This agreement is adapted from the Roger Williams University School of Law Externship Program’s MOU. Revised 7/2014

Memorandum of Understanding for Supervising Attorneys
Full-Time Externship Program
701 S. State St., Ann Arbor, MI 48109
aharwell@umich.edu; 734.764.7787

Name of Student: __________________________ Semester: _____ Externship Site: ________________

I understand that the above student is receiving academic credit for this experience, and I agree to the following conditions for participation in the University of Michigan Law School Externship Program:

1. I accept primary responsibility for supervision of the above student and will serve as the “Supervising Attorney.” I understand that a Supervising Attorney must be a licensed attorney in good standing, must have a minimum of three years of legal experience, and must be available, preferably on-site, to observe, critique, and review the student’s work. I will forward a copy of my résumé, or equivalent documentation, with this agreement.

2. I will meet with my student frequently, on a weekly basis if possible, to provide consistent feedback on the student’s performance. I understand that my student will not receive a letter grade for the field work with me, and therefore, I am encouraged to be as honest as possible so that my student can maximize learning and professional development. I will strive to provide meaningful feedback on assignments or legal tasks as quickly as possible.

3. I understand that my student is required to set realistic goals for this experience, and I will review the student’s goals in order to develop a workable plan for the semester. I understand I will take part in a Site Visit near the middle of the semester with either the Faculty Supervisor or another designated faculty member and that the Site Visit will be conducted either in-person or via Skype or other videoconference means when possible. I understand that I will be required to complete a mid-term and final evaluation of my student’s performance and meet with my student about both evaluations.

4. I will do my best to provide my student with meaningful and challenging legal work that exposes him/her to the variety of legal tasks and issues that a lawyer in this practice regularly confronts and that allows him/her to develop legal skills, legal judgment, ethical sensibilities, and problem-solving skills. Whenever possible, I will include my student in staff meetings, client meetings, court proceedings, and the like. I agree that will not assign my student primarily make-work tasks, such as copying, intake, or covering the front desk.

5. I understand that my student is enrolled in a co-requisite seminar taught by the Faculty Supervisor and that my student will be required to submit regular reflective essays to the Faculty Supervisor and to participate in an on-line forum with the other externship students. I will talk to my student about the confidentiality rules in our office to ensure that my student does not violate confidentiality through the seminar work.

6. If any problems arise with my student, if I have any concerns about my student’s professionalism, judgment, or ability to work in my office, or if I have questions generally, I will immediately contact Amy Sankaran, Faculty Supervisor/Director of Externship and Pro Bono Programs, at aharwell@umich.edu or 734.764.7787.

Printed Name of Supervising Attorney: ___________________________________________ Phone: ________________

Email of Supervising Attorney: __________________________________________________________

Signature of Supervising Attorney: _______________________________________________ Date: ________________

If other attorneys will be involved in supervising this student, please list their names so we can ensure they have a copy of this MOU.

Name: ___________________________________________ Phone and Email: __________________________

Name: ___________________________________________ Phone and Email: __________________________

**Please return this form to your student or lawexternships@umich.edu.**

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