Externship Program

Student Handbook

Inga Laurent
Externship Program Director
ilaurent@lawschool.gonzaga.edu
(509) 313-3747

Julie Claar
Program Coordinator
jclaar@lawschool.gonzaga.edu
(509)313-5791

Last Updated: 11/30/15
# Externship Program

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Externship: General Information</td>
<td>1</td>
</tr>
<tr>
<td>Statement of Educational Objectives/Goals:</td>
<td>1</td>
</tr>
<tr>
<td>Program Description</td>
<td>1</td>
</tr>
<tr>
<td>Program Staff</td>
<td>2</td>
</tr>
<tr>
<td>The Application Process</td>
<td>2</td>
</tr>
<tr>
<td>Limited License to Practice Certification and Supervision</td>
<td>2</td>
</tr>
<tr>
<td>Credits &amp; Hours</td>
<td>2-3</td>
</tr>
<tr>
<td>Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Professional Obligations</td>
<td>4</td>
</tr>
<tr>
<td>Program Obligations</td>
<td>4</td>
</tr>
<tr>
<td>Local Students</td>
<td>4</td>
</tr>
<tr>
<td>1. Class Attendance and Participation</td>
<td>4</td>
</tr>
<tr>
<td>2. Reflection Assignments</td>
<td>4</td>
</tr>
<tr>
<td>3. Meeting with Professor</td>
<td>5</td>
</tr>
<tr>
<td>4. Mid-Term Evaluation with Placement Supervisor</td>
<td>5</td>
</tr>
<tr>
<td>5. Simulated Interview</td>
<td>5</td>
</tr>
<tr>
<td>6. Compliance</td>
<td>6</td>
</tr>
<tr>
<td>7. Timesheets</td>
<td>6</td>
</tr>
<tr>
<td>8. Final Evaluation</td>
<td>6</td>
</tr>
<tr>
<td>Distance Students</td>
<td>7</td>
</tr>
<tr>
<td>1. Journals</td>
<td>7</td>
</tr>
<tr>
<td>2. “Meetings” with Professor</td>
<td>7</td>
</tr>
<tr>
<td>3. Mid-Term Evaluation with Placement Supervisor</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Title</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>4.</td>
<td>Two TWEN Live Chats</td>
</tr>
<tr>
<td>5.</td>
<td>Two TWEN Forum Postings</td>
</tr>
<tr>
<td>6.</td>
<td>Compliance</td>
</tr>
<tr>
<td>7.</td>
<td>Final Research Paper</td>
</tr>
<tr>
<td>8.</td>
<td>Timesheets</td>
</tr>
<tr>
<td>9.</td>
<td>Final Evaluation</td>
</tr>
<tr>
<td></td>
<td>Externship Grades</td>
</tr>
<tr>
<td></td>
<td>Appendix A ABA Standard 305</td>
</tr>
<tr>
<td></td>
<td>Appendix B Admission to Practice Rules (WA)</td>
</tr>
</tbody>
</table>
Externship: General Information

Statement of Educational Objectives/Goals:
The Externship Program provides students with opportunities for professional development, to obtain practical lawyering skills, to create or expand professional networks, and to assess and gain insight to the workings of the legal system. We create these opportunities through exposure to the system with the guidance of a supervising attorney or judge and then supplement those experiences with instruction in a concurrent, reflective seminar component. In sum, our purpose is:

- To provide students opportunities for professional development
- To provide students an opportunity to obtain practical lawyering skills
- To provide students an opportunity to create or expand their professional networks
- To provide students an opportunity to assess and gain insight to the workings of the legal system.

Program Description

A qualified student may earn a maximum of 15 externship credits toward graduation, over a maximum of two semesters. To qualify for participation in the Externship Program, students must have successfully completed one year of law school.

In accordance with the Mission statements for Gonzaga University and Gonzaga Law School, work done in an externship placement must be on a strictly pro-bono basis in a qualified public service placement. Gonzaga University strongly supports equal access to justice in the community in which our graduates live and work.

Additionally the American Bar Association specifically prohibits a law student from receiving academic credit and compensation for the same work (see Appendix A). Based on the results of an ABA accreditation study of Gonzaga Law School in 2006, work study is considered to be compensation. Please see the Externship Staff if you have any questions about this ABA and work-study restriction.

Our supervising attorneys and judges commit to providing realistic and educational opportunities for students. Supervisors must have more than three years of experience practicing law and cannot be a family member. They are vetted and receive training and information about the educational objectives and goals of our program. They read and sign a Memorandum of Agreement to memorialize this commitment to foster our educational goals.
Program Staff

Externship Director:  
Inga Laurent  
(509) 313-3747  ilaurent@lawschool.gonzaga.edu

Staff Assistant:  
Julie Claar  
(509) 313-5791  jclaar@lawschool.gonzaga.edu

The Externship Program offices are located on the 1st floor of the law school in the Clinic. Inga Laurent’s office is room 109.

The Application Process

The first step in acquiring an externship is to complete, sign and submit an application prior to the deadline, which is available from one of the staff assistants in the clinic or online. Each application is subject to the approval of the Externship Director.

Please upload to Symplicity a current resume and writing sample and return your signed and completed application and current transcript to Julie Claar. Your signature indicates your consent for Externship Staff to review your unofficial transcript to ensure compliance with academic rules governing the receipt of credits. Even if you already have secured a placement, you still must submit this information and apply to the Program.

The Externship Office places with various public interest and governmental entities across the United States. Students are required to contact the Externship Office and discuss potential placement opportunities and program requirements prior to the application process. Students are expected to research the various opportunities available. Matching students with placements is a complex, individualized process. Choosing the right placement will optimize professional growth. Regardless of how you obtain an externship, the Externship Office must approve every placement.

Limited License to Practice Certification and Supervision

It is necessary that any extern providing court representation or legal advice to clients, in state courts, be certified (called Rule 9 in Washington State) (see Appendix B) or similarly certified for the state in which they extern. Each state’s requirements vary, so visit the website of your state’s bar association for more information. In Washington, students must have completed at least 60 credits in order to apply for a Rule 9 certification. If you need to acquire Rule 9 certification, please stop by the Registrar’s Office to obtain the Rule 9 Application and Handbook. You should begin the process as early as possible because applications can take up to eight weeks to process.

Credits & Hours

A qualified student may earn a maximum of 15 experiential learning credits toward graduation. Keep in mind that you may only extern for a total of two semesters, so plan your credits accordingly. Students will be given a letter grade for the one credit seminar portion of this program and a pass/fail grade for all field credits.
## Fall/Spring Externship Credits

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Seminar</th>
<th>Field Credits</th>
<th>Hours Required</th>
<th>Number of Weeks in Semester</th>
<th>Approximate Hours Worked per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1</td>
<td>14</td>
<td>600</td>
<td>16</td>
<td>38</td>
</tr>
<tr>
<td>14</td>
<td>1</td>
<td>13</td>
<td>580</td>
<td>16</td>
<td>36</td>
</tr>
<tr>
<td>13</td>
<td>1</td>
<td>12</td>
<td>560</td>
<td>16</td>
<td>35</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>11</td>
<td>540</td>
<td>16</td>
<td>34</td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>10</td>
<td>520</td>
<td>16</td>
<td>33</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>9</td>
<td>500</td>
<td>14</td>
<td>36</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>8</td>
<td>450</td>
<td>14</td>
<td>32</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>7</td>
<td>400</td>
<td>14</td>
<td>29</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>6</td>
<td>350</td>
<td>14</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>5</td>
<td>300</td>
<td>14</td>
<td>21</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>4</td>
<td>240</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>3</td>
<td>180</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>2</td>
<td>120</td>
<td>14</td>
<td>9</td>
</tr>
</tbody>
</table>

**Subject to Change Without Notice**

## Summer Externship Credits

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Seminar</th>
<th>Field Credits</th>
<th>Hours Required</th>
<th>Number of Weeks in Semester</th>
<th>Approximate Hours Worked per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>1</td>
<td>7</td>
<td>420</td>
<td>10</td>
<td>~ 42</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>6</td>
<td>360</td>
<td>10</td>
<td>~ 36</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>5</td>
<td>300</td>
<td>10</td>
<td>~ 30</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>4</td>
<td>240</td>
<td>10</td>
<td>~ 24</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>3</td>
<td>180</td>
<td>10</td>
<td>~ 18</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>2</td>
<td>120</td>
<td>10</td>
<td>~ 12</td>
</tr>
</tbody>
</table>

**Subject to Change Without Notice**
Requirements

Professional Obligations

You are responsible for: knowing all of the Rules of Professional Conduct that are controlling in the jurisdiction in which you will be externing; knowing and complying with the student performance contracts of Lexis and Westlaw; coordinating with your Supervising Attorney or Judge the days and hours you will be working; and communicating with your supervisors and the Externship Office. You are also responsible for attending the mandatory Orientation session prior to the start your externship.

Program Obligations

Local Students

Your grade in the Externship Program is based upon your communication, your seminar participation, your compliance with the rules of the program, and successful completion of the field experience. Specifically, you must complete the following requirements:

1. Class Attendance and Participation
2. Reflection Assignments
3. Meeting with Professor
4. Mid-Term Evaluation with Placement Supervisor
5. Simulated Interview
6. Compliance
7. Time Sheets
8. Final Evaluation

1. Class Attendance and Participation
   You will be expected to attend every class, engage in discussions, and be attentive and respectful. Grades will reflect your class participation, absences or inattentiveness. For information on grading criteria, please see the “class participation rubric” available on TWEN. If you are aware that you will be unable to attend a class session, you must talk with Julie Claar in advance so she can make arrangements for you to attend another class. If there is an emergency and you cannot attend class, please contact us as soon as possible to make other arrangements.

   Due to the nature of the seminar, laptop use during class is unnecessary and prohibited unless the presenter has requested that you do so.

2. Reflection Assignments
   You are required to complete a series of reflections. These assignments are listed under the “Class Assignments” section on TWEN. The assignments must be exactly two full pages, double spaced, in 12pt Times New Roman or comparable font, and reflect your careful thoughts and questions about the work that you have been performing in your field placement, as well as your thoughts regarding the overall practice of law and justice. I am not interested in you logging an account of the work you have done, which is what you will note
on your time sheets. Rather, I am looking for your perspectives and thoughts about the externship experience—e.g., “How does the system afford justice to indigent individuals?”

Note – journals must be submitted via TWEN by 8:00 p.m. on due days. Late journals will be accepted at a reduced grade. I will comment on your journals and return them to you via email. The journal writing activity should develop as the semester progresses, please do not submit early journals without pre-approved permission. For detailed examples of reflective journal writing, see the externship handbook or “A Primer on Reflective Writing,” written by Alex Scherr. For information on grading criteria, please see rubric available on TWEN.

Please note that there is not an attorney-client relationship or work product privilege between the professor and the students. Therefore, you should avoid violating confidentiality by discussing specifics of actual clients or specific case facts. Any questions about the specifics of a case or client should be directed to your supervising attorney or judge. The one exception to this rule is if you believe that you are being asked to do something unethical, immoral, or illegal—in which case please bring that to my attention immediately.

3. Meeting with Professor
I will meet with each student at least once during the semester to discuss your externship experience. These meetings are mandatory. Failure to comply with this requirement will affect your grade. Outside this required meeting, myself or members of the externship office are always available to meet by appointment on request. Please feel free to contact us via telephone or email at any time that you would like to discuss your experience.

4. Mid-Term Evaluation with Placement Supervisor
For this assignment, you will be required to schedule a meeting with your supervisor. Using the mid-term evaluation form that is posted on TWEN, you will assess your performance thus far and create goals for the remainder of the semester. While this process may be somewhat intimidating, the discussion should provide you with an honest assessment of your strengths and ways in which you can improve your future performance. Please make sure that you have this conversation with your supervisor—do not just give your supervisor the form and ask them to fill it out. Thoroughly record your supervisor’s responses to the questions and make sure that both you and your supervisor sign off on the form. Feel free to use the questions as a starting point for the conversation; but don’t be afraid to let the conversation take its natural course.

5. Simulated Interview (Does not apply for students in their second Externship).
In class, each student will be given an opportunity to present and respond to questions posed by a mock interview panel of professionals and your classmates. First, you will “present.” You will have a few minutes to answer the following question: “I see you were an extern at ______________, tell us a little about your experience there.” Remember, this is a mock interview, which means that your response to this seemingly simple question about your “experience” is actually an opportunity to distinguish and promote yourself (as is almost any interview question). Second, after “presenting,” the panel will then have a few minutes to pose follow-up questions in response to your presentation.
6. Compliance
Prompt communication is vital to our Externship Program and in the legal profession. Failure to communicate promptly (for example: not responding to emails), may result in a deduction of points from your grade.

7. Time Sheets
Timesheets must be signed by your supervising attorney and returned to Julie. You will receive full points for turning in your timesheets by the due dates, or for advanced communication about an issue that prevents you from submitting your timesheet. Failure to abide by due dates or to communicate will result in a deduction of points from your grade.

You must record your time in tenths (.1) of an hour (6 minute increments) that reflects the type of work that you are performing. If you’ve never been asked to do this before, it is relatively simple: if you work on a project or assignment for 6 minutes, that is .1 of an hour; 12 minutes, .2; 18 minutes, .3; etc. If you work on a project for 15 minutes, you should round up to .3 (18 minutes). If you work on something for 26 minutes, round down to .4 (24 minutes). For sample timesheets, refer to the “How-to on Timesheets” posted on TWEN.

As the semester begins, you will receive an email from Julie which will provide you with an Excel spreadsheet version of the Externship Timesheet. You must use this spreadsheet to track your time. Each week of the semester has its own workbook within this single Excel file. The first workbook page contains the directions and some notes. Please direct any questions about the spreadsheet or how to use it to Julie.

*****Please Note:***** Even though we are using an electronic format, you will still have to print out your timesheets, sign them, and get your supervisor’s signature before submitting them for credit. Timesheets without signatures will not be accepted. The timesheets can be delivered in hard copy through the US Mail, faxed, or scanned and emailed.

- To mail, please make sure the envelope is addressed as follows:
  Gonzaga Law School
  University Legal Assistance
  Julie Claar
  P.O. Box 3528
  Spokane, WA  99220-3528
- To fax, please send them to (509) 313-5805
- To e-mail, you will have to scan your timesheet, as it must have both your signature and the signature of your supervisor, and send it to jclaar@lawschool.gonzaga.edu

8. Final Evaluations
You are required to evaluate the placement, the seminar and the professor, which is a component of your final grade. Please be complete and candid on these evaluations to assist the Externship Program in making the best placement decisions for future externs. These evaluations will not be sent to your Supervising Attorney or Judge; they are for the school’s use only, so please be honest with your remarks.
**Distance Students.**

Your grade in the Externship Program is based upon your communication, your seminar participation, your compliance with the rules of the program, and successful completion of the field experience. Specifically, you must complete the following requirements:

1. **Journals**
2. “Meetings” with Professor Laurent
3. Mid-Term Evaluation with Placement Supervisor
4. Two TWEN Live Chat Discussions
5. Two TWEN Forum Postings
6. Compliance
7. Final Research Paper
8. Timesheets
9. Final Evaluations

1. **Journals**
   
The journals must be exactly two (2) full pages, double spaced, in 12pt Times New Roman or comparable font, and reflect your careful thoughts and questions about the work that you have been performing in your field placement, as well as your thoughts regarding the overall practice of law and justice. I am not interested in you logging an account of the work you have done, which is what you will note on your time sheets. Rather, I am looking for your perspectives and thoughts about the externship experience—e.g., “How does the system afford justice to indigent individuals?” Note – **journals must be submitted via TWEN by 8:00 p.m. on due days. Late journals will be accepted at a reduced grade.** I will comment on your journals and return them to you via email. The journal writing activity should develop as the semester progresses, please do not submit early journals without pre-approved permission. For detailed examples of reflective journal writing, see the externship handbook or “A Primer on Reflective Writing,” written by Alex Scherr. For information on grading criteria, please see rubric available on TWEN.

   Please note that there is not an attorney-client relationship or work product privilege between the professor and the students. Therefore, you should avoid violating confidentiality by discussing specifics of actual clients or specific case facts. Any questions about the specifics of a case or client should be directed to your supervising attorney or judge. The one exception to this rule is if you believe that you are being asked to do something unethical, immoral, or illegal—in which case please bring that to my attention immediately.

2. **“Meetings” with Professor**
   
   Twice during the semester, I will arrange to speak with you, by phone, on Skype, or during a site visit to talk about your externship experience. It is very important that you promptly respond to requests for meetings and attend the meetings as scheduled. Failure to reasonably comply with this requirement may affect your grade. **Please feel free to contact me via telephone or email at any time that you would like to discuss your experience or if you have any questions.**
3. **Mid-Term Evaluation with Placement Supervisor**
   For this assignment, you will be required to **schedule a meeting** with your supervisor. Using the **mid-term evaluation form that is posted on TWEN**, you will assess your performance thus far and create goals for the remainder of the semester. While this process may be somewhat intimidating, the discussion should provide you with an honest assessment of your strengths and ways in which you can improve your future performance. Please make sure that you have this conversation with your supervisor—**do not just give your supervisor the form and ask them to fill it out**. **Thoroughly** record your supervisor’s responses to the questions and make sure that both you and your **supervisor sign off on the form**. Feel free to use the questions as a starting point for the conversation; but don’t be afraid to let the conversation take its natural course.

4. **Two TWEN Live Chats**
   There will be two live chats with your professor and other distance externs. The times (typically after work) and topics for discussion are still to be determined and will be sent to you by email the week prior to the chat. The chat sessions will each last for 60 minutes. Attendance is mandatory. **There is no way to fully make-up the points for a missed chat session.** For information on grading criteria, please see rubric available on TWEN.

5. **Two TWEN Forum Postings**
   You will receive instructions for these forums the week prior to their due dates. For information on grading criteria, please see rubric available on TWEN.

6. **Compliance**
   Prompt communication is vital to our Externship Program and in the legal profession. Failure to communicate promptly (for example: not responding to emails), may result in a deduction of points from your grade. You will receive full points for turning in your timesheets by the due dates, or for advanced communication about an issue that prevents you from submitting your timesheet. Failure to abide by due dates or communicate will result in a deduction of points from your grade.

7. **Final Research Paper**
   Your research paper is due **via TWEN**. The paper must be exactly five pages, double spaced, in 12pt Times New Roman or other comparable font (excluding footnotes), and should be researched, supported with outside sources, and documented with footnotes (ie. law reviews, cases, bar journals, books, websites, an interview, ethics rules, statues, etc.). Students should choose a topic on professional development. One suggestion is for students to assess their strengths and weaknesses, utilizing the MacCrater Report posted on TWEN. After this assessment, choose fundamental skills or values that you lack exposure or those you would like to further develop. Please note this assignment is not merely an expanded journal, but a formal research paper and you will be expected to provide a well-reasoned analysis of a professional development topic.

**Summary of the requirements for your research paper:**

- Submit one, **5 page** (excluding footnotes) research paper, double spaced, in Times New Roman or comparable 12pt font on a professional development topic.
• The paper should be researched and supported with a minimum of 5 outside sources and documented with footnotes. One of these sources can be an interview.
• Submit your paper to TWEN by 8pm on or before the due date.
• For information on grading criteria, please see the guidelines available on TWEN.

8. Timesheets
Timesheets must be signed by your supervising attorney and returned to Julie by Tuesdays at 8pm on the due date. Your grade will be reduced for failure to timely turn in accurate, signed timesheets. You will receive full points for turning in your timesheets by the due dates, or for advanced communication about an issue that prevents you from submitting your timesheet. Failure to abide by due dates or to communicate will result in a deduction of points from your grade.

You must record your time in tenths (.1) of an hour (6 minute increments) that reflects the type of work that you are performing. If you’ve never been asked to do this before, it is relatively simple: if you work on a project or assignment for 6 minutes, that is .1 of an hour; 12 minutes, .2; 18 minutes, .3; etc. If you work on a project for 15 minutes, you should round up to .3 (18 minutes). If you work on something for 26 minutes, round down to .4 (24 minutes). For sample timesheets, refer to the “How-to on Timesheets” posted on TWEN.

As the semester begins, you will receive an email from Julie which will provide you with an Excel spreadsheet version of the Externship Timesheet. You must use this spreadsheet to track your time. Each week of the semester has its own workbook within this single Excel file. The first workbook page contains the directions and some notes. Please direct any questions about the sheet or how to use it to Barb.

*****Please Note:***** Even though we are using an electronic format, you will still have to print out your timesheets, sign them, and get your supervisor’s signature before submitting them for credit. Timesheets without signatures will not be accepted. The timesheets can be delivered in hard copy through the US Mail, faxed, or scanned and emailed.

9. Final Evaluations
You are required to evaluate the placement, the seminar and the professor, which is a component of your final grade. Please be complete and candid on these evaluations to assist the Externship Program in making the best placement decisions for future externs. These evaluations will not be sent to your Supervising Attorney or Judge; they are for the school’s use only, so please be honest with your remarks.

Externship Grades
The one credit letter grade that you receive for the Externship Seminar is graded according to law school policies. Your grade is based on a number of factors including successful completion of the requirements discussed above. Credit for the field placement portion of the grade is on a pass/fail basis. Failure to comply with the requirements is grounds for failure (without credit) of the Externship, a grade of “F” and/or preclusion from participating in future Externships.
The Externship Staff hopes that you truly enjoy and learn from your externship experience. The Externship Program provides students with opportunities for professional development, to obtain practical lawyering skills, to create or expand professional networks, and to assess and gain insight to the workings of the legal system. Enjoy!
Standard 305. STUDY OUTSIDE THE CLASSROOM
(a) A law school may grant credit toward the J.D. degree for courses or a program
that permits or requires student participation in studies or activities away from or
outside the law school or in a format that does not involve attendance at regularly
scheduled class sessions.
(b) Credit granted shall be commensurate with the time and effort required and
the anticipated quality of the educational experience of the student.
(c) Each student’s academic achievement shall be evaluated by a faculty member.
For purposes of Standard 305 and its Interpretations, the term “faculty member”
means a member of the full-time or part-time faculty. When appropriate a school
may use faculty members from other law schools to supervise or assist in the
supervision or review of a field placement program.
(d) The studies or activities shall be approved in advance and periodically
reviewed following the school’s established procedures for approval of the
curriculum.
(e) A field placement program shall include:
(1) a clear statement of the goals and methods, and a demonstrated relationship
between those goals and methods to the program in operation;
(2) adequate instructional resources, including faculty teaching in and
supervising the program who devote the requisite time and attention to satisfy
program goals and are sufficiently available to students;
(3) a clearly articulated method of evaluating each student’s academic
performance involving both a faculty member and the field placement supervisor;
(4) a method for selecting, training, evaluating, and communicating with field
placement supervisors;
(5) periodic on-site visits or their equivalent by a faculty member if the field
placement program awards four or more academic credits (or equivalent) for field
work in any academic term or if on-site visits or their equivalent are otherwise
necessary and appropriate;
(6) a requirement that students have successfully completed one academic year
of study prior to participation in the field placement program;
(7) opportunities for student reflection on their field placement experience,
through a seminar, regularly scheduled tutorials, or other means of guided
reflection. Where a student can earn four or more academic credits (or
equivalent) in the program for fieldwork, the seminar, tutorial, or other means of
guided reflection must be provided contemporaneously.
28 2009-2010 ABA Standards for Approval of Law Schools

Interpretation 305-1
Activities covered by Standard 305(a) include field placement, moot court, law review,
and directed research programs or courses for which credit toward the J.D. degree is
granted, as well as courses taken in parts of the college or university outside the law
school for which credit toward the J.D. degree is granted.

Interpretation 305-2
The nature of field placement programs presents special opportunities and unique
challenges for the maintenance of educational quality. Field placement programs
accordingly require particular attention from the law school and the Accreditation Committee.

**Interpretation 305-3**
A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This Interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.

**Interpretation 305-4**
(a) A law school that has a field placement program shall develop, publish and communicate to students and field instructors a statement that describes the educational objectives of the program.
(b) In a field placement program, as the number of students involved or the number of credits awarded increases, the level of instructional resources devoted to the program should also increase.

**Interpretation 305-5**
Standard 305 by its own force does not allow credit for Distance Education courses.
(a) **Purpose.** Supervised professional practice plays an important role in the development of competent lawyers and expands the capacity of the Bar to provide quality legal services while protecting the interests of clients and the justice system. This rule authorizes supervised professional practice by qualified law students, enrolled law clerks, and recent graduates of approved law schools when they are licensed pursuant to this rule to engage in the limited practice of law as “Licensed Legal Interns”. The license granted pursuant to this rule is a limited license, based in part on recognition of the role practice experience plays in developing the competence of aspiring lawyers and in part on the fact that the Licensed Legal Intern will be supervised by an experienced lawyer. Persons granted such a limited license and their supervising lawyers must comply with the obligations and limitations set forth in these rules.

(b) **Eligibility.** To be eligible to apply to be a Licensed Legal Intern, an applicant must have arranged to be supervised by a qualifying lawyer and:

1. Be a student duly enrolled and in good academic standing at an approved law school who has:
   
   (A) successfully completed not less than two-thirds of a prescribed 3-year course of study or five-eighths of a prescribed 4-year course of study; and
   
   (B) obtained the written approval of the law school’s dean or a person designated by such dean and a certification by the dean or designee that the applicant has met the educational requirements; or

2. Be an enrolled law clerk who:
   
   (A) is certified by Washington State Bar Association staff to be in compliance with the provisions of APR 6 and to have successfully completed not less than five-eighths of the prescribed 4-year course of study; and
   
   (B) has the written approval of the primary tutor; or

3. Be a graduate of an approved law school who has not been admitted to the practice of law in any state or territory of the United States or the District of Columbia, provided that the application is made within nine months of graduation.

(c) **Qualifications to Be a Supervising Lawyer.** Except in the sections regarding the application for issuance of a limited license pursuant to this rule, references in this rule to “supervising lawyer” include both the supervising lawyer named in the application materials and on the Licensed Legal Intern identification card, and any other lawyer from the supervising
lawyer’s office who meets the qualifications of a supervising lawyer and who performs the duties of a supervising lawyer. A supervising lawyer must be either:

(1) a lawyer currently licensed pursuant to APR 8(d) Exception for Educational Purposes; or

(2) an active member in good standing of the Washington State Bar Association, who has been actively engaged in the practice of law in the State of Washington or in any state or territory of the United States or the District of Columbia for at least the 3 years immediately preceding the date of the application, who has not been disbarred or subject to a disciplinary suspension in any jurisdiction within the previous 10 years and does not have a disciplinary proceeding pending or imminent, and who has not received a disciplinary sanction of any kind within the previous three years.

(d) Application. The applicant must submit an application on a form provided by the Bar Association and signed by both the applicant and the supervising lawyer.

(1) The applicant and the supervising lawyer must fully and accurately complete the application, and they have a continuing duty to correct and update the information on the application while it is pending and during the term of the limited license. Every applicant and supervising lawyer must cooperate in good faith with any investigation by promptly furnishing written or oral explanations, documents, releases, authorizations, or other information reasonably required by the Board of Governors or Bar Association staff, or Bar Counsel. Failure to cooperate fully or to appear as directed or to furnish additional information as required shall be sufficient reason for the Board to recommend denial or termination of the license.

(2) The application must include:

(A) all requested information about the applicant and the Supervising Lawyer;

(B) the required certification from the law school (or confirmation from the Bar Association, for APR 6 Law Clerks) that the applicant has the required educational qualifications; and

(C) certifications in writing under oath by the applicant and the supervising lawyer(s) that they have read, are familiar with, and will abide by this rule and the Rules of Professional Conduct.

(3) Full payment of any required fees must be submitted with the application. The fees shall be set by the Board of Governors subject to review by the Supreme Court.
(4) Bar Association staff shall review all applications to determine whether the applicant and the supervising lawyer have the necessary qualifications, and whether the applicant possesses the requisite good moral character and fitness to engage in the limited practice of law provided for in this rule. Bar Association staff may investigate any information contained in or issues raised by the application that reflect on the factors contained in APR 21-24, and any application that reflects one or more of the factors set forth in APR 24.2(a) shall be referred to Bar Counsel for review.

(5) Bar Counsel may conduct such further investigation as appears necessary, and may refer to the Character and Fitness Board for hearing any applicant about whom there is a substantial question whether the applicant possesses the requisite good moral character and fitness to practice law. Such hearing shall be conducted as provided in APR 20-24. Bar Counsel may require any disclosures and conditions of the applicant and supervising lawyer that appear reasonably necessary to safeguard against unethical conduct by the applicant during the term of the limited license. No decision regarding the good moral character and fitness to practice of an applicant made in connection with an application for licensing pursuant to this rule is binding on the Bar Association or Character and Fitness Board at the time an applicant applies for admission to practice law and membership in the Washington State Bar Association, and such issues may be reinvestigated and reconsidered by Bar Association staff, Bar Counsel, and the Character and Fitness Board.

(6) The Supreme Court shall issue or refuse the issuance of a limited license for a Licensed Legal Intern. The Supreme Court’s decision shall be forwarded to the Bar Association, which shall inform the applicant of the decision.

(7) Upon Supreme Court approval of an applicant, the Bar Association shall send to the applicant, in care of the supervising lawyer’s mailing address on record with the Bar Association, a letter confirming approval by the Supreme Court and a Licensed Legal Intern identification card. An applicant must not perform the duties of a Licensed Legal Intern before receiving the confirming letter and identification card.

(8) Once an application is accepted and approved and a license is issued, a Licensed Legal Intern is subject to the Rules of Professional Conduct and the Rules for Enforcement of Lawyer Conduct and to all other laws and rules governing lawyers admitted to the Bar of this state, and is personally responsible for all services performed as a Licensed Legal Intern. Any offense that would subject a lawyer admitted to practice law in this state to suspension or disbarment may be punished by termination of the Licensed Legal Intern’s license, or suspension or forfeiture of the Licensed Legal Intern’s privilege of taking the bar examination and being licensed to practice law in this state.
(9) A Licensed Legal Intern may have up to two supervising attorneys in different offices at one time. A Licensed Legal Intern may submit an application for approval to add a supervising attorney in another office or to change supervising attorneys any time within the term of the limited license. When a Licensed Legal Intern applies to add a supervising attorney in another office, the Intern must notify both the current supervising attorney and the proposed new supervising attorney in writing about the application, and both the current and the new supervising attorney must approve the addition and certify that such concurrent supervision will not create a conflict of interest for the Licensed Legal Intern. The qualifications of the new supervising attorney will be reviewed by Bar Association staff who may approve or deny the supervisor. The Licensed Legal Intern will be notified of approval or denial of the new supervising attorney as described above and must not perform the duties of a licensed legal intern before receiving a new confirming letter containing notification of approval and a new identification card.

(e) Scope of Practice, Prohibitions and Limitations. In addition to generally being permitted to perform any duties that do not constitute the practice of law as defined in GR 24, a Licensed Legal Intern shall be authorized to engage in the limited practice of law only as authorized by the provisions of this rule.

(1) A Licensed Legal Intern may engage in the following activities without the presence of the supervising attorney:

(A) Advise or negotiate on behalf of a person referred to the Licensed Legal Intern by the supervising lawyer;

(B) Prepare correspondence containing legal advice to clients or negotiating on behalf of clients, pleadings, motions, briefs or other documents. All such correspondence, pleadings, motions, and briefs must be reviewed and signed by the supervising attorney, as well as any other documents requiring the signature of a lawyer. On any correspondence or legal document signed by the Licensed Legal Intern, the Licensed Legal Intern’s signature shall be followed by the title “Licensed Legal Intern” and the Licensed Legal Intern’s identification number;

(C) Present to the court ex parte and agreed orders signed by the supervising lawyer, except as otherwise provided in these rules;

(D) After a reasonable period of in-court supervision or supervision while practicing before an administrative agency, which shall include participating with the supervising lawyer in at least one proceeding of the type involved before the same tribunal and being observed by the supervising lawyer while handling one additional proceeding of the same type before the same tribunal:
(i) Represent the State or the respondent in juvenile court in misdemeanor and gross misdemeanor cases;

(ii) Try hearings, non-jury trials, or jury trials, in courts of limited jurisdiction;

(iii) Represent a client in any administrative adjudicative proceeding for which non-lawyer representation is not otherwise permitted.

(2) In any proceeding in which a Licensed Legal Intern appears before the court, the Licensed Legal Intern must advise the court of the Intern’s status and the name of the Intern’s supervising lawyer.

(3) A Licensed Legal Intern may participate in Superior Court and Court of Appeals proceedings, including depositions, only in the presence of the supervising lawyer or another lawyer from the same office.

(4) A Licensed Legal Intern must not receive payment directly from a client for the Intern’s services. A Licensed Legal Intern may be paid for services by the Intern’s employer, and the employer may charge for the services provided by the Licensed Legal Intern as may be appropriate.

(5) A Licensed Legal Intern must not try any motion or case or negotiate for or on behalf of any client unless the client is notified in advance of the status as a Licensed Legal Intern and of the identity and contact information of the Licensed Legal Intern’s supervising lawyer.

(6) A Licensed Legal Intern must not perform any of the actions permitted by this rule on behalf of or under the supervision of any lawyer other than the supervising lawyer or another lawyer employed in the same office who is qualified for such supervision under this rule.

(7) For purposes of the attorney-client privilege, a Licensed Legal Intern shall be considered a subordinate of the lawyer providing supervision for the Intern.

(f) Additional Obligations of Supervising Lawyer. Agreeing to serve as the supervising lawyer for a Licensed Legal Intern imposes certain additional obligations on the supervising lawyer. The failure of a supervising lawyer to comply with the duties set forth in this rule shall be grounds for disciplinary action pursuant to the Rules for Enforcement of Lawyer Conduct. In addition to the duties stated or implied above, the supervising lawyer:

(1) must provide training to all Licensed Legal Interns supervised by the supervising lawyer, regarding the Rules of Professional Conduct and how they relate to the limited practice of the Licensed Legal Intern. Such training may be waived if the
supervising lawyer otherwise determines that the Licensed Legal Intern has previously received such training and the supervising lawyer deems such training sufficient for the limited practice that will be supervised;

(2) must direct, supervise and review all of the work of the Licensed Legal Intern and shall assume personal professional responsibility for any work undertaken by the Licensed Legal Intern while under the lawyer's supervision;

(3) must ensure that all clients to be represented by the Licensed Legal Intern are informed of the intern's status as a Licensed Legal Intern in advance of the representation;

(4) must review and sign all correspondence providing legal advice to clients and all pleadings, motions, briefs, and other documents prepared by the Licensed Legal Intern and ensure that they comply with the requirements of this rule, and must sign the document if it is prepared for presentation to a court;

(5) must take reasonable steps to ensure that the Licensed Legal Intern is adequately prepared and knowledgeable enough to be able to handle any assigned matters performed outside the supervising lawyer's presence, but need not be present in the room while the Licensed Legal Intern is performing such duties unless such presence is specifically required by this rule;

(6) must supervise no more than

(a) one Licensed Legal Intern at any one time if the supervising lawyer is in private practice not otherwise described below;

(b) four Licensed Legal Interns at any one time if the supervising lawyer is employed by a recognized institution of legal aid, legal assistance, public defense or similar programs furnishing legal assistance to indigents, or by the legal departments of a state, county or municipality; or

(c) 10 Licensed Legal Interns at any one time if the supervising lawyer is a full-time clinical supervising lawyer or a member of the faculty of an approved law school for a clinical course offered by the law school where such course has been approved by its dean and is directed by a member of its faculty and is conducted within institutions or legal departments described in the section above or within the law school, provided that a supervising lawyer attends all adversarial proceedings conducted by the legal interns;

(7) must meet with any Licensed Legal Intern he/she is supervising, in person or by telephone, a minimum of one time per week, to review cases being handled and to
provide feedback on performance, to provide additional guidance and instruction, and to answer questions or issues raised by the Licensed Legal Intern;

(8) must inform the Bar Association staff promptly if circumstances arise that cause the supervising lawyer to have concern about the good moral character or fitness to practice of a Licensed Legal Intern supervised by that lawyer, and cooperate in any investigation that may follow such a report;

(9) may terminate supervision of a Licensed Legal Intern under this rule at any time, with or without good cause, and must promptly notify the Bar Association staff of the effective date of the termination and the reasons for the termination;

(10) may be terminated as a supervising lawyer at the discretion of the Board of Governors, and when so terminated, must take steps to ensure that any Licensed Legal Intern previously supervised by the supervising lawyer ceases to perform duties or hold him/herself out as though supervised by the supervising lawyer.

(g) **Additional Obligations and Limitations.** The following additional general obligations and limitations apply:

(1) A judge or administrative hearing officer may exclude a Licensed Legal Intern from active participation in a case in the interest of orderly administration of justice or for the protection of a litigant or witness. In such case, a continuance shall be granted to secure the attendance of the supervising lawyer, who must assume personal responsibility for that matter.

(2) A Licensed Legal Intern or the supervising lawyer must notify the Bar Association staff promptly if the supervising lawyer named on a Licensed Legal Intern’s identification card terminates supervision of the Licensed Legal Intern, and such Licensed Legal Intern is prohibited from performing any of the actions described in these rules unless and until a change of supervising lawyer has been approved and a new identification card issued.

(h) **Term of Limited License.** A limited license issued pursuant to this rule shall be valid, unless it is revoked or supervision is terminated, for a period of not more than 30 consecutive months, and in no case will it be valid if it has been more than 18 months since the Licensed Legal Intern graduated from law school or completed the APR 6 Law Clerk program.

(1) The approval given to a law student by the law school dean or the dean’s designee or to a law clerk by the tutor may be withdrawn at any time by mailing notice to that effect to the Bar Association, and must be withdrawn if the student ceases to be duly enrolled as a student prior to graduation, takes a leave of absence from the law school or from the clinical program for which the limited license was issued, or ceases to be in good academic standing, or if the APR 6 law clerk ceases to
comply with APR 6. When the approval is withdrawn, the Licensed Legal Intern’s license must be terminated promptly.

(2) A limited license is granted at the sufferance of the Supreme Court and may be revoked at any time upon the court’s own motion, or upon the motion of the Board of Governors, in either case with or without cause.

(3) A Licensed Legal Intern must immediately cease performing any services under this rule and must cease holding himself or herself out as a Licensed Legal Intern upon:

(A) the termination for any reason of the Intern’s limited license under this rule;

(B) the termination of the supervision for any reason or the resignation of the Intern’s supervising lawyer;

(C) the suspension or termination by the Board of Governors of the supervising lawyer’s status as a supervising lawyer;

(D) the withdrawal of approval of the Intern pursuant to this rule, or

(E) the failure of the supervising lawyer to maintain qualification to be a supervising lawyer under the terms of this rule.