SUPERVISOR’S AGREEMENT
LOYOLA EXTERNSHIP PROGRAM
THIS FORM IS DUE NO LATER THAN THE FIRST DAY OF CLASS.

PLEASE PRINT OR TYPE:

Student’s Name: ___________________________ Phone: __________________

Extern Supervisor: __________________________ Phone: __________________

Externship Site: ____________________________________________

TO THE SUPERVISOR:
Thank you for your participation in the education of Loyola law students. Your role is an important one in
the professional formation of our students. Please take a minute to read what we consider to be the goals
of the program.

The Loyola Externship Program seeks to provide students with practical experience under the supervision of
practicing attorneys and judges and an assigned supervisor from the School of Law. The Program is an
opportunity to improve and develop lawyering skills, incorporate the values of the profession and develop
working habits in a work environment that is also an educational environment. All work for academic credit
must be unpaid.

Listed below are activities that the law faculty considers to be worthwhile goals for an externship experience.
While it is understood that various extern sites offer different levels of exposure to these activities, it is the
expectation that externs will engage in most of these activities to some degree during the course of the
semester. The degree to which a student is involved in these activities, under the close supervision of on-site
supervisor, usually determines the value of the program for that extern. In order to meet the goals of the
program, an extern is expected to have extensive, supervised involvement in most of the following activities:

• Engage in challenging legal work
• Receive constructive feedback from supervisor
• Engage in legal research
• Gain exposure to situations involving issues of professional ethics
• Write legal memoranda or briefs; draft other legal documents
• Engage in case investigation
• Meet with clients
• Observe trials or hearings
• Participate in trials or hearings
• Observe/participate with judges/attorneys/clerks in conferences
• Observe most aspects of chambers/agency/office operation
• Interact with other externs; Interact with lawyers other than supervisor
• Develop a new understanding of the different roles played by lawyers

In addition, the on-site supervisor is expected to participate in the work of the program by conducting
regular reviews of the student’s work and submitting written evaluation forms to the course instructor. We
ask your help in making sure that the student receives regular constructive feedback about his or her work.
To aid in this process, evaluation forms are prepared by you in tandem with your regularly scheduled
meetings with the students assigned to you. While the evaluation proves is often the most difficult part of
your task as a supervisor, it is also the most worthwhile aspect of the extern experience for the student. Law
student externs should be given responsibilities similar to those of a practicing attorney and are to be included in strategic decision-making involved in the assigned work.

If you are unable to help meet these objectives of Loyola’s extern program, we ask that you not engage the student as an extern. If you are able to do so, we thank you and welcome you in our educational mission. You will play an important role in what could be one of the most significant experiences in the student’s law school career. If you have any questions or problems, please call Ms. Josie Gough at (312) 915-7887 or contact her by email at jgough@luc.edu.

Time Requirements:

A student in Loyola’s extern program may register for two or three hours of extern credit in a given semester. The student is required to work a minimum of 55 hours per credit under your supervision – 110 hours for two credits or 165 hours for three credits. Over the course of a 14 week semester,
- Students who register for two credits are expected to work an average of 8 hours per week.
- Students who register for three credits are expected to work an average of 12 hours per week.

Externs are notified that there may be times when additional hours are necessary. However, since most students have substantial additional responsibilities outside of their externships, we recommend that students not be assigned regularly to tasks that would require more than 15 hours per week.

GOALS STATEMENT – Supervisor and student extern: Please complete the table below.

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<tr>
<th>STUDENT: Please list three goals that you seek to accomplish during this externship.</th>
<th>SUPERVISOR: Please describe how this experience will assist the student in achieving these goals.</th>
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Student’s Signature: ______________________  Supervisor’s Signature: ______________________
Supervisor’s Title: ______________________
Date: ________________________________

Students: This form is due at your first class. Make a copy of it for yourself and your site supervisor.