



**HAMLIN**  
UNIVERSITY  
School of Law

Externship Program

### **Fall 2015 Student Extern Guide**<sup>1</sup>

#### **I. Introduction**

The Externship Program is an essential component of HUSL's experiential education curriculum. It gives students the opportunity to earn academic credit and practical experience doing legal work in a variety of professional settings, under the careful supervision of attorney/judicial mentors.

#### **II. Goals and Objectives of the HUSL Externship Program**

The objectives for the HUSL externship program include:

- Developing students' ability to be self-directed and reflective practitioners;
- Promoting a sense of professional responsibility in students;
- Giving students greater insight into the workings of the legal system;
- Supporting students in their exploration of career choice through practice in a specific substantive area or broad category of lawyering;
- Training students in lawyering skills, which may include research and writing, client interviewing and counseling, advocating in court or other settings, marshalling and analyzing facts and documentary evidence, critical reflection, effective oral communication, collaboration/team work, negotiation and problem solving, and other lawyering tasks; and
- Assisting students in networking for future job searches and professional development.

The educational goals of the placement, its academic component, our process for site approval, and the close supervision of student work provided by mentors all help both HUSL and the placement site to comply with applicable provisions of the ABA Standards for Accreditation of Law Schools, the Fair Labor Standards Act, and applicable student practice rules (see Appendix J). Attorney/judicial mentor placement sites cannot charge clients for any work performed by student externs.

#### **III. Student Eligibility**

Participation in externships is guided by the following requirements:

- Students must have completed 2 full-time equivalent semesters of law school (24 credits is required if the placement site wants students to be eligible for certification as student attorneys);
- Professional Responsibility is a pre- or co-requisite;
- Some externships may have other specific prerequisites (as detailed online prior to registration);
- Students may participate in the externship program twice, and for no more than 15 credits total; and

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<sup>1</sup> The law school externship community generously and regularly shares resources. This guidance piece has benefited from externship handbooks from the programs at Cardozo, Drexel, The Bay Area (BACE) and Los Angeles Area (GLACE) consortia, and California Western.

- Students may not extern with relatives or friends nor, in almost all circumstances, where they have been employed, know they will be employed, or where they are a client.

#### IV. Course Components

Students in three (3) to six (6) credit HUSL externships must:

- **Complete the requisite number of unpaid field work hours** at their placement sites with close attorney or judicial mentor supervision (and submit weekly time cards to the externship office);
  - 114 hours for 3 credits
  - 150 hours for 4 credits
  - 225 hours for 6 credits
- Participate in an on-campus classroom component and complete all assigned work; and
- Complete a learning goals exercise, goal setting and ethics memorandum, three (3) short reflective writing assignments; and engage in mid-semester and final evaluation processes and assignments as described in the appendices to this document.

Information about the requirements and application for the Semester-in-Practice program are available on the HUSL website at <http://law.hamline.edu/experiential-learning/semester-in-practice/>.

#### V. Attorney/Judicial Mentors

Attorney/judicial mentors assist students in fulfilling the objectives of the externship program. Mentors assign meaningful and varied work and observation opportunities, and provide guidance and feedback on a regular basis to their externs. Additional expectations for attorney mentors include:

- At the very beginning of the semester, attorney mentors meet with externs to orient them to the workplace, discuss their learning goals, clarify expectations concerning confidentiality and conflicts of interest, and address any other ethical issues germane to the placement;
- With the exception of judicial mentors, at mid-semester, mentors complete a student evaluation prior to a mid-semester meeting with the extern; and
- With the exception of judicial mentors, at the end of the semester, attorney mentors complete a final evaluation.

#### VI. HUSL Externship Office, Faculty, and Staff contacts and related Systems Information

##### Externship Office

- **General contact for externship matters and for Symplicity questions**  
[lawexternships@hamline.edu](mailto:lawexternships@hamline.edu); 651-523-2470; M-F 8:00-5:00

##### Externship Professor

- **Health Law externships**
  - Dr. Thaddeus Pope, HUSL Health Law Institute: [tpope01@hamline.edu](mailto:tpope01@hamline.edu); 651-523-2519

##### Symplicity

- Assignments and evaluations are submitted via the Symplicity system (<https://law-hamline-csm.symplicity.com/students/>) to which you have (or need to obtain) access through the Externship Office.

## APPENDICES

APPENDIX A – Learning Goals Exercise (Student Assignment)

APPENDIX B – Ethics Memorandum (Student Assignment)

APPENDIX C – Reflective Writing (Student Assignment)

APPENDIX D – Weekly Time Cards

APPENDIX E – Student Mid-Semester Evaluation Process

APPENDIX F – Mid-Semester Evaluation: Attorney Mentor

APPENDIX G – Student Final Evaluation Process

APPENDIX H – Final Evaluation: Attorney Mentor

APPENDIX I – Externship Professor Assignments Chart

APPENDIX J – Fair Labor Standards Act and Law Student Externs

## Appendix A

### Learning Goals Exercise

Articulating goals is an important step in any educational setting, but especially in an externship, where you take an active role in shaping the educational experience. The process of goal-setting has been divided into three steps to help you set goals and hone them to your particular legal practice setting. Your learning goals are not carved in stone; we expect them to change over time. The process of setting goals at the beginning of your experience, revisiting them later, and examining how and why they have changed over time can help you get the most out of your experience.

#### **Step One**

Complete the “Externship Learning Goals” survey in Symplicity listing three learning goals you have for your externship and the specific activities or experiences that will help you achieve each goal. In preparing these goals, consider taking (or revisiting) the Career Services Office Transferable Skills Inventory, which is available in the Self-Assessment Workbook (available in Symplicity’s Document Library), pp. 20-23. Be as specific as possible in listing the activities you plan to use to meet each goal. To get an idea of the kinds of things externs might expect to do in a placement, you can refer to the activities listed on the externship time card. This assignment is due by 11:59 p.m. on Sunday following the first week of the semester.

#### For Example:

Goal 1: Improve my legal research skills

Step 1: Ask my supervisor for a specifically research-oriented assignment also involving writing.

Step 2: Make a research plan—which secondary sources to start with, brainstorm search terms, think about when to stop researching and start writing.

Step 3: Don’t procrastinate—start two weeks ahead of assignment due date and make a task list for each day of what I plan to accomplish.

Goal 2: Decide if direct client service is what I want to do for my career

Step 1: Ask to sit in on client interviews and debrief the interviews with the attorney.

Step 2: Ask 2-3 attorneys in the office how they got their jobs and how they like them. Ask them out for lunch.

Step 3: Ask an attorney for a file from a particularly memorable case, see what steps were involved in the representation, and discuss the case with the attorney.

[Symplicity Instructions \(https://law-hamline-csm.symplicity.com/students/\)](https://law-hamline-csm.symplicity.com/students/):

1. From your home page, click the “Surveys and Forms” link.
2. Look for the survey entitled “Externship Learning Goals\_[term, year].”
3. Click the “Respond” button below the title.
4. Enter the requested information and click “Submit.”

**Step Two**

Discuss your learning goals with your attorney or judicial mentor. Find out whether s/he thinks your goals are realistic, whether your proposed activities and experiences are possible at this work site or within the timeframe of your externship, and whether s/he would suggest any additional activities or experiences to help you meet your goals. This meeting should be completed by the end of the first week of the semester.

**Step Three**

Submit a 1-2 page Goal-Setting Memorandum via Symplicity. In this memorandum, describe how and why you chose your goals, how the initial meeting with your mentor went, and any changes you have made to your goals as a result of that meeting. (Don't forget to include your name on the memorandum.) See appendix I for due date and submission instructions.

### **Appendix B - Ethics Memorandum Assignment**

When introducing an outsider into a legal workplace, ethical issues are always a concern. Attorneys have a professional responsibility to ensure that all employees—lawyers and nonlawyers alike—comply with the professional obligations and fiduciary duties. This assignment is designed to help you re-familiarize yourself with the professional rules that might apply to your conduct in your externship placement and to ensure that you understand and comply with the ethical requirements in your externship placement.

#### **Step One**

Locate the rules of professional conduct that govern in the jurisdiction where of your externship placement. If you are in Minnesota, these are the [Minnesota Rules of Professional Conduct](#). If your externship is out of state, find the rules of your jurisdiction. Look through the rules and note any state-specific confidentiality rules, exceptions, rules governing conflicts of interest, or other rules that you think might apply to the work at your placement site. For example, if the placement represents organizations, look carefully at the rule regarding organizational clients. If you will be working in a prosecutor's office, look at the rules governing communications with represented and unrepresented persons. Make a note of any questions you want to bring up with your attorney mentor.

#### **Step Two**

Within the first two weeks of the semester, discuss with your attorney mentor any workplace policies that pertain to your ethical conduct at the placement. Be sure to find out:

- if there are any special disclosures you need to make about prior employment before beginning legal work in your setting;
- if there are any matters in your externship site from which you will need to be screened based on your personal affiliations or other past or current employment;
- what the limits are on sharing information you learn in your externship with others, including friends, relatives, other students, on social media, and with your externship professor(s);
- what kind of record you are required or permitted to keep about your work at the externship site to facilitate conflict-checking in future employment

*This discussion should be completed before the end of the second week of the semester (and ordinarily will be a part of the same first week meeting in which you discuss your learning goals for the semester).*

#### **Step Three**

Submit a 1-3 page Ethics Memorandum via Symplicity, in which you explain your understanding of the ethical requirements and workplace policies. Address at least the following questions:

**Confidentiality:** What kinds of information are covered by confidentiality requirements in your externship workplace? What precautions must you take in discussing your work with friends, relatives, other students, on social media, and with your classroom instructor and externship professor in class or in reflective writing assignments?

**Conflicts of Interest:** What kinds of other work might cause conflicts of interest in this workplace setting? What kinds of work might you do in this externship that might cause conflicts of interest to arise in future employment? What steps must or can you take to identify current and future conflicts of interest?

**Other Ethical Issues:** Are there any other professional ethical issues that you can foresee arising in your externship placement? If so, what will you do to address them if and when they arise?

See Appendix I for the exact due date of this assignment. This memorandum will be provided to your externship professor. The assignment must be submitted via Symplicity; no email submissions will be accepted.

[Symplicity Instructions \(https://law-hamline-csm.symplicity.com/students/\)](https://law-hamline-csm.symplicity.com/students/):

1. You will need to have at least one *approved* resume in Symplicity before you can submit an assignment. (Keep one in the system all semester!)
2. Upload your documents into the “My Documents” section of your Symplicity account by clicking “Add New.”
  - a. Note: “Label” each document with specificity for ease of future reference (e.g., “John Doe Ethics Memorandum”), in addition to ensuring your name is included within the document itself. Select “Resume” in the document type field when uploading your materials.
3. Once you have uploaded your assignment(s) to the “My Documents” section, click the “Jobs: Hamline Career Services Jobs” tab from your Symplicity home page.
4. From the job bank, use the “Position Type” drop-down menu to easily filter for “Externship Assignments” and click “Search.”
5. Click the title of the appropriate assignment (which is the “job posting” title). Under “Want this Job?” on the right side of the screen, click “Apply.”
6. From within the “Resume” field in the window that appears, select the document you uploaded for this assignment from the drop-down menu. (This menu should be populated with all the documents you have uploaded and selected as “Resume” within “My Documents.”)
7. Once you have selected your document, click “Submit.” (You will be able to review submissions under the “Applications” tab within this “Jobs” section of Symplicity.)

### **Appendix C- Reflective Writing Assignments**

Some reflective writing is built into the Learning Goals Assignment and the Mid-Semester and Final Evaluation Processes. You will need to turn in three additional 1-2 page reflective writing assignments during the course of the semester. (These assignments replace the former weekly journal requirement for Hamline externships.) The purpose of reflective writing is to focus on what you are learning from your externship, not on what you are doing. *While some suggested topics call on you to describe an event or interaction, please do so only in general terms, keeping in mind the confidentiality requirements of your work site and avoiding any identifying details.*

Your Hamline externship professor may assign you a particular topic to write about for one or more of these assignments. If not, feel free to choose from any applicable topic area or to write on a topic of your own choosing. Attached is a list of suggested reflective writing assignment topics.

See Appendix I for exact due dates for these assignments. Reflective Writing assignments will be provided to your externship professors and in some cases your classroom instructors (but not if your classroom instructor is also your attorney mentor). (Don't forget to include your name on your submissions.) Assignment must be submitted via Symplicity; no email submissions will be accepted.

[Symplicity Instructions \(https://law-hamline-csm.symplicity.com/students/\)](https://law-hamline-csm.symplicity.com/students/):

1. You will need to have at least one *approved* resume in Symplicity before you can submit an assignment. (Keep one in the system all semester!)
2. Upload your documents into the "My Documents" section of your Symplicity account by clicking "Add New."
  - a. Note: "Label" each document with specificity for ease of future reference (e.g., "John Doe Reflective Writing #1"), in addition to ensuring your name is included within the document itself. Select "Resume" in the document type field when uploading your materials.
3. Once you have uploaded your assignment(s) to the "My Documents" section, click the "Jobs: Hamline Career Services Jobs" tab from your Symplicity home page.
4. From the job bank, use the "Position Type" drop-down menu to easily filter for "Externship Assignments" and click "Search."
5. Click the title of the appropriate assignment (which is the "job posting" title). Under "Want this Job?" on the right side of the screen, click "Apply."
6. From within the "Resume" field in the window that appears, select the document you uploaded for this assignment from the drop-down menu. (This menu should be populated with all the documents you have uploaded and selected as "Resume" within "My Documents.")
7. Once you have selected your document, click "Submit." (You will be able to review submissions under the "Applications" tab within this "Jobs" section of Symplicity.)



### **Suggested Topics (general):**

1) Describe an interaction that you have had a chance to observe between a lawyer and a client, either in your office or elsewhere. What did the lawyer do (or fail to do) to treat the client respectfully? How effectively did the lawyer communicate with the client? What did the lawyer do to make the communication particularly effective (or ineffective)? What lessons can you take from this interaction about effective ways to treat clients?

2) Describe the office you are working in. How many people work there? How do lawyers interact with each other? How do they interact with non-lawyers with whom they work? What do you like about this office culture and/or what makes you apprehensive? Is this a kind of office in which you would like to work? Why or why not?

3) Describe an event that challenged assumptions you had about the justice system. What assumption did you have about the way the justice system worked? Where do you think those assumptions came from? What happened in this event that has called those assumptions into question? Do you think the event is typical or atypical of the way the justice system generally works?

4) Describe your aspirations about work-life balance as a lawyer. How many hours a day or week do you want or expect to work? How challenging do you expect the job of a lawyer to be? What do you observe about the quality of life of the attorneys in your work setting? In what ways do you want to emulate/avoid the lifestyles you see?

5) Describe a difficult situation that you had to handle in your externship. What was the situation and what made it difficult? How did you choose to respond? Did you get a satisfactory result? If so, why? If not, what could you have done differently?

6) Describe an effective piece of advocacy (an argument in court, a negotiation, a discussion with a client, etc.) that you have had a chance to observe. What made it effective? What lessons can you take from this piece of advocacy about what it means to be a good lawyer?

7) Describe an event of effective problem-solving that you have had a chance to observe. What made it effective? What lessons can you take from this piece of advocacy about what it means to be a good lawyer?

### **Specific to Criminal Law Externship**

1) Describe your reasons for choosing the Criminal Law Externship. Do you come to the externship with aspirations to work as a public defender or prosecutor? If so, which were you inclined to do prior to this externship? Did you end up in a placement that aligns with your preferences? Has your experience strengthened your preference or weakened it? Why?

2) Describe your impressions of criminal court. How do you see defendants being treated by the court, by their lawyers, by others? Do you see victims of crime in court? If so, how are they being treated? Do you think their interests are being adequately represented? Why or why not?



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## Appendix D

### Weekly Time Cards

Time cards are due in Symplicity by 11:59 p.m. Sunday each week (reflecting hours worked M-F the week before) and are seen by the externship office and your externship professor. Fill out a time card each week even if you did not work any hours.

[Symplicity Instructions \(https://law-hamline-csm.symplicity.com/students/\)](https://law-hamline-csm.symplicity.com/students/):

1. From your Symplicity home page, click the “Surveys and Forms” link.
2. Look for the survey that corresponds with the week of the semester for which you’re submitting your hours (ex: “Externship Time Card\_Week 1 (DUE: [date])”).
3. Click the “Respond” button directly below the survey title.
4. Complete all the fields and include any explanations or descriptions necessary and click “Submit.”
  - a. Note: Once you have entered your information into the time card and submitted it, you will not be able to return to the survey to edit your answers, but surveys will be available for you to refer back to until the final time card is due.

The information included on each time card will be:

Hours Completed This Week: \_\_\_\_\_

Hours Completed to Date: \_\_\_\_\_

This week I engaged in the following:

(Select all the week’s activities from the picklist)

- Interviewing clients (gathering information)
- Counseling clients (explaining law or options)
- Advocating in court/hearings
- Observing court/other proceedings
- Observing/shadowing attorneys in other activities (e.g., client interviews, negotiations, etc.)
- Talking to attorneys about their work
- Doing legal research
- Writing legal research memoranda
- Drafting other legal documents
- Doing factual investigation (including witness interviews)
- Preparing/organizing material for lawyer’s use
- Interacting with the public
- Other

Please describe details and information about any other activities you did this week.

## Appendix E

### Student Mid-Semester Evaluation Process

#### Step One

Complete the Mid-Semester Student Evaluation Survey and Mid-Semester Site Evaluation Survey in Symplicity. (They will appear as two segments of the same survey.) The questions contained in these surveys are attached for your reference. The purpose of these surveys is to revisit the learning goals you set for yourself at the beginning of the semester, to reflect on what you have accomplished so far, and to determine what else you wish to accomplish before the end of the semester. Your answers to these surveys also give your Hamline externship professor a sense of how well the placement is working for you and any issues you might be having with the placement. See appendix I for exact due dates for the mid-semester evaluation.

**NOTE: A copy of your answers to the Mid-Semester *Student* Evaluation Survey questions will be shared with your externship professor and your attorney or judicial mentor. Your responses to the Mid-Semester *Site* Evaluation questions will be shared only with your externship professor.**

[Symplicity](https://law-hamline-csm.symplicity.com/students/) Instructions (<https://law-hamline-csm.symplicity.com/students/>):

1. From your home page, click on “Profile,” then “Externship Placements.”
2. Below the name of your placement, click “Submit Evaluation” (or “Edit Evaluation” for the Final).
3. Complete the appropriate portion of the evaluation survey and click “Submit” when you’re finished.
  - a. Note: The Mid-Semester Student, Mid-Semester Site, and the Final evaluations are included in the same survey. Complete only the portion(s) due at each time – at this time that would be the “Mid-Semester Student Evaluation” and the “Mid-Semester Site Evaluation” portions of the survey.

#### Step Two

The externship office will forward your responses to the Mid-Semester Student Evaluation Survey to your externship professor and attorney or judicial mentor, and likewise will forward your mentor’s Mid-Semester Evaluation of you to you (provided we have received it in a timely manner) as soon as possible after submission. Thereafter meet with your Hamline externship professor and your attorney/judicial mentor. This may be a joint meeting at your work site with both your professor and your mentor, or you may meet separately with your Hamline professor at the law school (or online for the online externship course) either prior to or after meeting with your attorney/judicial mentor. You are responsible for scheduling both meetings. (Note: You will want to schedule these meetings several weeks in advance to ensure you are able to get on your externship professor’s and attorney or judicial mentor’s schedules within this time frame.)

The Mid-Semester Evaluations in Symplicity ask the following questions:

**Mid-Semester Student Evaluation**

*(seen by externship instructor and attorney or judicial mentor)*

Work in Externship

Briefly describe the work that you have performed at your externship (avoid identifying information that is protected by confidentiality).

Goals Assessment

Review the Learning Goals that you set at the beginning of the semester. Briefly evaluate your progress in meeting each of these goals.

Have your goals changed since the beginning of the semester? If so, in what ways have they changed?

What new or different goals do you have now for the remainder of the semester, and what specific activities can help you achieve them?

Reflection on Experience

What has surprised you the most about the law, lawyers, or the legal system as a result of your externship experience so far?

Describe your single most challenging experience.

Describe your single most rewarding experience.

Workplace Assessment

Evaluate your progress and performance in the following areas:

➤ Time management skills, organization, and ability to meet deadlines

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Explain or describe:

➤ Ability to seek and use supervision effectively

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Explain or describe:

➤ Diligence and initiative in seeking out experiences that will broaden your learning

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Explain or describe:

Thoughts for Improvement

What lawyering skills and activities have you had the greatest opportunity to use in your externship?

Are there skills and activities that you wish you could experience more? If so, what specific steps can you take to help make this happen?

Is there any other way for your learning experience to improve over the remainder of the semester? If so, what can you do to help make this happen?

**Mid-Semester Site Evaluation Survey**

*(seen only by externship professor)*

How would you rate your externship experience overall?

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Explain:

On a weekly basis, about how much time do you get with your attorney/judicial mentor? What kind of working relationship has developed between you and your mentor?

Do you know what your attorney/judicial mentor thinks of your work? If so, what kind of feedback have you received? If not, why not?



## Appendix F

### **Mid-Semester Evaluation: Attorney/Judicial Mentor**

Attorney and judicial mentors will be asked to answer the following questions in a survey in Symplicity. The information submitted will be shared with the Hamline externship professor and the student extern.

What has the extern accomplished so far?

How does the extern fit into the office environment (e.g., punctuality, reliability, initiative, enthusiasm, confidence, ability to work with others)?

What strengths do you identify for this extern, particularly in comparison with what you expect from a new attorney at your workplace?

If possible, identify areas for the extern's improvement.

If there is additional feedback or explanation you would like to share only with the externship professor, please feel free to contact the professor directly.

## Appendix G

### Student Final Evaluation Process

#### Step One

Ensure that all your time cards are complete and accurate. If you have not met the field work hours requirement, contact your externship professor and the externship office to explain what arrangements you have made to complete this work.

#### Step Two

Complete and turn in the Final Site Evaluation Survey in Symplicity by 11:59 p.m. the Sunday following week fourteen of the semester. The questions contained in this survey are attached for your reference. Your responses will be shared only with your externship professor.

[Symplicity](https://law-hamline-csm.symplicity.com/students/) Instructions (<https://law-hamline-csm.symplicity.com/students/>):

1. From your home page, click on “Profile,” then “Externship Placements.”
2. Below the name of your placement, click “Submit Evaluation” (or “Edit Evaluation” for the Final Evaluation).
3. Complete the appropriate portion of the evaluation survey and click “Submit” when you’re finished.
  - a. Note: Both the Mid-Semester and Final evaluations are included in the same survey. Complete only the portion(s) due at each time – this time the Final Evaluation.

#### Step Three

Write a 2-3 page Final Reflection Memorandum, and submit it via Symplicity by 11:59 p.m. the Sunday following the fourteenth week of the semester. In your Final Memorandum, reflect on the following:

**Goals:** Were the learning goals you set for yourself in this externship met? To the extent that they were met, what were the most valuable experiences and activities toward meeting those goals? Would the goals you would set for yourself today differ from the goals you initially set for yourself? If so, in what way would they differ? What are the next goals you have for yourself in your legal education and how might you meet them?

**Skills and Capacities:** What experiences in your externship have been most valuable in expanding and refining your lawyering skills? In what areas have you seen improvement or gained perspective on your lawyering skills and capacities? How has this experience contributed to your legal education as a whole?

**Reflections on Law, Lawyers, and the Legal System:** How has your externship shaped your views of law, lawyers, and the legal system? What insights have you gained into the specific area in which you worked (e.g., criminal law, health law, business law, private practice, legislation and lobbying)? What good and bad examples of lawyering did you get a chance to observe? How has this externship experience affected your ideas about your own legal career?

[Symplicity](https://law-hamline-csm.symplicity.com/students/) Instructions (<https://law-hamline-csm.symplicity.com/students/>):

1. You will need to have at least one *approved* resume in Symplicity before you can submit an assignment. (Keep one in the system all semester!)
2. Upload your documents into the “My Documents” section of your Symplicity account by clicking “Add New.”
  - a. Note: “Label” each document with specificity for ease of future reference (e.g., “John Doe Final Reflection Memorandum”), in addition to ensuring your name is included within the document itself. Select “Resume” in the document type field when uploading your materials.
3. Once you have uploaded your assignment(s) to the “My Documents” section, click the “Jobs: Hamline Career Services Jobs” tab from your Symplicity home page.
4. From the job bank, use the “Position Type” drop-down menu to easily filter for “Externship Assignments” and click “Search.”
5. Click the title of the appropriate assignment (which is the “job posting” title). Under “Want this Job?” on the right side of the screen, click “Apply.”
6. From within the “Resume” field in the window that appears, select the document you uploaded for this assignment from the drop-down menu. (This menu should be populated with all the documents you have uploaded and selected as “Resume” within “My Documents.”)
7. Once you have selected your document, click “Submit.” (You will be able to review submissions under the “Applications” tab within this “Jobs” section of Symplicity.)

#### **Step Four**

Revise your resume to include your externship experience and submit it to the Career Services Office via [Symplicity](#) (follow same instructions as above, looking this time for “Updated Resume Assignment”). The Career Services Office will follow up with you at a later date. This assignment is due the Sunday following the fourteenth week of the semester. Completion of this assignment will be reported to your Hamline externship professor(s) and is required to pass the externship course.



Questions on the Final Site Evaluation will be:

1. What was the quality of your learning experience at this site:

a. Variety and quality of assigned work

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Comments:

b. Manageability of the workload

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Comments:

c. Level of supervision

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Comments:

d. Quality and frequency of feedback

1	2	3	4	
Poor	Fair	Good	Excellent	n/a

Comments:

2. Were you prepared for the types of assignments you received? Yes No

Comments:

3. Describe your relationship with your attorney/judicial mentor and with other staff members and students at the work site.

4. What are the greatest strengths of this placement?

5. What are the greatest drawbacks of this placement?

6. Is there anything you think other students considering this placement should know, in order to help them get the most out of the experience at this placement?



**Appendix H**

**Final Evaluation: Attorney/Judicial Mentor**

Attorney/judicial mentors will be asked to answer the following questions in a survey in Symplicity. The information submitted will be available to the Hamline externship professor and the student extern. Attorney/judicial mentors are also encouraged to share their feedback directly with their extern.

Questions will be:

	N/A	Poor	Fair	Good	Excellent
<b>Writing Skills:</b> (e.g., Use of proper grammar, well organized and concise, and mindful of differences required for different kinds of writing.) <b>Please Add Comments:</b>					
<b>Legal Knowledge:</b> (e.g., Familiarity with applicable law and procedure, grasp of legal problems and steps to take to solve them, student has progressed throughout the semester.) <b>Please Add Comments:</b>					
<b>Oral/Advocacy Skills:</b> (e.g., Communicates clearly concerning legal matters and with proper regard to particular audience (clients, attorneys, judges); responds confidently to questions; has good demeanor in the courtroom.) <b>Please Add Comments:</b>					
<b>Professionalism:</b> (e.g., Demonstrates maturity, good judgment, and sensitivity in interactions with other staff, attorneys, judges, clients, etc.) <b>Please Add Comments:</b>					
<b>Attitudes and Work Habits:</b> (e.g., Eager to learn, accepts constructive criticism, satisfactory attendance, punctuality, industriousness, and attention to detail.) <b>Please Add Comments:</b>					

How did this student's work compare with what you expect from a new attorney?

Did you have any concerns about the student's sensitivity to professional responsibility and ethical issues? If yes, please give a specific example.

What advice do you have for this student regarding the improvement of his/her legal skills and/or his/her future professional development?

Should this student receive credit for the externship with your office? (yes or no)

If no, please explain.

**Appendix I - Hamline University School of Law Fall 2015 Externship Professor Assignments\***  
(Classroom Instructor and Attorney Mentor assignments **not** included)

<b>Week of the Semester</b>	<b>Assignment</b>	<b>Student Guide Appendix</b>	<b>Due Date/Time</b> (due by 11:59 p.m.)	<b>Symlicity Submission Tab</b> See page 2 for specifics
<b>Week One</b> (Aug. 17-23) <i>Classes start Aug. 20 – if you have not yet started your hours, please still complete these assignments for week one. You may report zero hours on your time card if needed.</i>	<b>Review Orientation Materials</b> that were emailed to you by the Externship office (includes how to submit assignments, professionalism, and office contacts).	n/a	Sun. Aug. 23	n/a
	Learning Goals Exercise	App. A	Sun., Aug. 23	Surveys
	Discuss Learning Goals with attorney mentor	App. A	Complete during the first or second week of the semester	(In-person; student scheduled)
	Discuss workplace policies on confidentiality and conflicts of interest with attorney mentor	App. B	Complete during the first or second week of the semester	(In-person; student scheduled)
	Time Card Week #1	App. D	Sun., Aug. 23	Surveys
<b>Week Two</b> (Aug. 24-30)	Goal-Setting Memorandum	App. A	Sun., Aug. 30	Jobs ID: 15995
	Ethics Memorandum	App. B	Sun., Aug. 30	Jobs ID: 15996
	Time Card Week #2	App. D	Sun., Aug. 30	Surveys
<b>Week Three</b> (Aug. 31-Sept. 6)	Time Card Week #3	App. D	Sun., Sept. 6	Surveys
<b>Week Four</b> (Sept. 7-13)	Reflective Writing Assignment #1	App. C	Sun., Sept. 13	Jobs ID: 15997
	Time Card Week #4	App. D	Sun., Sept. 13	Surveys
<b>Week Five</b> (Sept. 14-20)	Time Card Week #5	App. D	Sun., Sept. 20	Surveys
<b>Week Six</b> (Sept. 21-27)	Time Card Week #6	App. D	Sun., Sept. 27	Surveys
<b>Week Seven</b> (Sept. 28-Oct. 4)	Mid-Semester Student Evaluation Survey AND Mid-Semester Site Evaluation Survey	App. E	Sun., Oct. 4	Profile
	Time Card Week #7	App. D	Sun., Oct. 4	Surveys
<b>Week Eight</b> (Oct. 5-11)	In-Person Mid-Semester Meetings with Attorney Mentor and Externship Professor	App. E	Complete this week or next	(In-person; student scheduled)
	Time Card Week #8	App. D	Sun., Oct. 11	Surveys
<b>Week Nine</b> (Oct. 12-18) <i>*Fall break Oct. 15-18</i>	In-Person Mid-Semester Meetings with Attorney Mentor and Externship Professor	App. E	Complete this week (if not done)	(In-person; student scheduled)
	Time Card Week #9	App. D	Sun., Oct. 18	Surveys
<b>Week Ten</b> (Oct. 19-25)	Reflective Writing Assignment #2	App. C	Sun., Oct. 25	Jobs ID: 15998
	Time Card Week #10	App. D	Sun., Oct. 25	Surveys
<b>Week Eleven</b> (Oct. 26-Nov. 1)	Time Card Week #11	App. D	Sun., Nov. 1	Surveys
<b>Week Twelve</b> (Nov. 2-8)	Reflective Writing Assignment #3	App. C	Sun., Nov. 8	Jobs ID: 15999
	Time Card Week #12	App. D	Sun., Nov. 8	Surveys
<b>Week Thirteen</b> (Nov. 9-15)	Time Card Week #13	App. D	Sun., Nov. 15	Surveys
<b>Week Fourteen</b> (Nov. 16-22)	Final Site Evaluation Survey	App. G	Sun., Nov. 22	Profile
	Final Reflection Memorandum	App. G	Sun., Nov. 22	Jobs ID: 16000
	Updated Resume	App. G	Sun., Nov. 22	Jobs ID: 16001
	Time Card Week #14	App. D	Sun., Nov. 22	Surveys

## DETAILED SYMPPLICITY SUBMISSION INSTRUCTIONS

For all assignments which require submission via Symplicity, log in to the [student interface](https://law-hamline-csm.symplicity.com/students/) (https://law-hamline-csm.symplicity.com/students/) with your username (email address) and password (previously provided by Career Services). If you do not remember your log-in information or are experiencing technical difficulty accessing or navigating the system, contact the Externship Office in Room 201, at [lawexternships@hamline.edu](mailto:lawexternships@hamline.edu), or 651-523-2470 (M-F, 8:00-5:00).

### Time Cards

- From your Symplicity home page, click the "Surveys and Forms" link.
- Look for the survey that corresponds with the week of the semester for which you're submitting your hours.  
Ex: "Externship Time Card\_Week 1 (DUE: [Date])"
- Click the "Respond" button directly below the survey title.
- Complete all the fields and include any explanations or descriptions necessary and click "Submit."  
Note: Once you have entered your information into the time card and submitted it, you will not be able to return to the survey to edit your answers, but surveys will be available for you to refer back to until the end of the semester.

### Learning Goals

- From your home page, click the "Surveys and Forms" link.
- Look for the survey entitled "Externship Learning Goals\_[TERM]."
- Click the "Respond" button below the title.
- Enter the requested information and click "Submit."

### Mid-Semester and Final Evaluations

- From your home page, click on "Profile," then "Externship Placements."
- Below the name of your placement, click "Submit Evaluation" (or "Edit Evaluation" for the Final).
- Complete the appropriate portion of the evaluation survey and click "Submit" when you're finished.  
Note: Both the Mid-Semester and Final evaluations are included in the same survey. Complete only the portion due at each time..

### Document Submissions: Ethics Memorandum, Learning Goals Memorandum, Final Reflection Memorandum, Reflective Writing Assignments, Updated Resume\*

- You will need to have at least one *approved* resume in Symplicity before you can submit an assignment. Keep one in the system all semester!
- To submit your written assignments, first upload your documents into the "My Documents" section of your Symplicity account by clicking "Add New."  
Note: "Label" each document with specificity for ease of future reference (e.g., "John Doe Ethics Memorandum"), in addition to ensuring your name is included within the document itself. Select "Resume" in the document type field when uploading your materials.
- Once you have uploaded your assignment(s) to the "My Documents" section, click the "Jobs: Hamline Career Services Jobs" tab from your Symplicity home page.
- From the job bank, use the "Position Type" drop-down menu to easily filter for "Externship Assignments" and click "Search."
- Click the title of the appropriate assignment (which is the "job posting" title). Under "Want this Job?" on the right side of the screen, click "Apply."
- From within the "Resume" field in the window that appears, select the document you uploaded for this assignment from the drop-down menu. (This menu should be populated with all the documents you have uploaded and selected as "Resume" within "My Documents.")
- Once you have selected your document, click "Submit." (You will be able to review submissions under the "Applications" tab within this "Jobs" section of Symplicity.)

\*All document submissions must be made through Symplicity, per the instructions above. No assignments will be accepted via email.



### **Appendix J – The Fair Labor Standards Act and Law Student Externs**

This summary is being provided to externship placement sites on behalf of Minnesota's four law schools: Hamline University School of Law, University of Minnesota Law School, University of St. Thomas School of Law and William Mitchell College of Law.

Each of the four law schools' externship programs is designed to extend the students' academic study by providing the students the opportunity to apply the knowledge they learn in the classroom to real world settings. Field supervisors should recognize that because the students are receiving academic law school credits for their hours at the placement site, the field supervisors need to follow the guidelines set by the individual schools to ensure that the students are receiving supervision and critical feedback, and are engaged in field activities that further the students' learning.

**Private Law Firm Placements:** The four law schools require that any private law firm that serves as a placement site not bill the firm's clients for a student's time or supervision time.

Each law school will take the responsibility to ensure that its students are informed of the following:

- The externship is for the student's benefit to gain legal educational experience and training.
- The student is receiving law school credits for the externship and is responsible for following through on the academic and administrative requirements set by the student's law school in order to receive credits for the externship.
- As an extern, a student is not an employee of the placement site. The student cannot be paid, is not eligible for any benefits, and is not necessarily entitled to a job with the placement site at the end of the student's externship.

If the externship placement site has any questions regarding this information, please contact the respective administrator or faculty who worked with you on setting up the externship.

Resources:

U.S. Department of Labor, Wages and Hours Division, Fact Sheet #71, April 2010.

[http://www.americanbar.org/content/dam/aba/images/news/PDF/MPS\\_Letter\\_reFLSA\\_091213.pdf](http://www.americanbar.org/content/dam/aba/images/news/PDF/MPS_Letter_reFLSA_091213.pdf)