



Memorandum

TO: Externship Supervising Attorneys/Judges
FROM: Karen Durkin, Director of Externships
DATE: May 15, 2009
RE: Summer 2009 Externship Program

Thank you for your interest in the Widener University School of Law Externship Program. The main objectives of this program are:

1. Training students in lawyering skills;
2. Exposing students to the workings of the legal system;
3. Promoting in students a sense of professional responsibility; and
4. Learning through hands-on experience.

The semester begins **Wednesday, May 27, 2009**. The last day of classes is **Monday, July 13, 2009**. During the semester externship students are required to work for you **72 hours for each credit hour earned**. Most students enroll for two credits and therefore are required to work 144 hours during the semester. Some of our students enroll for three credits (216 hours). Please note that **students cannot be paid for their extern work!**

Within ten (10) days of receipt of these materials, please complete and mail to me the Placement Plan and the Supervising Attorney's Memorandum of Agreement. A separate Supervising Attorney's Memorandum of Agreement must be submitted for each clinical student to work under your supervision, even if that student has been placed with you in a prior semester.

The student must work the required number of hours for you, complete weekly time sheets and daily diary pages, and compile these documents along with copies of all of their written work for the externship in a notebook to be submitted to me at the end of the semester. In addition, students attend a weekly class on campus in which various aspects of their externship experiences and the fundamentals of lawyering are presented. If you are interested in participating in one of these classes, please let me know.

The enclosed Final Evaluation Form should be completed by you, reviewed and signed by the student, and returned to me no later than July 13, 2009. Many of the students are graduating seniors. Their course grade, and hence their graduation status, will be delayed until we receive all of the necessary paperwork. Your timely assistance in this regard will be most appreciated.

The following timetable should assist you in supervising the student(s) for this semester:

May 27, 2009 Semester begins.

July 13, 2009 Last day of classes

July 13, 2009 Supervising Attorney Final Evaluation due

Thank you so much for your agreement to participate in this Externship Program. Our students value the experience of working in a professional legal environment. Your supervisory assistance contributes significantly to their growth as responsible and productive attorneys in our legal community.

If you have any questions now or during the semester, please feel free to contact me at 541-3958.

Attachments:

Supervising Attorney's Memorandum of Agreement
Placement Plan
Supervising Attorney's Final Student Evaluation