SUPERVISING ATTORNEY’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 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 approximate working as a lawyer to the maximum extent feasible.

4. To assign most legal research tasks in conjunction with the work described in paragraphs 1-4 above.

5. To keep menial tasks, e.g., filing, library updating, indexing, etc. to less than 5% of the student's work time.

6. To allow students, when feasible, to participate in, and not merely observe, the strategic decision-making process.

7. 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.
   f. 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.

8. 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.

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

10. I agree to complete both 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, to communicate with the Externship Program regularly, especially in the event of a student issue and to familiarize myself with the material in the Supervising Attorney’s Handbook.

11. The student is registered for ____ credit hours, which equates to working ____ total hours over the semester; he or she is expected to be in the office roughly ____ hours per week.

I would prefer these forms come from Gonzaga Law School:

☐ In hard copy through the US Mail
☐ Electronically, via e-mail, to e-mail address: __________________________

Date: __________________________ Signature: __________________________

Title: __________________________

Please return completed form to:

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