatory externship/judicial externship class meeting. I understand that my attendance is a condition of my completion of the judicial externship. I also understand that the time spent in that class meeting (but not the "Judicial Externship Skills" class) can be added to my overall hours spent on the judicial externship for that week.
11. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

12. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
13. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
14. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
15. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
16. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
17. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

Signature

Date

Please Print Name

UNIVERSITY AT BUFFALO SCHOOL OF LAW**AGREEMENT TO PARTICIPATE IN THE IMMIGRATION LAW EXTERNSHIP****US EXECUTIVE OFFICE FOR IMMIGRATION REVIEW/IMMIGRATION COURT
LOCATION ONLY****FALL AND SPRING**

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 150 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will work over the entire semester. I may arrange with my placement to begin my work before the semester starts, but I agree not to end my work until the end of the semester. I will not arrange to end my work earlier than the end of the semester without the written permission of my placement supervisor and the Externship Administrator.
4. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
5. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
6. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
7. I will not contact any office that hosts externs or clerks concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Vice Dean Melinda Saran, Director of the Externship Program, or Dawn Skopinski, Administrator of the Externship Program.
8. If I have missed 25 hours or more in my externship/judicial externship office after 6 weeks, I will resign from the course or will be administratively withdrawn.
9. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

10. I will attend the mandatory externship/judicial externship class meeting and I understand that my attendance is a condition of my completion of the externship/judicial externship. I also understand that the time spent in that class meeting can be added to my overall hours spent on the externship/judicial externship for that week.
11. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.
12. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
13. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
14. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
15. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
16. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
17. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

Signature

Date

Please Print Name

UNIVERSITY AT BUFFALO SCHOOL OF LAW**AGREEMENT TO PARTICIPATE IN THE NLRB EXTERNSHIP****FALL AND SPRING**

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 225 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will work over the entire semester. I may arrange with my placement to begin my work before the semester starts, but I agree not to end my work until the end of the semester. I will not arrange to end my work earlier than the end of the semester without the written permission of my placement supervisor and the Externship Administrator.
4. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
5. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
6. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
7. I will not contact any office that hosts externs or clerks concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Professor Lise Gelernter, faculty member overseeing this externship, or Dawn Skopinski, Administrator of the Externship Program.
8. If I have missed 37.5 hours or more in my externship/judicial externship office after 6 weeks, I will resign from the course or will be administratively withdrawn.
9. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
10. I will attend the mandatory externship/judicial externship class meeting and I understand that my attendance is a condition of my completion of the externship. I also understand that the time spent in that class meeting can be added to my overall hours spent on the externship/judicial externship for that week. As part of the externship, I will also meet with Professor Lise Gelernter throughout the semester at a time to be arranged with the professor.

11. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.
12. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
13. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
14. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
15. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
16. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
17. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

Signature

Date

Please Print Name