

# AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW FIELD PLACEMENT AGREEMENT

Thank you for hosting a Washington College of Law student extern. Our office is available to serve you and to help ensure a positive experience for you and your extern. Students who receive academic credit for participating in an externship are closely sup

Pro bono matters are those for which the clients are not charged for the attorney's time and fall under civil rights statutes or the CJA. Students may also enroll in the Corporation Counsel Externship Program.

Students may receive stipends for out of pocket expenses (Metro, parking) addition, students may receive funding from 3rd parties.

To ensure that the students' educational goals are being achieved in the field placement, the field placement must agree to the following:

Skills Development Externs will be provided with substantial legal experience that is reasonably similar to the experience of a lawyer advising or representing a client; the extern will not be assigned non-legal or clerical activities;

Substantive legal work is work that requires applying knowledge and skills acquired in law school, as well as work that would customarily be performed by lawyers advising or representing a client or engaging in other lawyering tasks. Examples of such substantive legal work include researching legal issues, drafting legal memoranda, interviewing clients and witnesses, attending judicial and administrative proceedings, preparing comments or testimony related to administrative regulations, hearings, and drafting litigation documents. The extern should be given a variety of assignments that provide him/her with a breadth of legal skills and knowledge.

Non-legal and clerical work should not be assigned on a regular basis. Such work includes photocopying, database management, transcription, word processing, updating websites, filingscheduling, ansi10(a)4(e)4(dul)-,41(s)0.9((l)-2( ai()-6 ))TJn-1(, f)3

the agency or organization as well, provided that the Attorney Supervisor continues to maintain regular contact.

Specific meetings/written requirements

- Orientation: At the start of the externship, externs will receive an orientation,

- Final Evaluation: Attorney supervisors will provide faculty and externs with a wri



Other (please describe):

How will you ensure the student receives regular and timely supervision and feedback from Supervising Attorneys?

