



**University of South Carolina School of Law Externship Program**  
**Written Understanding**

Extern Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Attorney Supervisor: \_\_\_\_\_

Externship Site: \_\_\_\_\_

Externship Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Extern Work Schedule: Day(s)/Times each week:  
\_\_\_\_\_  
\_\_\_\_\_

**CREDIT AND HOUR REQUIREMENT**

The extern should select the appropriate box:

- Fall and Spring Semesters: 2 credits = 8 hours/week for 13 weeks (104 hrs. total).  
Externs may not work more than 15 hours/week for academic credit.
- Summer: 4 credits = 30 hours/week for 7 weeks (210 hrs. total).  
Externs may not work more than 35 hours/week for academic credit.

**RESPONSIBILITIES AND EXPECTATIONS**

As participants in the University of South Carolina School of Law Externship Program (Externship Program), the Attorney Supervisor, Extern, and the Director of Externships and Special Academic Programs (Director) agree to act in accordance with the following responsibilities and expectations:

**A. Attorney Supervisor**

1. **Education:** The externship experience is primarily an educational experience for the benefit of the extern.
2. **Supervision:** Attorney Supervisors will have direct supervision of the extern's performance. Attorney Supervisors will direct, monitor, and mentor the extern throughout the semester. Attorney Supervisors are expected to meet frequently with externs in order to provide meaningful feedback and an opportunity to discuss observations, experiences, and other issues relevant to the profession.

3. **Orientation:** Externs will receive an orientation, including an overview of the mission of the organization, office policies and procedures, expectations, and confidentiality.
4. **Logistics:** Externs have a designated workspace, materials to do substantive work. (e.g., telephone, computer, library), and support reasonably necessary to complete assignments.
5. **Work Assignments:** Externs are given substantive legal projects, clear deadlines, and on-going guidance for managing the workload.
6. **Observation:** Externs will be offered opportunities for guided observation of lawyering activities such as staff meetings, client meetings, conference calls, conferences, client and witness interviews, depositions, court proceedings, legislative committee meetings, and other appropriate professional activities.
7. **Diversity of Tasks:** Externs should be given a substantial lawyering experience similar to the work given to an entry-level attorney, including exposure to a broad range of lawyering skills. The substantial lawyering experience can include performing legal research, drafting legal memoranda, case planning, trial preparation, policy development, and drafting orders, pleadings, and other court documents. Administrative work such as filing or photocopying will be kept to a minimum.
8. **Feedback:** Attorney Supervisors will provide specific, individualized, and timely feedback on work assignments.
9. **Grade:** Attorney Supervisors agree to complete the “Final Evaluation and Grade” of the extern’s work within fifteen (15) days of the final class. This written evaluation will constitute 50% of the extern’s final grade. The other 50% will be provided by the adjunct instructor based upon classroom performance and an evaluation of the extern’s educational achievement. The adjunct instructor will submit the extern’s final grade to the Office of Law Registrar and Academic Services.
10. **Student Practice:** Attorney Supervisors understand and acknowledge that externs are not student-practitioners qualified under Rule 401, SCACR and cannot practice law, including but not limited to, giving legal advice or appearing in court.
11. **Compensation:** Externs will not receive compensation for externship work except for reimbursement of reasonable out-of-pocket expenses related to the externship in accordance with ABA Standards.
12. **Communication:** Attorney Supervisors should contact the Director immediately with any questions, issues, or problems at [nyes@law.sc.edu](mailto:nyes@law.sc.edu) or (803) 777-1451.

## **B. Extern**

1. **Work Assignments:** Externs agree to perform the work assigned by the Attorney Supervisor in a timely and professional manner.
2. **Classroom Component:** Externs must be enrolled in a companion externship course instructed by an adjunct instructor that will allow ongoing, contemporaneous, guided reflection. In addition to working the required number of hours, externs must complete all class assignments and comply with the University of South Carolina School of Law's attendance policy to receive academic credit for the externship.
3. **Self-Reflection:** Externs must submit reflective journal entries to both the adjunct instructor and the Director. In the journal entries externs should engage in a process of self-evaluation by reflecting on the observations, experiences, ethical considerations, and other issues that arise during the externship.
4. **Time Sheets:** Externs agree to establish a work schedule with the Attorney Supervisor at the beginning of the externship. Externs agree to maintain detailed weekly time sheets describing the placement activities. Externs must submit signed time sheets to the Director on a weekly basis.
5. **Ethics:** Externs agree to comply with the Rules of Professional Conduct and other rules, guidelines, or policies applicable to the externship.
6. **Professionalism:** Externs agree to follow directions, seek clarification/instructions and advice in a timely fashion, and comport themselves with professionalism and integrity.

## **C. Director of Externships and Special Academic Programs**

1. **New Externship Placements.** For all new externship placements, the Director will conduct an initial site visit and Attorney Supervisor training before an extern will be permitted to be enrolled in an externship class.
2. **Educational Quality and Integrity.** The Director will review and monitor the extern's journal entries to ensure the educational quality of the extern's experience. The Director will maintain regular communication with all Attorney Supervisors and adjunct instructors via in-person conference, telephone, and/or email to monitor the extern's performance and ensure the quality of the externship experience.
3. **ABA Standards.** The Director will maintain sufficient control of the extern's experience to ensure the requirements of ABA Standard 304(c) are met.

4. **Records.** The Director will maintain records to document the steps taken to ensure compliance with ABA Standards and the University of South Carolina School of Law's academic policies. The records include, but are not limited to, the Written Understanding, time sheets, final evaluations, and site visit summaries.
  
5. **Communication:** The Director agrees to be available to assist Attorney Supervisors, adjunct instructors, and externs should any questions or concerns arise during the externship.

**ACKNOWLEDGEMENT**

By our signatures below, we acknowledge that we have reviewed and understand the roles set forth in the Written Understanding and agree to act in accordance with these responsibilities and expectations.

Attorney Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Extern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Director of Externships and Special Academic Programs Signature: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**\*\*Please return this signed form to Stephanie Nye, Director of Externships and Special Academic Programs, in Room 311 or [nyes@law.sc.edu](mailto:nyes@law.sc.edu)**