Externship Supervising Judge/Attorney Commitment Letter

Name: ______________________________________________________________________
Employer: ___________________________________________________________________
Mailing Address: ____________________________________________________________
Phone: ____________________________ Web address: ______________________________
Fax: _______________________________ E-mail: ___________________________________
Student Extern: __________________________________________________________________

The Supervising Judge/Attorney is committed to providing a high quality experience for the student extern. To that end, the attorney will:

• Provide interesting, challenging work commensurate with student’s skill level; minimize assignment of routine work
• Discuss assignments/activities and set learning objectives for each.
• Be accessible and meet with the student to provide feedback on work.
• Include the student in the typical activities of the work setting. In addition to research and writing assignments, students may attend client meetings, opposing counsel conferences, in-house meetings and strategy sessions, depositions, court hearings/trials, Bar Association meetings, other professional meetings, etc.
• Evaluate the student’s academic performance by:
  • Signing the learning plan (and assisting the student in carrying out the plan).
  • Initialing the Midterm Student Report, reviewing the Student Self-Evaluation Report, and completing the one page Final Report.
  • Reviewing the Student Self-Evaluation Report

* Special Note: If a student is earning more than 4 credits and your office has one of our students for the first time, we are expected to conduct a telephone interview with the externship student, the supervising attorney or judge, and the faculty advisor at BYU Law School. This procedure is a required part of our externship procedures to satisfy accreditation standards set by the American Bar Association. The student will set up an appropriate time to schedule that interview near the mid-point of the externship. The externship student will make arrangements with you as the supervising attorney/judge if your office is involved in one of these telephone interviews.

I am interested in an extern during the following periods (check all that apply):

☐ 2013 - 2014 School year program
☐ Full-time (Semester away)
☐ Part-time (Utah and Salt Lake counties only)

☐ Four or five week full-time Summer 2013 Program
☐ First five weeks of the summer
☐ Any five weeks during the summer
☐ Option to extend as a paid clerk

I, ______________________________, accept the described responsibilities as a supervising judge/attorney for the Brigham Young University Law School Externship Program.

________________________________________       ______________________
Judge/Attorney Signature               Date

Please fax (801/422-0378) or scan (andrewsk@law.byu.edu) or mail completed form to: Karen Andrews, Externship Advisor, BYU Law School, 239 JRCB, Provo, UT 84602

Billing Student Time: We permit students to work on paid and pro bono matters, but recommend that law firms not charge clients for the externship student’s time, since students work for credit rather than pay. We expect that attorney time spent in supervising students or reviewing student work will be billed to clients.