

**Widener University School of Law**  
4601 Concord Pike, Wilmington, DE 19803

Externship Faculty:  
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**CLINICAL PUBLIC INTEREST EXTERNSHIP PROGRAM**  
**SUPERVISING ATTORNEY'S MEMORANDUM OF AGREEMENT**

RE: \_\_\_\_\_  
(full name of student)

The above-named student will perform legal work under my supervision for academic credit.

I agree to the following conditions for participation in the Widener University School of Law Clinical Program.

1. To give the student assignments that are in some way a part of my work.
2. To assign the student meaningful and practical work as challenging as he or she can reasonably handle.
3. To ensure the student works 140 hours for three units of academic credit OR 210 hours for four units of academic credit.
4. To assign most legal research tasks in conjunction with the work described in paragraphs 1-4 above. Other legal research ordinarily should not occupy more 25% of the student's time.
5. To keep menial tasks (e.g. filing library updates, indexing, etc.) to less than 5% of the student's time.
6. When feasible, to allow the student to participate in, and not merely to observe, the strategic decision-making process.

7. To engage as often as possible in the following method of supervision:
  - a. The student and I will discuss the matter to be assigned, including a discussion of our mutual objectives.
  - b. I will advise the student of the resources, methods, and materials available for the job.
  - c. When the student completes a first draft of a written assignment, I will review the work and meet with him or her for a specific critique of it.
  - d. I will have the student revise the writing as many times as necessary until he or she achieves a satisfactory final product.
  - e. While a task is in progress, or after it is completed, I will discuss with the student, as appropriate:
    - 1) Alternative methods of handling the matter.
    - 2) The relationship of the specific task to the larger substantive, procedural or practical issues in the case; and
    - 3) Noteworthy ethical or social implications of the matter.
8. I agree to complete and submit on the forms provided by the Law School both a mid-semester and final evaluation of the student's work that will:
  - a. Evaluate the student's performance; and
  - b. Certify the number of hours worked by the student.
8. The student will not receive financial compensation for clinical work.
9. I attest that no other employee has been displaced by the student extern.

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Signature of Supervising Attorney

Date: