Widener University School of Law
Clinical/Judicial Externship Program

Memorandum

TO: Externship Supervising Attorneys/Judges

FROM: Karen Durkin, Director of Externships

DATE: August 1, 2012

RE: Fall 2012 Externship Program

Thank you for your interest in the Widener University School of Law Externship Program. In keeping with our goal of preparing students to practice law and work effectively in a legal setting, we expect that, upon completion of an Externship, students will be able to demonstrate the following:

1. A solid understanding of law office or judicial chamber cultures;

2. The ability to identify and understand professional responsibility issues and values in the context of a legal setting;

3. Legal skills specific to those used in their placement in your office or chambers;

4. The ability to apply legal skills in context, including legal research and writing, legal fact finding, creative problem solving, and, depending upon the nature of their work, client interviewing, client communication, and oral advocacy skills.

5. Excellent time management skills; and

6. The ability to market their unique set of skills and perform professionally in job interviews.

The semester begins **August 20, 2012**. The last day of classes is **December 4, 2012.** 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 have the student return 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 student to work under your supervision, even if that student has been placed with you in a prior semester.

Widener University School of Law, 3800 Vartan Way, P.O. Box 69382, Harrisburg, PA 17106-9382
t: 717-541-3958 f: 717-541-3999 e: kdurkin@widener.edu w: www.law.widener.edu

The student must work the required number of hours for you, complete weekly time sheets and diary pages, and compile these documents along with copies of all of their written work for the externship to be submitted to me in accordance with the course calendar. 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 Final Evaluation Form should be completed by you, reviewed and signed by the student, and returned to me no later than December 7, 2012. Your timely assistance in this regard will be most appreciated.

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, or kdurkin@widener.edu.

Attachments:

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

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