

SUPERVISING JUDGE'S MEMORANDUM OF AGREEMENT

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

1. To give the student a work load that is in some way a part of my work, involving both large and small matters.
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 judicial law clerk to the maximum extent feasible.
5. To assign most legal research tasks in conjunction with the work described in items 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 observe the judicial decision-making process and oral advocacy by lawyers in court.
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. While work is in progress, or after it is completed, I will discuss with the student, as appropriate:
 - i. Alternative methods of handling the matter;
 - ii. The relationship of the specific job to the larger substantive, procedural or practical issues in the case; and
 - iii. Noteworthy ethical or social implications of the matter.

- 9. To keep in mind the academic mission of the school and value the student's time and commitment to other classes. This may include being flexible during finals and not expecting the student to work more hours per week than they are signed up for in credits on a regular basis. (See #3 above.)

- 10. I envision the following duties for the student-extern:

- 11. I agree to complete both a mid-term and final evaluation report on the extern's work (forms to be provided by the law school), to return the form by the set due date; and to participate in a Supervising Judge's orientation, individually, or as part of a scheduled program with other Supervisors.

Date: _____ Signature: _____

Title: _____

Please return completed form to:

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