

3. ORIENTATION FOR THE STUDENT.

Students should be assigned to field placement supervisors on a one-to-one basis. At the beginning of the externship, the field placement supervisor should provide a detailed orientation to:

- the organization's work, history, structure and objectives;
- office policies and procedures;
- office resources; and
- members of the office staff.

4. SETTING OF GOALS.

The field placement supervisor and the student should meet to discuss the specific goals of the externship and how the practical externship experience will meet and complement the student's learning goals and needs. The student should not be expected to do large amounts of menial task work such as photocopying, filing and updating records. The student's caseload should include projects that cover a range of substantive legal issues and are representative of the field placement supervisor's caseload.

5. CASELOAD MANAGEMENT.

The field placement supervisor should provide the student with an overview of the matters or cases in which the student will be involved and how the student's particular projects and assignments fit into the matter as a whole. The nature and extent of the projects should be commensurate with the number of hours the student will be working at the organization. The field placement supervisor should explain clearly:

- the desired finished project;
- the amount of time the student should spend on the project;
- the due date; and
- other conditions or requirements of the project.

If possible, the field placement supervisor should communicate this by means of a brief written memo, and the student should respond with a confirming memo.

6. WEEKLY MEETINGS BETWEEN THE STUDENT AND SUPERVISOR.

The field placement supervisor should meet with the student at least once a week to:

- review progress
- answer questions
- provide ongoing feedback on the student's performance
- schedule assignments
- discuss any specific issues, including policy, professional or ethical considerations raised by the assignments.

Ideally, the field placement supervisor should be available for informal, brief conferences on individual issues in addition to the weekly meeting. Routine oral feedback can provide great educational value to the student, above and beyond the substantive and practical experience gained during the externship. The feedback process should also allow dialogue that encourages the student

7. CONTACT WITH THE DIRECTOR AND/OR EXTERNSHIP COORDINATOR.

The External Programs Director and/or the Externship Coordinator will be available during the course of the semester to confer with the field placement supervisor regarding placement issues and problems. If there is a problem or dispute regarding the placement that cannot be resolved directly with the student, the field placement supervisor is encouraged to contact the External Programs Director or the Externship Coordinator for assistance.

The field placement supervisor should be available to meet with the student and the External Programs Director or Externship Coordinator at least once during the semester. During the site visit, the field placement supervisor should plan to spend some portion of time alone with the External Programs Director

