

# **MEMORANDUM OF AGREEMENT BETWEEN SYRACUSE UNIVERSITY COLLEGE OF LAW AND THE EXTERNSHIP PLACEMENT**

**Name of Student(s):** \_\_\_\_\_

## **I. EDUCATIONAL OBJECTIVES**

The goals of the Syracuse University College Law Externship Program are to enable each law student to develop some of the following skills, as applicable to their particular placement:

- A. Identification of legal problems and mechanisms to resolve those problems
- B. Case preparation for presentation before judicial and administrative bodies, developing skills in the areas of presenting evidence, witness preparation for hearing, depositions or trials, preparing discovery or response to discovery demands, legal argument, and resolving evidentiary issues, and motion argument.
- C. Case planning and implementation of case plans.
- D. Negotiation.
- E. Legal research.
- F. Document drafting including letters, pleadings, discovery, and memoranda decisions.
- G. Interviewing and counseling of clients, witnesses or victims or decision making and case settlement techniques through exploration of the view from the bench.
- H. Identification and resolution of ethical problems arising in cases.
- I. Acquisition of knowledge in the substantive areas of law practiced in each placement.
- J. Sound law office management as applied to office procedures, caseload management, scheduling, mechanisms for maintaining client

confidentiality and avoiding conflicts of interest, and time and record keeping.

## **II. THE ROLE OF THE SUPERVISING ATTORNEY**

In order to accomplish the above objectives, the Supervising Attorney shall:

- A. Provide an orientation to their externship student(s).
- B. Be responsible for all legal matters handled by law student(s) working under their supervision.
- C. Model standard law office practices. This shall include but not be limited to having appropriate systems in place to maintain client confidentiality, prevent conflicts of interest, assure adequate file documentation, prevent missed deadlines, and generally protect clients and prevent malpractice.
- D. Maintain contact with the Director of Externships and/or the externship Faculty on a periodic basis.
- E. Report to the Director of the Externships and/or the externship Faculty any student who fails to perform in an ethical and competent manner.
- F. Provide student supervision. This may include the following:
  - 1. Make adequate space available for student(s) to work with access to computers or wireless connection, printers and supplies.
  - 2. At the beginning of each semester, review the student(s)' learning goals.
  - 3. Determine appropriateness of assignments, quantity of work, and amount of time necessary to accomplish projects.
  - 4. Provide opportunities for student(s) to observe court proceedings, hearings, depositions and client or witness meetings to broaden the student(s)' knowledge of the placement and the work the lawyers engage in outside of their office environment.

5. Conduct informal meetings with the student(s), teach the student(s) and provide feedback on the work performed by the student(s).
  6. Emphasize with the student case development skills and trial preparation.
  7. Being present with student(s) in court in all criminal and civil matters.
  8. Conduct "post-mortems" with student(s) following every significant event.
  9. Informally share reflections on their practice with student(s).
- G. Provide student(s) with guidance on what is confidential information that is not to be shared with the Director of the Externships, externship faculty and other students not in the same placement. The Externship Program does not require nor does it allow any sharing of confidential information in journals or class discussion. Neither students nor the supervising attorneys should give confidential client information to the Director of Externships or any other staff or faculty member.
- H. To the extent required by the placement or applicable local, State or Federal laws, provide malpractice insurance coverage for externship students or ensure that the students are covered by whatever protection is available to the attorneys in the placement in the event of a malpractice claim.
- I. Ensure that labor and employment practices are in compliance with local, State or Federal laws as related to the externship.
- J. Identify as soon as is feasible any problems that arise with respect to a student's performance, or ability to perform, and alert the Director of Externships and/or externship Faculty.
- K. Fully comply with all federal and state anti-discrimination laws. This shall include working in conjunction with the Director of the Externship Program regarding appropriate accommodations if advised by a student that he or she has a disability and is requesting reasonable accommodations.

### **III. THE ROLE OF THE FACULTY IN THE EXTERNSHIP PROGRAM**

In order to further accomplish the above objectives, the Director of Externships and members of the College of Law externship faculty shall:

- A. Engage in the following activities with student(s):
  1. Assist student(s) in identifying certain areas for emphasis and skill development;
  2. Meet with student(s) on a regular basis to discuss progress in their placements;
  3. Advise the student(s) on appropriate methods to resolve issues of supervision;
  4. Encourage reflection by student(s) on the practice as part of the lawyer seminar;
  5. Provide student(s) with information about placement expectations;
  6. Troubleshoot, addressing specific problems that arise with individual student(s);
  7. Design and implement the lawyer seminar;
  8. Provide student(s) with the required time sheets to record hours of work and hours of supervision on a weekly basis.
  
- B. Engage in the following activities with Supervising Attorneys:
  1. Serve as a liaison between the College of Law, students and the Supervising Attorneys;
  3. Discuss the ongoing supervision of students and their legal work;
  4. Recruit and assist with placement of students;
  5. Prepare and distribute end of semester evaluation forms to the placement supervisor in a timely manner;
  6. Serve as a resource on supervision issues that arise.

- C. Engage in the following activities at the College of Law:
1. Preserve the confidentiality of all placement information by prohibiting student discussion of cases and client information from their placements;
  2. Evaluate and prevent potential conflicts of interest between the Externship Placements and each student's prior work experience;
  3. Serve as a liaison with other departments in the College of Law, including the Faculty, the Office of Career Services, and Office of Student Affairs, to assure they understand the objectives of the Externship Program and to better communicate and coordinate services provided to student(s).

The term of this agreement is for **Fall 20\_\_ semester** and/or **Spring 20\_\_ semester** and/or **Summer 20\_\_ semester**.

It is contemplated that this agreement will be evaluated, modified and renewed if needed.

\_\_\_\_\_  
Name of Host Placement/Employer

\_\_\_\_\_  
Syracuse University College of  
Law Externship Director Signature

\_\_\_\_\_  
Name of Supervising Attorney

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Supervising Attorney

Date: \_\_\_\_\_

\_\_\_\_\_  
Email address of Supervising Attorney

Date: \_\_\_\_\_