This Manual was created to answer your questions about the Externship Program. Please review the information provided. If you have additional questions, please feel free to contact Nita Mazumder, Adjunct Professor & Public Interest Manager, at nmazumder@law.howard.edu.

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Objectives of Externships</td>
<td>2</td>
</tr>
<tr>
<td>Timeline</td>
<td>2</td>
</tr>
<tr>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>Employment Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Seminar Requirement</td>
<td>3-4</td>
</tr>
<tr>
<td>Hours of Work and Credit</td>
<td>4</td>
</tr>
<tr>
<td>Qualifications of Attorney Field Supervisors</td>
<td>4</td>
</tr>
<tr>
<td>Responsibilities of Attorney Field Supervisors</td>
<td>4-7</td>
</tr>
<tr>
<td>Faculty Oversight</td>
<td>7</td>
</tr>
<tr>
<td>Forms</td>
<td>8-21</td>
</tr>
</tbody>
</table>
Educational Objectives of Externships

Howard University School of Law offers a general externship course, as well as several specialized externships based upon specific fields of practice. The latter includes the Securities and Exchange Commission Externship, the Internal Revenue Service Externship, the Environmental Justice Clinical Externship, and in the past a Fair Housing Externship. A common objective of the general and specialized courses is to teach students, through practical experiences, about the operation of the legal system and the role of lawyers in that system. Howard Law externships seek to allow students to apply knowledge they have learned through doctrinal coursework to their work at a semester-long placement. Externs work under the direct supervision of licensed attorneys at local, state and federal governmental agencies, public interest organizations or non-profits, and in judicial settings. The program has a public interest/public service focus, consistent with Howard Law School’s social justice mission.

Also offered is an Advanced Externship for those students who successfully complete the General Externship, have secured another placement or will continue at their current placement for an additional semester. This two-credit course replaces regular weekly class sessions with individualized meetings with the professor. The purpose of this second externship semester is to allow students to expand upon the training they received in the General Externship. Students revisit their professional goals, engage in more in-depth reflection on these new goals and navigate their externship experience to satisfy the new goals to ensure that their knowledge and skills markedly increase.

Timeline

1. Fall Externships

Students interested in fall externships will apply for the fall program the previous spring. The vast majority of students who apply for the fall externship program will not have a position secured when they apply for the externship program. This is completely fine and, in fact, expected. However, students should have some idea of where they would like to extern that coming fall.

2. Spring Externships

Students interested in spring externships will apply for the spring program the previous fall. Many students will have secured offers by this time, but again, it is not required that students have a placement in order to apply for the program.

1. Summer Externships

Students interested in summer externships will apply for the summer program during the preceding spring. Most students will have proposed placements secured by the time they apply for the summer program; however, it is not a requirement of the program.
**Eligibility**

Students who are in good standing are eligible to apply for externships once they have successfully completed two (2) semesters of law school including successful completion of a course in Legal Reasoning, Research and Writing.

**Employment Requirements**

All externship placements must meet the following requirements:

1. The employer must be a government (state, local or federal) entity, public interest organizations, court or tribunal.
2. The student must be engaged in substantive law-related work.
3. The student must be supervised by a licensed attorney.
4. All work must be unpaid. Students are permitted to receive nominal reimbursements for parking and travel, but cannot receive a stipend or other compensation for their work.

All proposed placements must be approved by the Externship Program. Students will be provided with an Externship Contract which details responsibilities of the student and employer (see attached). Topics covered in the contract include: supervision, feedback, orientation, ethics and professionalism, time and attendance, the development of work plans and goals, evaluation of student work, etc.

**Seminar Requirement**

All students accepted into the General Externship Program are required to attend a contemporaneous seminar course taught by an adjunct faculty member. The seminar will explore different factions within the public sector and engage students in a consistent reflection of what it means to be a public interest lawyer. A variety of topics will be presented including, but not limited to, the development of lawyering skills, problems arising at the placement site, ethical issues, an overview of the public sector, and career opportunities for public interest lawyers.

Students are required to maintain weekly journals to reflect on their externship experience or other relevant topics. Reflection is a recognized methodology to allow students to think about important issues in lawyering, ethics and professional development. Topic-specific journals are used as a tool to teach students the importance of reflection during law school and throughout the course of their legal careers. In the externship courses, journal topics have included supervision and feedback; supervisory leadership and mentoring style; good and bad lawyering examples observed; effective traits essential to establishing and maintaining good client relations and communications; and future career goals and decisions. These guided reflection submissions supplement
the informal class discussions about students’ experiences in the workplace.

Students must also submit weekly time sheets, and comply with all other seminar requirements. Evaluation may include the student’s performance at the placement site (by the law school supervisor and the field supervisor), participation in classroom sessions, student journals, in-class presentations, and a final paper. A grade of “pass or fail” will be awarded.

Hours of Work and Credit

2. Fall & Spring Program

During the fall & spring semesters, students are required to work twelve (12) hours per week for thirteen (13) weeks, attend a contemporaneous two hour weekly seminar, and meet all seminar requirements. Students who meet all requirements will receive four (4) credit hours upon successful completion of the program.

3. Summer Program

This program is currently only open to students who are working in the D.C. Metro area. Students are required to work thirty-two (32) hours per week for ten (10) weeks, attend a contemporaneous three hour weekly seminar, and meet all seminar requirements. Students who successfully complete the program will receive four (4) credit hours.

Qualifications of Attorney Field Supervisors

Students should be supervised in all of their tasks, not only to allow for feedback but also to ensure no unauthorized practice of law. Supervising attorneys, or attorney field supervisors (“supervisor”) as they are referred to in the externship contract, should be licensed attorneys. Supervisors must abide by the requirements of the externship contract and be willing to provide an outstanding educational, professional and practical experience for externs, which include consistent supervision, timely and constructive feedback, guidance and clarification of assignments, regular meetings with the student and professional mentoring. Prior supervisory experience (particularly of externs) is preferred in order to best guide and counsel student externs. Information regarding the requirements of the externship is outlined prior to the start of the field placement.

Responsibilities of Attorney Field Supervisors

Supervisors are key to the student’s externship experience and professional growth. Setting expectations early on should prevent future miscommunications and misinterpretations.

1. Goal Setting and Work Plans
The supervisor should work with the student to develop goals for the externship experience and a work plan, including strategies that will allow the student to meet these goals. The work plan ideally should expose the student to the general practice and decision-making processes of the agency or organization and give the student some in-depth exposure to issues pertinent to the agency’s or organization’s activity.

Supervisors should make sure to review goals and any progress made toward goals periodically throughout the semester. Goals and strategies may need to be modified during the course of the semester depending on the students’ progress or lack thereof.

2. Orientation

Supervisors should ensure that substantive information about the host organization is provided to the student at the outset of the externship. Relevant information might include a brief overview of the jurisdiction or mission of the organization and the general legal issues presently before it; guidelines and resources for performing whatever lawyering tasks are assigned to the student; office policies and procedures including confidentiality policies; introduction to others in the office with whom the student is likely to interact; and a tour of the facilities. Students should leave the Orientation with a clearer understanding of how their work will help advance the mission of the organization.

If feasible, the supervisor should expose the student to as many networking opportunities within the organization as possible. The supervisor should also provide adequate work space for the student while at the field placement.

During the first week at the placement, supervisors should meet with the extern to set expectations and a work plan. Supervisors can discuss the type of work the extern will be doing and specific resources to assist with those tasks. Supervisors should also discuss the importance of confidentiality and professionalism in the workplace. Students should also be made aware of any other general policies relevant to them (i.e., dress code, use of equipment, inclement weather). Supervisors should discuss how they prefer externs to communicate with them—whether they have an “open door” policy or prefer something more formal, such as email or making an appointment. Supervisors should also discuss any chain of command, in the event the supervisor should be absent for any lengthy period of time.

3. Regular Meetings

Supervisors should be available to students to assign and explain assignments, answer questions, and provide timely feedback on student work product. The supervisor should meet with the student regularly, ideally once a week, in order to provide the student with general supervision, guidance, and feedback. This is the time to address any potential problems the supervisor may see as developing. The student may be supervised by other individuals within the organization, provided that the supervisor continues to maintain regular contact. The subject matter of these meetings might include evaluating the
student’s performance over the course of the prior week; developing work plans for the following weeks; and analyzing particular successes and problems that arise in the course of the externship. The supervisor might also seek to assist the student in developing insights into legal practice, the lawyering process, or the general legal principles involved in the organization’s work. Supervisors may want to create an actual agenda that they share with the extern so the meetings stay focused and so that the extern is aware of what will be discussed, in order to maximize the supervisor’s time.

4. Assignments

Students should be assigned a variety of substantive lawyering tasks, including legal research and analysis; client/witness counseling, interviewing and preparation; drafting legal memoranda, briefs or other documents; observing and/or participation in motions, staff meetings, depositions, phone conferences, hearings, or trials; meetings with co-counsel and opposing counsel, in-chambers discussions; and negotiating. Clerical duties such as photocopying, phone coverage, or other non-lawyering tasks should not be the student’s primary responsibility.

While one session during the classroom component of the externship is devoted to clarification of assignments, supervisors can also ensure there is no miscommunication by taking a few steps outlined below.

Supervisors should always provide the students with a deadline, allowing them sufficient time to complete the task. If this is a long term project, interim deadlines should be established. If supervisors are asking the extern to draft a memo, they should explain who the audience will be for this memorandum. You should lay out the purpose of the assignment and allow sufficient time for follow up questions from the student. Ask the student to repeat back what you have asked them to do. Supervisors should refer the students to any reference materials, resources or prior templates that may be useful in completing the task in the most efficient manner. Supervisors may want to touch on substantive law and assist with understanding strategies or issues.

5. Verification of Work Hours

Supervisors are required to sign off on weekly time sheets, verifying student work hours (see attached). Lunch breaks should not be counted towards these hours. If a student does not complete their hours, they will receive a failing grade for the class. We do not recommend students work more than 12-15 hours per week. Supervisors and students should discuss the schedule for work hours and ensure these are times that will maximize the students’ experience while at the field placement. Students should establish and maintain a consistent work schedule so that everyone is aware when they are in the office. Students must notify the supervisor in advance if they are going to be late or have to call out sick. If tardiness or absences become common, the supervisor should notify the adjunct professor. Although supervisors may not be able to be in the office at the same time as the student every day, there should be substantial overlap.
6. Feedback

In order to maximize the student’s externship experience, supervisors should provide timely feedback, so that there is time to correct and cure a potential problem and students are able to incorporate comments into future assignments. Supervisors should provide externs with specific examples demonstrating good behaviors. General statements such as “good job” are not useful unless followed by concrete examples. Feedback should be provided in such a context that externs will be motivated to change, if necessary. Therefore, supervisors should start off with a positive statement about the student or their performance, if possible. Supervisors may also want to start off the evaluation by asking the student how they perceived their performance to be, what they found challenging about the work and what they would do differently in the future. Supervisors should provide suggestions for improvement. Supervisors should comment not just on written work product, but on the students’ oral abilities as well.

Sometimes a supervisor may want to give the extern less challenging assignments if they have not performed well on the tasks thus far. However, try to resist this urge. Students will not grow unless challenged and may not be able to meet their goals if not given progressively more difficult tasks.

Externs need, want and deserve honest feedback in order to get the most out of their externship experience and make them practice ready lawyers.

7. Evaluation

The supervisor also agrees to complete the Externship Placement Evaluation Form (see attached) at the conclusion of the student’s field experience. The student also completes their own evaluation of the placement (see attached).

Faculty Oversight

Per American Bar Association standards, a faculty member must oversee the student’s externship experience and may also conduct a site visit to ensure the student is receiving a beneficial experience and to maintain an open line of communication. Occasionally, there may be concerns or potential issues that may arise with the extern. Students are provided with the business card for the adjunct professor and advised to provide these business cards to their supervisors in case of any issues.

Students should be given an opportunity to correct any potential issues that may arise. The adjunct professor will be in touch early on in the semester to introduce herself and will try to make a site visit to the placement before the end of the semester. Please let the professor know if there are any student issues. We welcome any input and suggestions to the program at any time. Please feel free to contact Nita Mazumder at nmazumder@law.howard.edu or at 202.806.8231.
We appreciate your dedication and commitment to the training of law students and thank you in advance for your efforts. We look forward to a long lasting collaboration with your organization.

**Forms**

Please see attached for your convenience key forms used in the externship program.

*Externship Contract (pages 9-14 but specifically 13-14 to be returned to the professor)*

*Timesheet (page 15)*

*Supervisor Evaluation Form (pages 16-19)*

*Student Evaluation of Placement (pages 20-21)*
STUDENT RESPONSIBILITIES

This document outlines the basic responsibilities of students who participate in the Howard University School of Law Externship Program.

1) Eligibility Requirements. To register for the Externship Program, students must have successfully completed two (2) semesters of law school study and have successfully completed Legal Reasoning & Writing. Students may be assigned to a placement only if (i) the placement has been approved by the Director of the Externship Program, and (ii) the participating institution has agreed, in writing, to adhere to the responsibilities imposed on the supervising attorney by HUSL as a condition of the student’s participation in the program. No enrollment will be permitted, or credit received, for a paid externship; or if the student has received any HPILS or other summer funding, except payment for reasonable transportation costs is allowed.

2) Goals. Students must strive to be active participants in shaping their externship experience. At the beginning of the semester, students must meet with their field supervisors to discuss such matters as the supervisor’s expectations and the student’s goals for the externship.

3) Hours of Work and Credit. Students completing their Externship during the Fall and Spring are required to work twelve (12) hours per week for at least thirteen (13) weeks, for a total of 156 hours. Students must also attend a weekly seminar and successfully complete all seminar requirements in order to receive 4 credits. For the summer externship, students are required to work a minimum of 32 hours a week for 10 weeks in order to receive 4 credits. All students are to maintain a weekly time log of hours worked which must be signed by a supervisor and submitted to the externship program in order to receive credit.

4) Field Supervision. Students must have regular contact with their Attorney Field Supervisor to discuss issues that arise during the course of the semester. Students should try to meet with the Attorney Field Supervisor at least once a week to discuss the progress of the Externship. The subject matter of these meetings might include evaluating the student’s performance over the course of the prior week, developing work plans for the following weeks, discussing the activities of the agency or organization, and analyzing particular successes and problems that
arise during the course of the externship. Students should meet with the Attorney Field Supervisor at the end of the semester and should receive a detailed evaluation of the student’s performance in the Externship.

5) Journals. Students are required to maintain a contemporaneous record of their Externship experiences. The journal should demonstrate reflection and insight. Do not submit a chronology. The purpose of the journaling process is to encourage reflection. It is the insight you bring to your work – the reflection - that will make the journal process worthwhile. Journals will not be shared with the student’s supervisor.

6) Confidential Information. Students must hold all confidential information they learn in the course of the externship placement in confidence in accordance with the applicable rules of professional responsibility and any additional rules of the agency or organization in which they are working.

7) Professionalism. Student externs are expected to conduct themselves in a professional manner while engaged in the externship Program. A key indication of professionalism is that the student report to work and seminar when scheduled. Students who fail to meet the HUSL attendance policy for the externship seminar will be subject to administrative withdrawal. Regular and punctual class attendance is required. A student’s absences must not exceed 25% of the regularly scheduled class meetings. Any unexcused absence or excessive tardiness from the externship placement site will result in a failing grade. Students must read and be aware of the “Academic Code of Conduct” which is published in the H-Book and the Student Reference Manual and directory of Classes. If the student is experiencing any problems at the field placement site, that information is to be brought immediately to the attention of the Supervising Professor.

It is the student’s responsibility to make sure that the Attorney Field Supervisor fills out and returns the Evaluation Forms to the Supervising Professor. The student will not receive credit for the Program until the Evaluation Form has been received.
ATTORNEY FIELD SUPERVISOR RESPONSIBILITIES

This document outlines the basic responsibilities of Attorney Field Supervisors who agree to sponsor a law student extern from the Howard University School of Law (HUSL).

An HUSL student may receive academic credit for work in an externship placement that offers an educational experience which supplements those educational experiences available within the walls of the law school. To ensure that students’ externship experiences meet this academic requirement, HUSL requires that students receiving academic credit for work in an externship placement: 1) perform projects or parts of projects that practicing attorneys would perform in the agency or organization in which they are placed, and/or 2) have the opportunity to take part in or observe interactions and proceedings in which attorneys are involved. HUSL students may not receive academic credit for assignments that consist primarily of clerical activities—such as excessive photocopying, typing/word processing, filing, or answering phones— that would not regularly be carried out by practicing attorneys in the office. HUSL expects that agencies or organizations that agree to accept student externs will honor this academic policy in order to ensure that externs may earn academic credit for their work.

To further ensure that law student externs receive a valuable educational experience, HUSL requires that each student extern identify an Attorney Field Supervisor within the agency or organization in which the student wishes to work. The responsibilities of an Attorney Field Supervisor include the following:

1) Orientation: The Attorney Field Supervisor should ensure that substantive information about the host organization is provided to the student at the outset of the externship. Relevant information might include a brief overview of the jurisdiction or mission of the organization and the general legal issues presently before it; guidelines and resources for performing whatever lawyering tasks are assigned to the student; office policies and procedures including confidentiality policies; introduction to others in the office with whom the student is likely to interact; and a tour of the facilities. If feasible, the Supervisor should expose the student to as many networking opportunities within the organization as possible.

2) Adequate Work Space. The Attorney Field Supervisor should ensure that the student is provided with adequate work space.

3) Regular contact and supervision. The Attorney Field Supervisor should maintain regular contact with the student extern throughout the course of the semester and must be responsible for the following:
a. Developing Work Plans: The Attorney Field Supervisor should work with the student to develop goals for the externship experience and a work plan that will allow the student to meet these goals. The work plan ideally should expose the student to the general practice and decision-making processes of the agency or organization and give the student some in-depth exposure to issues pertinent to the agency’s or organization’s activity. The work plan should be reasonable for a 10 week summer commitment.

b. Regular Meetings: The Attorney Field Supervisor should meet with the student regularly, ideally once a week, in order to provide the student with general supervision, guidance, and feedback. The student may be supervised by other individuals within the organization, provided that the Attorney Field Supervisor continues to maintain regular contact. The subject matter of these meeting might include evaluating the student’s performance over the course of the prior week, developing work plans for the following weeks; and analyzing particular successes and problems that arise in the course of the externship. The Attorney Field Supervisor might also seek to assist the student in developing insights into legal practice, the lawyering process, or the general legal principles involved in the organization’s work.

c. Evaluation: The Attorney Field Supervisor should provide the student with constructive, timely, detailed feedback and evaluation of his or her performance and must also verify the student’s work hours. Student externs are expected to conduct themselves in a professional manner while engaged in the Externship Program and report to work when scheduled. Any unexcused absence or excessive tardiness from the externship placement site could result in a failing grade. The Attorney Field Supervisor also agrees to complete the Externship Placement Evaluation Form at the conclusion of the student’s field experience.

Please call or e-mail Nita Mazumder, 202-806-8132 or nmazumder@law.howard.edu with any questions or concerns. Attorney Field Supervisors are encouraged to bring any problems related to the Externship Program that cannot be worked out directly with the student to the attention of Professor Mazumder.
EXTERNSHIP CONTRACT

Thank you for your willingness to participate in the Howard University School of Law Externship Program.

Student Information (to be completed by student)

HUSL Student ____________________________________________

Telephone ________________________________________________

E-mail ________________________________________________

Name of Field Supervisor __________________________________

Supervisor’s Title _________________________________________

Agency/Organization _______________________________________

Division/Department _________________________________________

Telephone ________________________ E-mail ________________________

Address __________________________________________________

..............................................................................................

Start Date_________________ End Date_____________________________

Work Schedule: For Spring/Fall: 12 hours/ week; 13 week minimum (156 hours)
For Summer: minimum 32 hours/week; 10 weeks (320 hours minimum)

Monday _______________ Thursday _________________

Tuesday _______________ Friday _________________

Wednesday _______________
Project Description

_________________________________________________________________
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**Contract Approval** *(to be signed by Field Supervisor and Student)*

I have read the Extern/Attorney Field Supervisor Responsibilities and agree to its terms.

Signature of Field Supervisor

_________________________________________ Date__________________

Signature of Student Extern

_________________________________________ Date__________________

Thank you for your willingness to participate in the Howard University School of Law Externship Program. Please call or e-mail Professor Nita Mazumder, 202-806-8132 or nmazumder@law.howard.edu, with any questions or concerns.
HOWARD UNIVERSITY SCHOOL OF LAW CLINICAL LAW CENTER
EXTERNSHIP TIME SHEET

Signed forms must be brought to class or emailed to nmazumder@law.howard.edu via PDF weekly.

EXTERN NAME

PLACEMENT SITE

PLACEMENT PHONE ______________ SUPERVISOR ______________________

WEEK #: __________ DATES: ______________________

<table>
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WEEKLY TOTAL: __________

Signature of Supervising Attorney __________________________ Date __________________________

2900 Van Ness Street, NW  tel (202) 806-8082
Washington, DC  20008 fax (202) 806-8436

Updated 1/2015
HOWARD UNIVERSITY SCHOOL OF LAW (HUSL)
CLINICAL LAW CENTER

EXTERNSHIP PLACEMENT EVALUATION

Howard University School of Law would like to thank you and your organization for participating in our externship program. We sincerely appreciate the time and effort you have contributed to its success and to the success of your student. We hope you will consider taking on another Howard law student and hope it was a positive experience for you. Thank you for taking the time to complete this brief survey as we value your feedback in structuring future programs.

HUSL Student

______________________________________________________

Placement Agency/Organization

______________________________________________________

Name of Field Supervisor

______________________________________________________

Supervisor’s Title

______________________________________________________

Division/Department

______________________________________________________

Telephone

______________________________________________________

E-mail

______________________________________________________

2900 Van Ness Street, NW
Washington, DC 20008

tel (202) 806-8082
fax (202) 806-8436

- 16 -

Updated 1/2015
Please circle on a scale of 1-4 with 4 being the highest. Please see below for a scoring scale.

4. Exceptional; always demonstrates this ability; consistently exceeds expectations
3. Very Good; consistently meets and sometimes exceeds expectations
2. Satisfactory; demonstrates basic competency; generally meets expectations
1. Unsatisfactory; does not demonstrate competency; does not meet expectations

1 2 3 4 The student completed required assignments on time and demonstrated effective time management skills.
1 2 3 4 The student demonstrated effective verbal communication skills.
1 2 3 4 The student’s written work product was clear and concise.
1 2 3 4 The student acted in a professional manner.
1 2 3 4 The student reported to work when required.
1 2 3 4 The student asked the appropriate questions to ensure proper job performance.
1 2 3 4 The student showed good judgment.
1 2 3 4 The student showed initiative and is self-motivated.
1 2 3 4 The student related to coworkers effectively and without conflict.
1 2 3 4 The student sought out and reacted positively to feedback.
If the student scored a “1” on any of the above, please explain.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please rate your overall experience with your student extern. Please circle on a scale of 1-4 with 4 being the highest.

1 2 3 4

Please provide general feedback evaluating the student’s performance.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

If you had a position available, would you consider hiring this student? If not, why not.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How could this externship program have been more effective for the needs of you and your organization?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

- 18 –

Updated 1/2015
How would you rate the externship program? Please circle on a scale of 1-4 with 4 being the highest and use the space provided for any comments.

1  2  3  4

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Signature of Field Supervisor             Date

Please return this form no later than April 17, 2015 by email or mail to:

Nita Mazumder
Adjunct Professor & Manager of Public Interest
Howard University School of Law
2900 Van Ness Street, N.W.
Clinical Law Center, Notre Dame 103
Washington, D.C. 20008
nmazumder@law.howard.edu
(202) 806-8231 (phone)
(202) 806-8436 (fax)

We thank you again for your support of Howard University School of Law and hope to collaborate again with you in the near future.
Evaluations are an important resource for future externs. Please take some time filling out the form and be detailed with your responses. Your specific evaluations will NOT be shared with your supervisor but only as to general feedback. At the end of the form, you can indicate whether or not you prefer to remain anonymous.

Organization where you externed: ____________________________________________

Branch or division where you worked: _________________________________________

Supervisor’s name and title: _________________________________________________

Supervisor’s phone number or email address: _________________________________

Total number of hours worked: _____________________________________________

1. Based on your experience this semester, would you recommend this externship placement to another student? [Y/N] Please explain.

2. Please describe how you were supervised. Did you have regular meetings with your supervisor? Did you receive timely feedback? How available was he/she?

3. Were you given a planned, comprehensive and timely orientation at the placement site?

4. Based on your experience, would you recommend this supervisor to another student? [Y/N] Please explain.
5. In what way has this externship experience affected your plans for the future? Will you seek employment with the placement site?

6. Are you more or less likely to go into public sector work after having this externship experience? Please explain.

7. What was the primary benefit of your externship experience? (e.g. improved legal research and writing ability, exposure to litigation, client contact, etc.)

8. What was the weakest part of your externship experience?

9. Do you have any suggestions for improving the Howard externship program?

What percentage of your time did you spend on the following?

- Legal research ______%
- Legal writing ______%
- Client contact ______%
- Fact-finding/investigation ______%
- Attending meetings/ depositions ______%
- Court/hearings ______%
- Administrative work ______%
- Total 100%

May I make your evaluation available to other students seeking externships? YES NO

Student Name: _________________________________

Semester and Year of Externship (e.g. Fall 2014): ___________________________

Student Class Year: ____________________ Date: ____________________

- 21 –

Updated 1/2015