



## **PROPOSED NEW OR SUMMER EXTERNSHIP APPLICATION**

To apply for a new or summer externship placement, complete the following application and submit it to Professor Gopal Balachandran, Director of Externships Program, [gzb39@psu.edu](mailto:gzb39@psu.edu)

### **Preferred course:**

- LOCAL EXTERNSHIP IN FALL OR SPRING
- SUMMER EXTERNSHIP
- SEMESTER IN WASHINGTON, D.C.
- EXTERNSHIPS EVERYWHERE

**Only answer the following if you selected Semester in Washington, D.C. or Externships Everywhere:**

- Name of Penn State Law faculty advisor for your paper (individual research and writing seminar or independent study). For policies regarding these two options, please see the PSL website for details. [Click or tap here to enter text.](#)

*If you do not have an advisor in mind, please contact the Externships Director or Associate Dean for Academic Affairs for advice.*

### **Preferred Semester and Year:**

- FALL [Click or tap here to enter text.](#)
- SPRING [Click or tap here to enter text.](#)
- SUMMER [Click or tap here to enter text.](#)

**# of Credits desired** \_\_\_\_\_

### **Proposed Externship will be:**

- IN PERSON [Click or tap here to enter text.](#)
- REMOTE [Click or tap here to enter text.](#)
- COMBINATION OF IN PERSON & REMOTE [Click or tap here to enter text.](#)

## **Penn State Law Proposed New or Summer Externship Application**

**Student Name:** Click or tap here to enter text.      **Graduation Year:** Click or tap here to enter text.

**Externship Placement Employer:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Phone #** Click or tap here to enter text.

**Fax #** Click or tap here to enter text.

**Preferred weekdays and hours for law student Extern to be in the office:**

Click or tap here to enter text.

**Supervising Attorney Name:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Attorney ID #:** Click or tap here to enter text.

**Bar Admission Date:** Click or tap to enter a date.

**State:** Click or tap here to enter text.

**\*Please attach the Supervising Attorney's resume or provide comparable information here:**

Click or tap here to enter text.

- I certify that the law student Extern **will** receive compensation for externship fieldwork.
- I certify that the law student Extern **will not** receive compensation for externship fieldwork.

Signature: \_\_\_\_\_  
Supervising Attorney

Date: Click or tap to enter a date.

**Supervising Attorney:**

Please describe the externship placement entity (for example, the nature of their legal work, organizational structure if relevant to the supervision of a legal extern, and whether the organization has had law student externs in the past):

Click or tap here to enter text.

Please describe the various lawyering experiences the student will engage in at the externship placement:

Click or tap here to enter text.

Please describe the work space that the student will occupy (including computer access, phone access, legal research materials, etc.

Click or tap here to enter text.

### **Expectations of Externship Supervising Attorney**

The Supervising Attorney agrees:

1. To provide opportunities for the Extern to perform legal work typically done by an entry level attorney under the supervision of an attorney, observe the day to day work of licensed attorneys, and to participate and observe the work of the placement entity.
2. To supervise the Extern, meet with the Extern regularly to discuss assignments, provide written and oral feedback. Supervision by the Externship supervising attorney can be delegated to another attorney at the placement with corresponding feedback on particular assignments, work reports, and evaluations.
3. The Extern should have the opportunity to participate in and receive instruction concerning client interviews, discovery, arbitration, negotiation, pre-trial conferences, witness preparation, fact investigation, strategy sessions, and trial preparation.
4. To give the Extern opportunity, if they are certified as a student legal intern, to represent eligible clients or governmental agencies in formal legal proceedings with attorney supervision consistent with Rules 321 and 322 of the Pennsylvania Bar Admission Rules or another state's rules governing the practice of law. Penn State Law will assist in obtaining certification for any Extern who has completed three semesters and is academically eligible for student intern certification.
5. To permit an Extern who is not eligible for certified legal intern status to observe and receive instruction concerning administrative and judicial proceedings.
6. To notify the Externships Director and Faculty Supervisor if the Extern is not performing competently at any time during the externship.
7. To provide the Extern with adequate work space, a safe environment, and research facilities (as applicable).
8. To provide malpractice insurance to the extent required by the placement entity. Penn State Law does not provide malpractice insurance for student externs.
9. To agree that the externship is primarily for the educational benefit of the Extern and that the Extern is not displacing or substituting for any employees.
10. To complete written evaluations of the Extern's progress at the middle and end of the term. Written evaluation forms will be provided by Penn State Law; the Placement Supervisor will complete the form and return it to Penn State Law.

**Expectations of the Extern:**

1. To work for either: a) 8 consecutive weeks, for at least 30 hours per week [Summer for 3 credits];  
b) at least 10 hours per week [Fall or Spring semester for 3 credits] OR  
c) a proportionately lower or higher number of hours per week  
(or more or fewer weeks), if fewer or more credits are being earned.
2. To comply with all applicable rules of the Placement entity.
3. To attend and participate in any required orientation and other classes, tutorials, or other reflection sessions convened by the Penn State Law Externships Faculty.
4. To timely submit all required written assignments including: Learning Agenda identifying your goals, self-evaluations, timesheets and work reports, reflection essays, and if assigned, a research paper on a topic of substantive law related to your placement.
5. To participate in ongoing communication with your Supervising Attorney and your assigned Penn State Law Faculty member(s), including your self-evaluations and other feedback opportunities as directed by the Faculty.
6. To complete all legal tasks as assigned and supervised by the Supervising Attorney or their designee. The Extern will not take independent legal action without supervision of the Supervising Attorney or her designee.
7. To review and act in accordance with the Placement entity's jurisdiction's rules of legal professional conduct, and all applicable workplace rules of the Placement entity.
8. To attest that the Extern will not take a bar examination during the externship.
9. To immediately notify the Supervising Attorney and the Penn State Law Faculty if the Extern learns that he or she is no longer in good academic standing.
10. To successfully complete all prerequisites for the Externship Placement as directed by Penn State Law, before beginning the Externship Placement.

### **Expectations of Penn State Law:**

1. To provide at least one law school faculty member as the student's Externship Faculty, who will:
  - a) Evaluate the Extern's performance in consultation with the Supervising Attorney;
  - b) Review, evaluate and respond to all written Learning Agendas, Self-Evaluations, Reflection Essays, Work Reports, and time records submitted by the Extern; and
  - c) Assist the Extern with any questions or concerns in connection with the externship placement and help resolve any questions or concerns with the externship.
2. To provide computer-assisted research access to the Extern for educational purposes, which include any work-related matters handled as part of the Externship course. Access to and for computer-related research will be in accordance with all applicable policies of Penn State Law, Westlaw, Lexis Nexis (or other applicable vendor), and will not extend to any non-educational purpose.
3. To provide access to the Penn State Law Library facilities to the Extern for the purpose of research on matters related to the Externship.
4. To provide student evaluation documents to the Supervising Attorney and the Extern, and to maintain confidentiality of the evaluations if requested.

### **Working Remotely**

In light of the COVID-19 coronavirus pandemic and the changing nature of legal employment, the Penn State Law Externship Program will permit students to receive course credit for a fully or partially remote externship placements. Remote placements are not preferred, but the health and safety of students and the community are our guiding principles. Even for externships that will be fully remote, we encourage organizations and students to have at least some in-person contact whenever possible, practical, and safe.

In the event a placement is or will become partially or fully remote, the student, the externship organization and supervisor, and Penn State Law – must agree to all of the below supplements to the Law School's standard field placement memorandum of understanding:

1. The remote placement experience must be comparable to the experience that student would have had if the student had been working in person at the host organization. Placement organizations must be able to provide substantive legal assignments to students working remotely.
2. Students must complete the same minimum hours as usual for an in-person placement. In the event a student cannot complete their minimum hours, the student may have to take an incomplete and earn the hours at a later date or may receive no credit if they do not meet their minimum hours.

3. Students will meet frequently with their placement supervisors (the minimum frequency to be once per week). These meetings will be held, whenever possible, in a virtual meeting space and not only by telephone (i.e.; via Zoom, Skype, Microsoft Teams, etc.). Penn State Law can and will arrange Zoom meeting rooms for such supervision meetings as needed.
4. Placement hosts will endeavor whenever possible to give students opportunities to observe court proceedings, participate in client/staff/strategy meetings, and other appropriate and timely professional activities via conference call, web-conference, or other similar remote work tools.
5. Students will be able to have access to necessary documents and systems in a way that protects confidentiality and security concerns.
6. Supervising attorneys will continue to provide students specific, individualized, and timely feedback on each assignment. Supervising attorneys will complete a mid-term and a final written evaluation for each student.
7. The host placement organization will designate a supervising attorney or judge who could take over supervision of the externship in the unfortunate circumstance where a supervisor falls ill.
8. The host placement organization agrees to comply with all applicable local, state and federal health and safety guidelines, including but not limited to guidelines from the Centers for Disease Control on social distancing, size of gatherings and face coverings, if the office requires an extern to work in-person.
9. Penn State Law faculty will be available during regular business hours throughout the semester to provide mentoring to students and guidance to field placement supervisors.
10. The “course component” of the field placement will be held as in previous semesters. Students must participate in the course component and any orientations as normal and must complete all coursework as assigned.

## **Externship Supervising Attorney:**

I confirm that I have read and agree to the hereinabove requirements of Penn State Law’s Externship Program:

Signature: \_\_\_\_\_

Date: Click or tap to enter a date.

Printed Name: Click or tap here to enter text. Email or Phone: Click or tap here to enter text.  
(Best way to reach you)

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**Student:** return this entire application to Professor Gopal Balachandran, Director of Externships Program, [gzb39@psu.edu](mailto:gzb39@psu.edu)