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The overall goal of Baylor Law School’s Externship Program is to broaden law students’ education by offering opportunities to apply the knowledge and skills gained from academic studies to the rigors of legal practice in a real-life setting. Externships bridge the gap between the law school setting and the practice of law in order to better prepare students to immediately step into their role as proficient attorneys. Externships also offer students the opportunity to further develop substantive legal knowledge and analytical skills, observe and improve their understanding of professional responsibility and professionalism, gauge their strengths and weaknesses, and clarify professional goals.

Each externship should enable students to develop an experiential understanding of what lawyers and judges do and how they do it, by observing and assisting with their work. Additionally, field placement programs should provide students with an opportunity to see how analytical skills and doctrinal knowledge are used in practice. In particular, these programs should enhance students’ understanding of how ethics, strategy, tactics and judgment influence decision-making by lawyers and judges. Field placement programs should also encourage students to develop technical lawyering skills, such as client interviewing, client counseling, investigation, alternative dispute resolution, legal writing, research, and trial and appellate advocacy.

**A. Prerequisites**

Students who have successfully completed one academic year of study (three quarters) are eligible to enroll in the externship program.

**B. Credit**

A student may take no more than three credit hours in any one approved externship, with the exception of externships with the Texas Supreme Court. Students may earn a total of five credit hours in approved externships. Students are eligible for one credit hour for each 45 hours worked. Unless otherwise approved by Angela Cruseturner, Assistant Dean of Career Development, externships are approved for two quarter hours of credit. Students who have completed one approved externship program may seek approval to receive credit for a second externship. To be approved, the second externship must provide an experience which is substantially different from the experience gained in the first externship. For example, a student who completed an externship with a district attorney’s office for two hours may request permission to take a second externship for two hours with an appellate court or an administrative agency.

**C. Orientation**

Each student must attend an orientation session to discuss program goals, expectations, and requirements for successful participation and credit.

**D. Academic Requirements**

Students are required to submit a written report to the faculty supervisor at the conclusion of the externship. The report should consist of a daily journal reflecting on the work performed during the externship, which includes (1) a description of work performed; (2) thoughts about and reactions to tasks performed and the legal processes involved; and (3) reflections on the student’s own skills and preparedness for the tasks assigned. While there is no set page limit for externship reports, students should anticipate submitting a report that is 7 – 10 pages in length.

The faculty supervisor may also require that the report include an ongoing assignment sheet containing the date and time each assignment is given to the student, the nature of the assignment, the due date for the assignment, and the completion date of the assignment. (See Appendix B). The faculty supervisor may also require that the report
include time logs, signed by the site supervisor, which describe the work performed and time devoted to a particular task. (See Appendix C). Where appropriate, the report also may include a sample of the student’s work product with confidential information redacted.

Periodically, as required by the Faculty Supervisor, the student will submit portions of the report with the required elements to the Faculty Supervisor and to Lauren Porter, Career Development Office Manager.

E. Existing Field Placement Opportunities

1. Judicial Field Placement Programs

Students have the opportunity to enroll in field placement programs with the Honorable Jeffery C. Manske, Magistrate Judge of the Western District of Texas-Waco Division; the Honorable Martin Hoffman, Presiding Judge of the 68th Civil District Court in Dallas; and Court Master George Holmes of the Title IV-D Court. Each of these programs allows students to develop an experiential understanding of how judges decide controversies, while also allowing students to develop skills in legal writing, research, and advocacy.

These judicial field placement programs are overseen by Professors Rory Ryan, Brian Serr, and Patricia Wilson.

2. Prosecutorial Field Placement Programs

Students have an opportunity to enroll in field placement programs with the McLennan County District Attorney’s Office and the Office of the United States Attorney for the Western District of Texas located in Waco, Texas. Each program provides students an opportunity to experience the work of prosecutors, to develop an understanding of how ethics, strategy, tactics and judgment influence decision-making by prosecutors, and to develop skills in investigation, legal writing, research, plea bargaining and advocacy.

The prosecutorial field placement programs are overseen by Professor Serr, who teaches criminal law and procedure.

3. Legal Services Programs

Students have an opportunity to enroll in field placement programs with Lone Star Legal Aid. This program provides students the opportunity to develop an appreciation for the unmet legal needs of the poor and to develop skills in interviewing clients, conducting factual investigations, legal writing and research.

This program is overseen by Professor Swenson, who also serves on the Board of Directors of Lone Star Legal Aid.

4. Administrative Practice

Students have an opportunity to enroll in field placement programs with the State Office of Administrative Hearings, United States Environmental Protection Agency (Region 6), Texas Parks and Wildlife Department, and the Texas Commission of Environmental Quality. Working within these agencies provides students a unique opportunity to work with and observe attorneys and administrative law judges, in addition to engaging in research projects. Although these programs primarily benefit students who are completing the Administrative Practice area of concentration, other students (such as those who are interested in Environmental Law) are encouraged and permitted to enroll.

Professor Beal and Professor Shelton oversee these programs. Professor Shelton is an adjunct faculty member. He teaches one course each quarter in the area of Environmental and Natural Resource Protection Law in addition to working with Professor Beal to oversee the Administrative Practice field placement programs.
Students may also enroll in a field placement with the United States Department of Veterans’ Affairs-Regional Counsel’s Office. This field placement will give students the opportunity to experience hands-on understanding of the federal administrative process in the areas of medical malpractice, employment law and veterans’ benefits, to name a few. This program is overseen by Angela Cruseturner.

From time to time, students have additional field placement opportunities including the Child Support Enforcement Division of the Office of the Texas Attorney General, overseen by Professor Rogers.

To complete an existing externship:
- Sign the “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” (Appendix A).
- Submit “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” signed by you, site supervisor, and faculty supervisor to Lauren Porter.
- Attend mandatory externship orientation.
- Complete report components designated by faculty supervisor.
- Submit report to faculty supervisor and Lauren Porter as required by the faculty supervisor.
- Lauren Porter will request completed Externship Evaluation Form from site supervisor (Appendix D).

F. CREATING AN INDIVIDUAL EXTERNSHIP:

Students may also arrange their own externship. Opportunities for externships exist at almost all local and federal government offices, as well as at almost all nonprofit organizations that conduct legal work. The student must submit a description of the program prepared by the site supervisor to Angela Cruseturner for approval before any work is completed by the student as part of the externship. It is the student’s responsibility to ensure the following requirements are fulfilled.

1. Selection and evaluation of field-placement opportunities

Eligible placements include: (i) a court; (ii) prosecutor’s office; (iii) legal aid or public defender’s office; (iv) an administrative agency or governmental office; (v) public law organization or firm; or (vi) a private lawyer or law firm only if the work is exclusively traditional pro bono legal service.

2. Qualifications and training of site supervisors

Students will be permitted to work in offices only where site supervisors have indicated a willingness to provide the high quality of experience, supervision, feedback, and instruction required by the academic objective of the externship program. Those who supervise externs in the field offices must be licensed attorneys and must possess a high degree of legal experience and ability. It is preferred that they have experience supervising attorneys on staff, student externs, or both.

3. Faculty supervisor

Students will need to request a faculty member with expertise corresponding to the field in which the student will work to supervise the field placement. The supervisor will conduct close supervision of all of the externs and their site supervisors through regular phone contact and/or emails. If the externship is within close proximity, the supervisor also will conduct an on-site visit.
4. Review of the placement

During and after the externship, we will elicit feedback from the participants and site supervisors. If requested by the site supervisor, the information she gathers and the students’ work-product will be given to the Externship Committee for a determination of whether the field placement will be offered on a regular basis.

To complete an individual externship the student must:

☐ Provide the supervising attorney with the Site Supervisor Handbook and confirm that proposed supervising attorney is eligible to serve as a site supervisor.
☐ Meet with Angela Cruseturner and request approval of the individual externship.
☐ Once externship is approved, sign the “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” (Appendix A).
☐ Submit “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” signed by you, site supervisor, and faculty supervisor to Lauren Porter.
☐ Attend mandatory externship orientation.
☐ Complete report components designated by faculty supervisor.
☐ Submit report to faculty supervisor and Lauren Porter as required by the faculty supervisor.
☐ Lauren Porter will request completed Externship Evaluation Form from site supervisor (Appendix D).
II. SITE SUPERVISOR HANDBOOK

A. Contact Information for Baylor University School of Law

Career Development Office  254-710-1210  
Faculty Offices  254-710-3611
Law School Registrar  254-710-1911

B. Introduction

We appreciate your willingness to assist us in the education and training of future Baylor Lawyers. Our students recognize the value of the practical experiences they will gain in a field placement program. We hope this handbook will assist you in planning your course and understanding your responsibilities. For questions that are not answered here, please feel free to consult Angela Cruseturner at 254.710.3331.

1. Your Responsibility as a Site Supervisor

Your role as a site supervisor is different from your role as a practitioner. As a site supervisor, you will create a structure and a set of expectations for your student, and you will need to evaluate their progress toward achieving those expectations. You must also provide your student with the opportunity to reflect on his or her observations, experiences, and other issues relevant to the profession. Please plan to meet with your student during the first week of the externship to discuss:

- The function of the agency, office, or organization.
- The nature of the legal work performed by the organization and the extern’s role in the office.
- Relevant office policies and the chain of command.
- Ethical requirements, in particular the confidentiality rules governing the extern’s work and written products.
- Best methods for communication between the extern and the attorney supervisor.
- The extern’s work schedule.
- How you will provide opportunities for performance, feedback, and self-evaluation throughout the externship.

As a site supervisor, you are entitled to expect your student to act responsibly and to work hard. You will provide the structure and communicate a set of expectations, but the student should learn actively under your guidance, rather than observing or acting only as passive recipient of information. You will be called upon to evaluate their performance and to provide honest feedback throughout the placement. Completing the externship successfully will place a student one step closer to becoming a member of the bar. It is important, therefore, to make sure that during the course of the quarter, you challenge the student to improve his or her analytical skills. No student is entitled to pass the externship. Rather, they are entitled to reasonable notice of your expectations, a fair opportunity to meet those expectations, and an objective evaluation of their performance.

At the very least, you should expect your student to complete their assignments on time, to be punctual, and to work their scheduled hours. You will need to find a reliable way to document their hours and evaluate the student’s individual performance. For your convenience, form assignment sheets and work logs are included in Appendices B & C. Please feel free to use a different form or procedure to document and evaluate their work.

This handbook outlines some of the important aspects of planning the externship, communicating clear expectations, and evaluating student performance. For a more detailed list of expectations for student externs and site supervisors, see the “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” in Appendix A.
2. Externship Planning & Development

   a) Externship Objective

   The field placement programs of the Baylor University School of Law should accomplish several educational objectives.
   - These programs should enable students to develop an experiential understanding of what lawyers and judges do and how they do it, by observing and assisting in their work.
   - The field placement programs should provide students with an opportunity to see how analytical skills and doctrinal knowledge apply in practice. In particular, these programs should enhance students' understanding of how ethics, strategy, tactics, and judgment influence decision making by lawyers and judges.
   - The field placement programs should encourage students to develop technical lawyering skills, such as client interviewing, client counseling, investigation, negotiation, research, legal writing, and trial and appellate advocacy.

   b) Approval of Externships

   To ensure that field placement programs effectively promote these educational objectives, the following requirements must be satisfied with respect to each externship: The site supervisor must review this “Site Supervisor Handbook” and the “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding” (Appendix A) and confirm their eligibility and ability to supervise a student extern. The site supervisor will also furnish the Law School with a written statement specifying the particular activities that students enrolled in the program will perform and how those activities will promote the educational objectives identified by the Law School. The site supervisor’s written statement must also specify how the instructor will supervise each student and identify procedures for engaging each student in regular critical evaluation of the student’s field experience. This statement may be provided in the “Student, Site Supervisor, and Faculty Supervisor Memo of Understanding.”

   (1) Ongoing Externships Program

   If the program seeks approval as an ongoing externship, once the site supervisor’s written statement is received, the proposed program will be submitted to Associate Dean Leah Teague for presentation to the Externship Committee. The Externship Committee will consider the proposed field placement program in the same fashion that it considers all proposals for additions to the Law School’s academic program. Based on its review of the proposed program, the Externship Committee will make a recommendation to the faculty. The faculty will vote to determine whether the Law School will incorporate the proposed field placement program into its academic program. If approved, the program will be listed in the registration materials for the quarters in which the program has openings.

   (2) One-time Externship Experience

   For externships intended only as a singular experience for a particular student or only for one quarter, the site supervisor’s written statement will be submitted to Angela Cruseturner for approval.

   c) Faculty Supervisor

   For ongoing externships, the Law School shall designate a faculty member or Angela Cruseturner to oversee each approved field placement program. This faculty member will provide each student enrolled in the program with a copy of the site supervisor’s written statement of activities, objectives, and procedures for supervising and evaluating students. With respect to the administration of field placement programs, the faculty supervisor will advise each student participating in a field placement program that there is an expectation that:
• the student will devote 90+ hours of work to earn two academic credits (or 135 hours for three credits if approved by Angela Crusetsurner);
• that the student may only participate in one field placement program while in Law School unless enrollment in a subsequent program is specifically approved;
• that the student may not receive any compensation for work performed in the program;
• and that the student will submit written reports so the faculty member can evaluate the student’s field experience.

d) Site Supervisor’s Evaluation of Student

At the conclusion of the term, the site supervisor shall submit to Lauren Porter, Career Development Office Manager, an evaluation of the student’s performance, generally including hours worked, type of work and quality of his or her performance. Constructive feedback offered to assist the student’s professional development is valuable and will be appreciated. See Appendix H for a sample Evaluation Form.

e) Faculty Evaluation of Externship

For ongoing externships, the faculty supervisor shall communicate with the site supervisor once a year to discuss the program’s success in attaining its educational objectives and how the program can be improved. Based on those annual meetings and on reports received from students, the faculty supervisor will recommend to the chair of the Externship Committee whether the time devoted and type of work performed by students is consistent with the program’s stated educational goals, and whether the site supervisor is regularly engaging each student in a critical evaluation of the student’s field experience. The Externship Committee may renew the program for another year, renew the program conditioned on stated modifications to the program, or recommend to the faculty that the Law School discontinue the program.

3. Externship Atmosphere & Management

We have a diverse group of students, in terms of age, experience, religious and political views, educational and economic background, race, ethnicity, disabilities, nationality and gender. We endeavor to maintain a learning environment in which every student will be challenged to maximize his or her potential. Therefore, all academic experiences should be respectful but rigorous and should assist the student’s development as a professional entering the practice of law upon graduation.

a) Dress Code

We do not have a formal dress code at the Law School for faculty or students for regular class. We generally inform students that a mature and professional attitude should be demonstrated by the dress and appearance of the students as appropriate while attending classes or engaging in the other academic pursuits on and off campus. The student should be informed of your specific dress code.

b) Special Accommodations Under the Americans with Disabilities Act

The Law School complies with the Americans with Disabilities Act. Accommodations are granted upon appropriate request and documentation, by the Baylor University Office of Access & Learning Accommodations. If a student in your externship has been granted accommodations that affect his or her ability to perform tasks assigned, Associate Dean Leah Jackson will work with the site supervisor to determine whether reasonable accommodations can be made to assist the student in completing the assigned tasks.
c) Honor Code

Law students are governed by the Law School's Honor Code. Among other things, the Honor Code prohibits cheating of any nature on assignments or on final exams, and prohibits plagiarism in any academic pursuit. If you have evidence of violations, you should notify Associate Dean Leah Teague at 254.710.1911.

d) Non-Discrimination, Sexual Assault and Harassment Policies

Baylor’s non-discrimination policy is as follows:

Baylor University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability in either employment or the provision of services. The University is controlled by a Board of Regents with a composition of at least 75% Baptist members, while the balance of the Board membership may be Christians who are active members of a church in a historic Christian tradition other than Baptist. The University is operated within the Christian-oriented aims and ideals of Baptists and is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. As a religiously-controlled institution of higher education, Baylor University is exempt from compliance with some provisions of certain civil rights laws, including standards that bear upon some provisions of Title IX of the Education Amendments of 1972. As such, Baylor prescribes standards of personal conduct, including standards that bear upon sexual misconduct. The University does not discriminate on the basis of sexual orientation per se, but does discriminate on the basis of sexual misconduct, including, but not limited to, non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Baptist identity or faith mission of the University. Further information may be obtained from the Baylor University web site at www.baylor.edu (See “Faculty & Staff,” then “Policies & Manuals,” then “Personnel Policies,” then “Sexual Conduct Policy.” See also “Students,” then “Policies & Procedures,” then “Student Conduct Administration,” then “Student Policies and Procedures,” then “Sexual Misconduct, Policy”).

e) Grading Policies and Procedures

You will be asked to report to the faculty supervisor whether the student satisfactorily completed the externship. Based on your report, the faculty supervisor will assign a “P” for passing or an “F” for failing at the end of the quarter. As already stated, the student is not entitled to a “P.” If the student fails to complete the scheduled hours and assignments or if the student otherwise fails to perform in a professional manner, the student should be assigned an F. If you have any questions or concerns, please contact Angela Cruseturner at 254.710.3331.
Baylor Law School
Externship Program

Student, Site Supervisor, and Faculty Supervisor Memo of Understanding

Student Name: ____________________________________________________________

Email Address: ____________________ Contact Phone Number: ____________________

Externship: ___________________________ Quarter/Year: ______________________

Site Supervisor(s): ________________________________________________________

Email Address: ____________________ Contact Phone Number: ____________________

Faculty Supervisor: _________________________________________________________

Email Address: ____________________ Contact Phone Number: ____________________

The following is a memo of understanding among the student, site supervisor, and faculty supervisor outlining the assignments that the parties expect to complete for the student to successfully receive academic credit for the externship experience.

Describe the manner in which the student will have an opportunity to participate in a substantial lawyering experience and have opportunities for performance in the externship. The faculty supervisor, site supervisor, and the student need to all be aware of this description.

I. Student/Extern

Thank you for registering to participate in Baylor Law School’s externship program. We expect all Baylor Law student externs to act professionally, work hard, and take every opportunity to actively learn from their site supervisor(s) and to reflect upon the work performed.

The Extern should meet each of the following standards:

Professionalism: Follow directions, seek clarification and advice in a timely fashion, and comport oneself with professionalism and integrity throughout the externship.

Academic Component: Complete all assignments, academic or otherwise, required by the faculty supervisor or by the site supervisor(s).
Opportunities for Reflection: Reflect upon the observations, experiences, ethical considerations, and other issues that arise during the externship. As directed by the faculty supervisor, participate in a classroom instructional component, attend regularly scheduled tutorials, and/or submit reflection papers or journals analyzing the experiences that will be submitted to the faculty supervisor at reasonable intervals throughout the quarter to ensure ongoing, contemporaneous faculty-guided evaluation. The Extern needs to pre-clear all submitted papers or journals through a site supervisor to protect confidentiality.

Self-Evaluation: Evaluate each assignment to determine any areas for improvement based upon the externship experience. When possible and appropriate, the Extern should discuss the self-assessment with the faculty supervisor and site supervisor(s), remain open to feedback from the faculty supervisor and site supervisor(s), and consider how their feedback can be applied, specifically and globally, to future professional work.

Externship start date is: ________________________. The end date is: _______________________.

Student is enrolled in _____(#) course hours for this externship. To receive credit for this externship, Student must work a total of _____(#) hours during the quarter and submit a time log to the faculty supervisor that contemporaneously documents the hours worked.

During the quarter, Student has the following classes and commitments in addition to the externship:

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<th>Name of Class/Commitment</th>
<th>Day/Time/# Hours per Week</th>
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II. Site Supervisor

Thank you for your support, supervision, and mentoring of a Baylor Law student extern. We appreciate the time and energy you will devote to supervising your Extern. We hope the list below will provide clear guidance on the expectations placed upon each externship site supervisor.

The site supervisor should meet the following expectations:

Supervision: Site Supervisor has the authority, ability, and resources to ensure that the Extern has a supervising attorney or attorneys who will actively train, supervise, and mentor him or her throughout the quarter.

Orientation: Site Supervisor will ensure that the Extern receives an orientation that will cover the following topics:

1. The function of the office, agency, or organization.
2. The nature of the legal work to be performed and the Extern’s role in the office.
3. Relevant office policies and the chain of command.
4. Ethical requirements, including the confidentiality rules governing the Extern’s work and written products.
5. The best methods for communication between the Extern and the site supervisor.
6. The Extern’s work schedule.
7. How the site supervisor will provide opportunities for performance, feedback, and self-evaluation throughout the externship.

**Communication:** Site Supervisor will ensure that the Extern is given clear deadlines and ongoing guidance for managing the workload.

**Skills Development:** The Extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

**Assignments:** The Extern will be assigned work that is similar to that of a law clerk, or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include, but are not limited to, drafting or reviewing documents, researching and writing memoranda, interviewing clients and witnesses, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

**Feedback:** Site Supervisor, or another attorney or staff member, will provide the Extern with specific, individualized and timely feedback on his or her work, attitude, professionalism, and fulfillment of other externship requirements.

**Observation:** The Extern will have opportunities to observe court proceedings, client/staff/strategy meetings, or other appropriate professional activities.

**Opportunities for Reflection:** The Extern will have the opportunity to meet with Site Supervisor and other attorneys and staff to discuss the Extern’s observations, experiences, and other issues relevant to the profession.

**Supervisor Accessibility:** The Extern and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be available to meet with the Extern as needed to provide support and feedback on assignments.

**Contact with Faculty Supervisor:** Site Supervisor will maintain contact with the Extern’s faculty supervisor.

**Evaluation:** Site Supervisor will complete Baylor Law School’s evaluation form at the conclusion of the externship and provide a clear and honest assessment of the Extern’s performance.

**Logistics:** Site Supervisor will provide the Extern a designated workspace and access to the resources and support reasonably necessary to complete assignments.

**Bar Admission:** Site Supervisor and the Extern’s other direct supervisors if applicable, are practicing attorneys licensed by the highest court of ________ (state).

III. **Faculty Supervisor**

Thank you for supporting our Baylor Law students in their efforts to gain real-world experience. ABA Standard 304 requires that faculty supervisors take an active role in supervising student Externs.
The Faculty Supervisor should meet the following expectations:

**Academic Requirements:** Faculty Supervisor will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the Extern’s experience in their placement, including encouraging self-evaluation and reflection.

**Ongoing, Contemporaneous, Faculty-Guided Reflection:** In compliance with ABA Standard 304(c)(v), Faculty Supervisor will provide the Extern with ongoing, contemporaneous, faculty-guided experiences as noted below:

1. A classroom instructional component,
2. regularly scheduled tutorials; or
3. reflection papers or a journal on which Faculty Supervisor will provide feedback at least three times per quarter.

**Site Evaluation:** Faculty Supervisor will remain in regular contact, including a visit, when practicable, with the externship site, the Extern, and the site supervisor(s) to ensure the quality of the educational experience.

**Availability:** Faculty Supervisor will serve as a resource for the site supervisor(s) and staff should any concerns or issues arise.

**Evaluation:** Faculty Supervisor will evaluate the Extern’s academic performance during the externship. The assessment will be based on the supervisor evaluation, timely compliance with requirements, the quality of academic and work assignments, and professionalism. Based upon this evaluation, Faculty Supervisor will determine whether credit should be granted.

Each should keep copies for your records, and Student/Extern must return this form to:

Ms. Lauren Porter  
Baylor Law School Career Development Office Manager  
Lauren_Porter@baylor.edu  
One Bear Place #97288  
Waco, Texas 76798
### Appendix B – ASSIGNMENT SHEET

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# Appendix C – WORK LOG

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**Total Hours:** __________

**Signature of Student:** ____________________________

**Signature of Supervisor:** __________________________

16
Appendix D - BAYLOR LAW SCHOOL EXTERNSHIP EVALUATION FORM

NAME OF EXTERNSHIP

Name of Student: ____________________________________________

Quarter / Year Enrolled: _______________________________________

Name of Agency / Entity: _______________________________________

Supervising Attorney: _________________________________________

1. Has the extern satisfied the requirements listed in the Field Placement Program description?
   ___________________________________________________________

2. Has the extern received feedback concerning his or her performance?
   _____________________________________________________________

3. Please rate the student’s performance:
   _____ Exceeded expectations
   _____ Met expectations
   _____ Did not meet expectations

4. Do you recommend that the extern be given academic credit for the externship?
   _____________________________________________________________

5. Do you have additional comments concerning the performance of this extern?
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

______________________________________________________________
Signature                          Date