

UNIVERSITY OF HAWAII
WILLIAM S. RICHARDSON SCHOOL OF LAW
EXTERNSHIP MEMORANDUM OF AGREEMENT

Semester/year: _____

1. Name of Student: _____
2. Mentor: _____ No. of Years in Practice: _____
Placement: _____
Address: _____
Email: _____ Telephone _____
3. Date Work Begins: _____
4. Please indicate those areas of law in which the student could expect to work during the course of his/her externship.

5. Please describe the nature of the work done in your office and the types of tasks the student will perform.

6. Will the student be engaged in work ordinarily performed by an attorney or which utilizes legal skills?
_____ If no, please explain. _____

7. The student is required to submit two writing samples to obtain credit for the externship. Will the student have an opportunity to do legal writing during the externship? _____ If no, please explain. _____

8. If the student will do legal writing during the externship, please describe the nature of the work.

9. Will the student conduct legal research? If yes, please describe. _____

(over)

10. Does the work planned for the student include the following:
- a. legal analysis ___ yes ___ no
 - b. case strategy ___ yes ___ no
 - c. client consultation ___ yes ___ no
 - d. factual investigation ___ yes ___ no
 - e. strategy planning ___ yes ___ no
 - f. pretrial and trial preparation ___ yes ___ no
 - g. settlements and negotiations ___ yes ___ no
 - h. other (please describe) ___ yes ___ no
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11. Names of other supervising attorneys or judges with whom student is likely to work. Include specialties and number of years in practice. _____
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12. By signing this agreement, both the supervisor and student represent that the above answers accurately reflect the student's responsibilities during the period of the externship. Additionally, both the supervisor and the extern agree to the following:

- a. Externs will work eight hours per week for fourteen weeks, beginning the first week of class.
- b. Externs will not receive compensation for their work. ABA rules prohibit remuneration.
- c. Externs will not represent clients in court. Hawaii and Federal Court rules do not allow externs to appear in court on behalf of clients.
- d. Each Mentor must submit a Mid-Term Evaluation to the Externship Director by the seventh week of class on the form to be provided by the student.
- e. Each Mentor must submit an Extern Appraisal Form to the Externship Director by the last week of class on a form to be provided by the student.
- f. If at anytime during the semester the Mentor is concerned that the student is not meeting the Mentor's expectations, the Externship Director and/or the student must be contacted immediately to attempt a resolution of the problem.
- g. All faculty at the William S. Richardson School of Law are evaluated by the students. Each extern will evaluate his or her Mentor's performance.
- h. Externs must submit weekly time sheets signed by the mentor. Externs will meet individually with the Externship Director at least once during the semester to discuss the externship.
- i. Submission of all externship forms is the responsibility of the extern. Failure to submit the forms in a timely fashion will result in a grade of "no credit."

I have read and agree to comply with the above conditions during my participation in the externship program.

Signature of Mentor _____

Date _____

Signature of Student _____

Date _____