

GUIDELINES FOR FIELD SUPERVISORS IN INTERNATIONAL FIELD PLACEMENTS

Externships are an important element of legal education. They provide the student/extern with meaningful educational experiences through actual legal work and challenges. The externship experience strives to connect in a practical way what a student has learned in the classroom to real life situations.

For internships outside the United States, the overarching goal is to introduce students to the various aspects of how law, in the broadest sense, is practiced in various firms, NGO's, and other entities in the host country.

It is recognized that international externships will vary widely in their purpose and the type of experience one may expect. Some will be with well financed organizations, and others will be with NGO's operating on a tight, or non-existent budget. Functioning in these different settings is part of the externship experience. Thus, the following general guidelines for supervisors must be adapted to the particular setting of the externship.

Since Santa Clara Students will be working for academic credit in their externships, it is important that their work be appropriately supervised and that they do work commensurate with their abilities. The following are some guidelines for supervisors of international externships. Given the nature of international externships, local customs and possible language differences, each externship is likely to be very different from any other externship. These guidelines, therefore, are intended as general suggestions that will be adapted to each individual situation.

- It is preferable that a student's supervisor be one qualified to practice law. Nevertheless, it is understood that many supervisors, particularly in NGO's, may not be licensed to practice law in the country in which they work. It is also possible that interesting and challenging work of a legal nature may be done in NGO's under the supervision of non-lawyers.
- At the beginning of the externship, the supervisor should provide an orientation, including the objectives of the organization and the kinds of matters it handles, office policies and procedures, confidentiality expectations, office resources, and members of the staff. Externs should have a workspace appropriate to their tasks.
- If possible, the supervisor should meet to discuss how the externship may complement the student's learning and career goals.
- To the extent possible, the student should be given varying assignments.
- It is understood that many projects span a large period of time. To the extent possible, externs should be given projects, or portions of projects, that can be completed during the externship.
- The supervisor should be willing to confer with the field placement coordinator at the School of Law by telephone, or in person when possible, during the externship. In the event of a problem or dispute that cannot be resolved directly with the student, the supervising attorney is encouraged to contact the field placement coordinator and/or the student's supervising faculty member.

- During the externship, the supervisor will be responsible for the day-to-day management of the student. Supervision includes attention to the following:
 - assigning appropriate legal tasks to the student. Given the nature of international externships, legal tasks may include traditional legal research and writing, but may also include more broadly defined experience such as dealing with governmental entities, compliance with administrative or international standards, factual development of cases, client interviewing and intake, drafting articles on legal standards aimed at others, modest amounts of legal translation, and other substantive work. Externs should not be used for large amounts of routine office work such as typing, duplication, filing, etc.
 - monitoring the student's progress in completing assigned tasks. Monitoring need not be on a daily basis, but the supervisor should be familiar enough with the work to supervise the student's work and to give helpful written or verbal assistance to assist the student's progress.
 - meeting with the student from time to time during the externship to discuss the student's questions and observations regarding the externship experience.
 - completing an evaluation of the extern at the end of the externship. The extern will provide the form.
 - certifying the extern has worked the requisite hours. International externs must work a minimum of 50 hours for each unit of credit. The extern will provide the forms.

Students will come to international externships with many levels of previous experience. It is important that the supervisor make an effort to ensure that students are integrated into their organization and to provide tasks to the student that will allow them to improve their level of experience and knowledge. In addition to doing a significant amount of legal work, to the extent possible, externs should be asked and allowed to attend and observe as many meetings, court appearances, administrative hearings, arbitrations, counseling, strategy planning, depositions, negotiations, interviews and other such events as possible.