

SUPERVISING ATTORNEY'S MEMORANDUM OF AGREEMENT

I, _____, agree to the following conditions for participation in
(please print)
the Gonzaga Law School Externship Program, while supervising _____.
(please print)

1. To give the student a case load that is in some way a part of my work, involving both large and small matters. If possible, the student should be certified to appear in court, and, if appropriate, he/she will handle a case load under my supervision.
2. To assign student's assignments as challenging as he/she can reasonably handle.
3. To have the student work approximately sixty hours per field unit of academic credit.
4. To have the student approximate working as a lawyer to the maximum extent feasible.
5. To assign most legal research tasks in conjunction with the work described in paragraphs 1-4 above.
6. To keep menial tasks, e.g., filing, library updating, indexing, etc. to less than 5% of the student's work time.
7. To allow students, when feasible, to participate in, and not merely observe, the strategic decision-making process.
8. As much as possible, to engage in the following assignment, work, and feedback process:
 - a. The student and I will discuss the matter to be assigned, including a discussion of our mutual objectives;
 - b. I will advise the student of the resources, methods, and materials available for the job.
 - c. When the student completes a first draft of written work, I will review the work and meet with him/her for a specific critique of the work.
 - d. I will have the student redraft as many times as necessary until he/she achieves a satisfactory final product.
 - e. Whenever possible throughout the externship, I will assign and observe matters requiring oral advocacy to the student.

