

# Syracuse University College of Law Student Externship Agreement

Student Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Placement Type (check): JDi JDi Remote JDr JDr Remote

Placement Name: \_\_\_\_\_

Placement Location: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Email address: \_\_\_\_\_

## Externship Site Will:

- Designate a staff member to serve as a liaison between SYRACUSE COLLEGE OF LAW, the Student and the Externship Site.
- Establish a work schedule that will accommodate SYRACUSE COLLEGE OF LAW and enable the Student to meet the requirements of both SYRACUSE COLLEGE OF LAW and the Externship Site for completion of the program.
- Orient the student to the Externship Site's mission, policies and procedures.
- Provide quality work assignments related to the Student's academic studies.
- Assign the Student to supervisors who will provide on-the-job training, counsel students regarding their performance, conduct appraisals, share progress reports with SYRACUSE COLLEGE OF LAW, and complete necessary forms for SYRACUSE COLLEGE OF LAW.
- Throughout the externship, verify number of hours worked via a signed timesheet.
- Notify SYRACUSE COLLEGE OF LAW of any change in the Student's status.
- At conclusion of the externship, complete the student evaluation form.

## Syracuse College of Law Will:

- Work with the appropriate Externship Site coordinator.
- Furnish Externship Site with requested information about the Student's field of study, academic standing, and application materials.
- Monitor the Student's academic progress.
- Inform Externship Site of any change in the Student's status.

## The Student Will:

- Adhere to the Externship Site's work schedule and its policies and procedures, including as they apply to remote work. This includes an understanding that an externship site cannot provide physical access or physical opportunities in a remote environment.
- Assume personal and professional responsibilities for actions and activities.
- Maintain academic performance and conduct standards set forth by SYRACUSE COLLEGE OF LAW and the Externship Site.
- Complete hours based on the number of credits registered between the first and last day of the semester.
- Maintain and complete weekly timesheets for supervisor's approval and signature, and submit them to SYRACUSE COLLEGE OF LAW.

- Work effectively with peers and supervisors.
- Notify the Externship Site and SYRACUSE COLLEGE OF LAW of changes in status.
- Comply with all policies and meet all pre-requisites as set forth by the externship site.
- Have no expectation of payment from the externship site.
- Adhere to the rules of Professional Responsibility in the jurisdiction in which the externship placement is located, the Syracuse University College of Law Academic Handbook and the ABA Standards of Legal Education.

### Student's Work Expectations

#### Check One:

- |   |   |
|---|---|
| <input type="checkbox"/> 100 hours for 2 credit hours | <input type="checkbox"/> 405 hours for 9 credit hours                                   |
| <input type="checkbox"/> 150 hours for 3 credit hours | <input type="checkbox"/> 450 hours for 10 credit hours ( <u>max</u><br><u>for JDi</u> ) |
| <input type="checkbox"/> 200 hours for 4 credit hours | <input type="checkbox"/> 495 hours for 11 credit hours                                  |
| <input type="checkbox"/> 250 hours for 5 credit hours | <input type="checkbox"/> 540 hours for 12 credit hours ( <u>max</u><br><u>for JDr</u> ) |
| <input type="checkbox"/> 300 hours for 6 credit hours |   |
| <input type="checkbox"/> 315 hours for 7 credit hours |   |
| <input type="checkbox"/> 360 hours for 8 credit hours |   |

### Termination:

- Failure to meet the requirements of this program within the specific time frames may result in the termination of this agreement by either the Student or the Externship site. Only under extenuating circumstances will renegotiation be considered.
- The Student's appointment may be terminated by externship site for performance or conduct reasons, or for failure to maintain eligibility in the Syracuse College of Law Externship Program.

### Syracuse College of Law

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

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

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

### Student

\_\_\_\_\_  
Signature

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

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