

Externship Program
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Corporate Counsel Externship Program
Director, Cecily Banks cbanks@bu.edu

Boston University School of Law

765 Commonwealth Avenue
Boston, Massachusetts 02215
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Externship Programs: Spring 2023 Memorandum of Understanding

Student Name: _____

Externship Placement: _____

Supervising Attorney Name: _____

Supervisor Email: _____ Supervisor Phone: _____

Supervisor Address: _____

Externship Seminar: _____

Number of Field Credits & Hours:

- | | |
|-------------------|-------------------|
| _____ 3cr, 150hrs | _____ 7cr, 350hrs |
| _____ 4cr, 200hrs | _____ 8cr, 400hrs |
| _____ 5cr, 250hrs | _____ 9cr, 450hrs |
| _____ 6cr, 300hrs | |

Externship Start Date: _____ End Date: _____

Paid/Unpaid: _____ Hourly Rate/Salary (if applicable): _____

Days at Placement: Mon _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____

BU Law is permitting in-person, remote, or hybrid placements in AY22-23. BU required all students be vaccinated by the start of the Fall 2021 semester.

Placement will be: In-person: _____ Remote: _____ Hybrid: _____

The Supervising Attorney, Student and Faculty Supervisor understand and agree to the following:

SUPERVISING ATTORNEY (please initial below):

_____ **Academic Credit and Hours:** All fieldwork receives pass/fail credit; the Supervising Attorney does not grade the Student's experience. The Student is not entitled to a job at the conclusion of the externship, and the Student should not participate in the fieldwork expecting future employment. If the Student has an unexcused absence from the externship, please contact the Program Director.

_____ **Supervision and Initiative:** The Supervising Attorney will have primary responsibility for closely supervising the Student's training and work, and the Student will be self-directed and show initiative in seeking out and receiving assignments, feedback, and challenges in the context of a busy legal practice. In the event that another attorney takes the role of Supervising Attorney, it is the responsibility of the original Supervising Attorney to inform Boston University School of Law of the change. If the format of the externship (in-person/ remote/ hybrid) changes during the semester, please update the Senior Program Coordinator at mhuman@bu.edu.

_____ **Orientation:** At the outset of the semester, the Supervising Attorney will provide the Student with an orientation to all workplace expectations, guidelines, rules, and information the Student needs in order to perform well, appropriately, ethically, and confidentially in the legal office.

_____ **Goal-Setting for Student:** In the first weeks of the semester, the Supervising Attorney will assist the Student in preparing a list of professional development goals that the Student can realistically accomplish during the semester.

_____ **Scope of Work:** Throughout the semester, the Supervising Attorney will provide the Student with substantial lawyering experiences that expose the Student to a variety of tasks and issues that are appropriate for the placement and that provide the Student the opportunity to sharpen their legal knowledge, problem-solving and communication skills, ethical standards, professional responsibility, and general professionalism. When feasible and appropriate, the Supervising Attorney will arrange for the Student to attend meetings, conferences, negotiations, hearings, etc. The Supervising Attorney will otherwise involve the Student in the office culture and activities of the department.

_____ **Remote Work:** Throughout the semester, to the extent a student is working remotely, the Supervising Attorney/ Placement will provide the student with the necessary resources, equipment, information and opportunities for the student to learn and participate fully on a remote basis.

_____ **Regular Feedback:** Over the semester, the Supervising Attorney will interact with the Student on a regular basis and provide prompt, specific, and meaningful feedback regarding the Student's assignments and performance. The Supervising Attorney is encouraged to be forthright and constructively critical in all feedback so that the Student can maximize learning and professional development over the course of the semester. If the Supervising Attorney has concerns about the student's ability to complete the program or meet the placement expectations, the Supervising Attorney should contact the Externship Director or Faculty Supervisor.

_____ **Mid-Semester and Final Evaluations:** Around mid-semester, the Supervising Attorney will complete a written evaluation (a form will be provided by the law school) of the Student for the Student's review. The Student and the Supervising Attorney will then meet to discuss the evaluation, how the externship is going, and how the Student is progressing with respect to their stated goals. The form should then be forwarded to Meredith Humen, the Senior Program Coordinator for the Externship Program. Around this time, the Faculty Supervisor will also arrange to meet or speak with the Supervising Attorney to discuss the Student's progress. At the end of the semester, the Supervising Attorney will complete a final written evaluation (a form will be provided by the law school) of the Student to share with the Student and to forward to Meredith Humen, so that academic credit can be awarded for the Student's fieldwork.

_____ **Mentorship:** It is appreciated when the Supervising Attorney mentors the Student on matters such as networking, career development, and the legal profession. Supervising Attorneys are encouraged to use professional and life experiences to help the Student learn and develop.

_____ **Commitment to Equity, Inclusion, & Belonging:** The legal profession struggles with a lack of diversity. In addition, there are structural and systemic impediments to the participation and inclusion of diverse professionals in the workplace. Implicit bias, microaggressions, and other inequities permeate our society and our profession. We would appreciate externship placements engage in proactive measures needed to ensure access, opportunity, and inclusive and equitable work spaces exist for all students, including those from historically marginalized groups

STUDENT (please initial below):

_____ **Academic Credit and Hours:** The Student receives academic credit for participating in this externship program established by Boston University School of Law to educate and train its law students. All fieldwork receives pass/fail credit. The Student will work, at a minimum, the number of hours committed to at the beginning of the externship, and work through the last day of classes, even if the target hours are met earlier. The Student will also keep a regular work schedule and seek the Supervising Attorney's advance permission for any absences or modifications to that schedule. The Student will submit a weekly online timesheet to the Office of Experiential Education. In submitting any record of hours worked, the Student is certifying under the BU Law Honor Code that the hours are correct and accurate as to the number of hours actually worked. The Student's obligations with time reporting are governed by BU Law's Academic and Disciplinary Rules and Code of Conduct (see <https://www.bu.edu/law/current-students/llm-student-resources/disciplinary-regulations/>.) **NOTE: A Student may be subject to disciplinary action if there is false reporting.** The Student understands that this externship is part of an educational semester that focuses on the Student's practical learning and professional development. The

Student is not entitled to a job at the conclusion of the externship, and the Student should not participate in the fieldwork expecting future employment.

_____ **Supervision and Initiative:** The Student will be self-directed and show initiative in seeking out and receiving assignments, feedback, and challenges in the context of a busy legal practice.

_____ **Student Commitments:** The Student commits to being fully engaged and self-directed throughout the experience, with focus, diligence, curiosity, and drive to learn. The Student will make and strive to meet professional goals by reflecting, self-assessing and learning from the experience. The Student will work as a team member. The Student will be professional, reliable, and meet all reasonable deadlines. The Student will act with respect and integrity in all dealings.

_____ **Remote work:** The Student commits to fully engaging in remote work by being present, available, responsive and equipped technologically according to the student's schedule and responsibilities.

_____ **Confidentiality:** The Student will comply with all confidentiality rules that apply to the placement. The Student will not disclose to any person any of the confidential, proprietary, attorney-client privileged, or work product information that the Student learns or is exposed to during the externship.

_____ **Out of state externship (if applicable):** For students participating in externships that occur outside of Massachusetts, information regarding Boston University's state authorization approval and related complaint resolution process can be found on the State Authorization and Distance Education website at www.bu.edu/state-authorization. The Student acknowledges that they have received this information.

Signatures / E-Signatures:

Supervising Attorney: _____ Date: _____

Student: _____ Date: _____

Kate Devlin Joyce/ Cecily Banks: _____ Date: _____

Please obtain your Supervising Attorney's signature and return this form to Meredith Humen in the Office of Clinical and Experiential Programs (Email: lclinic2@bu.edu, Fax:617-353-6944) no later than **TBD**.