

Robson Hall
Faculty of Law



UNIVERSITY
OF MANITOBA

Externship Program Supervisor Handbook

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1. Introduction

Thank you for your willingness to serve as an Externship Supervisor to Robson Hall students as they begin to transition from the classroom to the practice of law. As an Externship Supervisor, you play an important role in our mission to prepare our students for ethical, intelligent and effective practice of law. We recognize that extern supervision takes time and effort and we hope your experience as a mentor to Robson Hall students will also be enjoyable and rewarding. This handbook is intended to assist you in effectively supervising an extern and help you and your extern develop a mutually beneficial working relationship.

Our program is in its earliest stages, so we appreciate feedback on what is working and what needs improvement. We also appreciate feedback as to the progress of each student. Please feel free to contact me, the Director of Externships, with any questions or concerns you may have.

Yours truly,

Natasha L. Brown

Natasha Brown
Director, Professional Practice & Externships
204.474.7040
Natasha.Brown@umanitoba.ca

2. Statement of Educational Objectives

Robson Hall provides its students with opportunities to work and learn in a variety of settings. Students are permitted to earn academic credit by working on real legal matters while carefully supervised by experienced practitioners in the field and by faculty on campus. These work experiences are intended to build upon students' formal legal education and to promote students' professional development by integrating legal doctrine and theory with actual practice and professional responsibility.

The educational goals of the externship program include:

(a) Training in lawyering skills

Students will gain an understanding of some of the basic competencies required for legal practice and begin developing those competencies. Skills may include: legal research and writing; legal analysis; interviewing; the gathering, development and communication of facts; strategic planning and decision making; client counseling; negotiation; oral advocacy and document drafting. Students may also gain skills related to project management, teamwork and time management.

(b) Developing professional identity and responsibility

Students will examine their professional responsibilities as lawyers. This includes analysis not only of relevant ethical rules and compliance with them but also identification of professional values that extend beyond the codified rules. Through observation and discussion, students will increase their understanding of how professional responsibility impact the day-to-day practice of law.

(c) Learning how to learn from experience

Students will engage in active learning through experience, feedback and reflection. Students will develop skills at self-evaluation as they learn from practice.

(d) Gaining insight into legal systems and institutions

Students will gain an understanding of how legal institutions work and begin to critically examine the legal system and their roles in the system. The externship gives students the change to understand the mission and operation of a particular organization and to see how the organization accomplishes its mission.

(e) Exposure to particular practice areas

Students will gain a greater understanding of the legal theories, systems and methods involved in practicing in the area(s) of law that their placement engages.

3. Overview of Externship Program

Robson Hall students in their 3rd year of studies may earn credit for work performed at approved field placements during the fall and winter semesters. Students are not expected to perform work at the placements during the fall reading week or the winter reading week; however, students are permitted to make up for any missed hours during reading weeks.

Types of Placements

Students can participate in one of the following externship experiences:

- (i) **Intensive Term Placement:** This is an intensive externship placement whereby students earn a total of 12 credits in one term. Students are placed at an organization for either the fall or the winter term and are expected to work at their placement sites for 28-30 hours each week for 12 consecutive weeks. Students enrolled in the Intensive Term Placement must also be enrolled in Legal Profession and Professional Responsibility [LAW 3024] in the same term, unless the student has received written approval from the Externship Supervisor, the Director of Externships and the Associate Dean allowing otherwise.

- (ii) **Two-Term Placement:** This is an 8-month placement whereby students earn 6 credits per term (fall and winter) for a total of 12 credits over both terms. Students in the Two-Term Placement are expected to work at their placements for 14 hours each week for 12 consecutive weeks in the fall term and for an additional 14 hours each week for 12 consecutive weeks in the winter term. Students may enroll in Legal Profession and Professional Responsibility [LAW 3024] in either term; however, enrollment in the fall term is strongly recommended.

An Externship Supervisor may request to place students at their organization for either the Intensive Term Placement or the Two-Term Placement. Student may not participate in both opportunities. The Director of Externships at Robson Hall and the Externship Supervisor will decide which of the Intensive Term Placement or the Two-Term Placement is better suited for a particular organization based on the organization's needs and the educational needs of the students.

Students may need time off for various reasons. This should be discussed with the Externship Supervisor. Students can arrange to make up hours as per an agreement with the Externship Supervisor.

Fieldwork

Once a student has been placed with an organization, the student and the Externship Supervisor must establish a schedule at the start of the placement which will achieve the required hours. This schedule must be communicated to the Director of Externships at the beginning of the placement. Placements are expected to accommodate students' other classes, including the "Learning Through Practice" seminar, discussed further herein, and Legal Profession and Professional Responsibility [LAW 3024].

To satisfy the University of Manitoba's standards for academic credit, the fieldwork must be:

- A substantial lawyering experience that:
 - is reasonably similar to the experience of a lawyer advising or representing clients or engaging in other lawyering tasks;
 - engages the student in the performance of professional skills needed for competent and ethical participation as a member of the legal profession; and
- performed primarily on site at the placement;
- directly supervised by a lawyer with active practicing status or otherwise qualified individual; and
- able to provide multiple opportunities for performance, feedback and self-evaluation.

Academic Component

While students work at their placement, their experience must be supported by an on-campus academic component. Students must participate in a reflective practice seminar for two (2) hours each week. This seminar is held at Robson Hall every Friday morning from 9:00 am – 11:00 am for each of the 12 weeks that the student is engaged in fieldwork. The seminar is taught by the Director of Externships. The seminar is designed to complement the field placement experience and build each student's professional skills. It includes readings, class assignments, verbal and written reflection, developing an educational plan and mid- and end-of-year evaluations. Students are expected to actively engage in the course roundtable discussions, small group exercises and oral presentations.

The course content will focus on these general areas:

- The general details of each student's work at their placement (specific file details will be omitted to protect client confidentiality);
- Issues relating to ethics, cultural competence and practice management;
- Developing a professional identity;
- Successfully progressing from an academic environment to a professional workplace.

All students placed at organizations within the City of Winnipeg and communities within 200km of City of Winnipeg must attend these weekly seminar classes in person. Those students placed at organizations which are further than 200 km away from the City of Winnipeg will be required to satisfy the academic component of the Externship course by completing all assigned readings, assignments, written reflections, educational plans and evaluations. These students will also be required to submit journal entries to the Director of Externships each week of their placement in lieu of attending the in-person discussions.

Grading

The externship course is graded on a pass/fail basis. To earn a passing grade, students must complete the minimum number of hours required by the field placement in a satisfactory and professional manner as determined by the Externship Supervisor. Students must also attend all required seminar sessions, demonstrating appropriate preparation, as well as active and professional participation, and satisfactorily complete all assignments in a timely and professional manner.

4. Connecting Students with Placements

Becoming a Externship Supervisor

(a) Approval Process

Organizations may become field placements in the Robson Hall Externship Program in many ways. Some work directly with the Director of Externships to design appropriate externship opportunities.

Others meet with a Robson Hall student through a student's outreach, colleague's referral, or some other manner, and seek a mentoring rather than employment relationship with the student. This starts a process of providing information to the law school that allows us to confirm the placement's ability to satisfy the University of Manitoba's requirements for awarding externship credit, namely the ability to provide the student with a substantial lawyering experience, with multiple opportunities for performance of professional skills, under the direct supervision of a practicing lawyer or otherwise trained individual, with appropriate orientation, training, evaluation and feedback.

If students will be giving legal advice, the on-site supervisor must be in good standing with the Law Society, be entitled to practice law and be entitled to include the student(s) under their license.

(b) Organization Information Form

New organizations submit an Organization Information Form which asks for information about the placement, including the background of the proposed Externship Supervisor and a description of the nature of the practice and the type of experience the law students are likely to have there. The Organization Information Form is set out at **Appendix A**.

When completing the Organization Information Form, the organization should advise if any of the following apply:

- Does the organization require that the student have taken certain courses?

- Is travel required, and, if so, does the student have to provide their own transportation? Is reimbursement provided for transportation-related costs?
- Does the organization provide a desk, computer and other work-related supplies? Is the student expected to provide any supplies?
- Are flexible working arrangements possible?
- Will a police clearance be required in order to work with a specific client population?
- Are there workplace insurance considerations?
- To whom will the students report?
- Does the student need any specific training? Is the training provided by the placement organization or should the student have been trained prior to starting the position?

(c) Site Visits

The Director of Externships, or other Robson Hall representative, visits new placements and/or conducts phone interviews with prospective Externship Supervisors when placing a student for the first time, and may do so periodically thereafter. During the terms that any placement continues to supervise Robson Hall students, the Director of Externships may contact placements by phone, email or in person to ensure that we continue to meet our mutual goals.

Choosing a Student

Once organizations have received confirmation from Robson Hall of their eligibility to participate in the Externship program, they will be formally added to the list of field placements. Robson Hall will issue a call for applications, and will, in the majority of cases, collect all application materials.

The application form consists of biographic and contact information, resume, cover letter, references, unofficial transcript, signed Release, Conflict of Interest Form and Placement Selection Form (See **Appendices "B", "C" and "D"**). Some placements may require additional materials as part of the application, such as writing samples or letters of reference. In the event that an organization requires a writing sample, the organization must specify what type of writing sample is most appropriate.

The Director of Externships reviews the applications and matches possible students with each placement, in consultation with the organization. The externship supervisor from each organization will have an opportunity to interview the student(s) as they wish.

In order to apply, students must have successfully completed their 2nd year of legal studies. Competences, characteristics, course pre-requisites and/or experience required by an organization will be discussed with the Director of Externships and included in the information profile of each placement.

Some placements may require that students successfully pass a criminal record check, child abuse registry check and/or adult abuse registry check. Should a particular organization require these clearances, they must advise the Director of Externships of such, and advise as to whether students are able to be placed at their organization while the clearance is in progress.

Students may not work in a placement where the student's family member or relative is a lawyer or staff person.

Students may not participate in more than one externship experience throughout the studies at Robson Hall.

Unless otherwise approved of by the Dean of Robson Hall, students cannot receive any financial compensation for their field work.

(i) Interviewing Potential Candidates

Organizations are encouraged to interview potential student(s). An interview is important to determine whether a candidate is able to complete the duties of the position. It is expected that the students are treated appropriately during the interview process. Students should expect interviews to respect the Manitoba Human Rights Code. At any point that issues arise regarding the need to provide accommodations, the organization should contact the Director of Externships.

Before the interview, decide what qualities a successful candidate should possess. Each organization should craft a fair process that focuses on each candidate's ability to perform the essential job duties. Consider preparing a set of questions in advance with an evaluation guide with sample answers and a scoring rubric. This can limit subjective decision-making factors.

During the interview, write down brief notes about the student(s) to track their responses. Note a couple of suggestions for improvement in the event the student later asks for feedback. Following the interview, let the students know whether the successful and unsuccessful candidates will be notified by the organization or by the Director of Externship. Let students know the approximate date when a decision as to the successful candidate(s) will be made.

Once the organization has selected its students, the Externship Supervisor must immediately notify the Director of Externship as to the successful candidate(s) and whether or not the organization or the Director of Externship is to notify the candidates of the selection(s).

5. Externship Timeline

Two-Term Placement:

Event	Timeline
Externship Applications open	Mid-June
Externship Application due	Early July
Students are selected for placement positions in consultation with placement organizations	Late July
Students complete orientation, write Learning Agreement, sign and return Confidentiality Agreement to Director of Externships and begin work at placement	First week of September
Students complete Learning Agreement and Memorandum of Understanding with Externship Supervisor	Second week of September
Students meet with Director of Externships for seminar course	Every Friday from 9:00 am – 11:00 am at Robson Hall from September through early April (max. 24 classes total). No class during reading weeks or last three weeks of December
Mid-Term Self-Evaluation is due from students. Mid-Term Evaluation is due from Externship Supervisors. Director of Externship meets with all students and organizations individually to check on learning goals, any issues in the workplace and the plan for the rest of term	Last week of November/ First week of December
Students end placements, Final Self-Evaluation is due from students, Final Evaluation is due from Externship Supervisors	First week of April
Students and Externship Supervisors provide feedback on course to Director of Externships	Third week of April

Intensive Term Placement:

Event	Fall Term Timeline	Winter Term Timeline
Externship Applications open	Mid-June	Mid-June
Externship Application due	Early July	Early July

Students are selected for placement positions in consultation with placement organizations	Late July	Late July
Students complete orientation, write Learning Agreement, sign and return Confidentiality Agreement to Director of Externships and begin work at placement	First week of September	First week of January
Students complete Learning Agreement and Memorandum of Understanding with Externship Supervisor	Second week of September	Second week of January
Students meet with Director of Externships for seminar course	Every Friday from 9:00 am – 11:00 am at Robson Hall from September through early December (max. 12 classes total). No class during reading week	Every Friday from 9:00 am – 11:00 am at Robson Hall from January through early April (max. 12 classes total). No class during reading week
Mid-Term Self-Evaluation is due from students. Mid-Term Evaluation is due from Externship Supervisors. Director of Externship meets with all students and organizations individually to check on learning goals, any issues in the workplace and the plan for the rest of term	Last week of October/First week of November	Last week of February/First week of March
Students end placements, Final Self-Evaluation is due from students, Final Evaluation is due from Externship Supervisors	First week of December	First week of April
Students and Externship Supervisors provide feedback on course to Director of Externships	Third week of December	Third week of April

6. Role of Externship Supervisor

(a) Overview of Responsibilities

Externship Supervisors are an essential part of the education and professional development of student externs. Because students receive academic credit for their fieldwork, it is essential that they have opportunities to observe and participate in the legal work of the placement, receive clear and challenging assignment and receive timely and detailed feedback.

All Externship Supervisors must sign the Externship Memorandum of Understanding, which describes each party's role and responsibilities. This Memorandum of Understanding is set out at **Appendix E**.

Externship Supervisors should meet weekly with students to provide opportunities to discuss and reflect on the students' experience and explore issues of professional roles and responsibilities. Incorporating regular meetings into the student's scheduled time at the office will promote the mentoring relationship and create a positive atmosphere for delivering constructive feedback on the student's work.

Learning Agreement

At the start of the term, students and their supervisors are expected to collaborate in the development of the extern's Learning Agreement (see **Appendix F**). You should make sure that the goals established by the student are realistic and assist the student in identifying assignments and activities that will help them meet those goals. The Learning Agreement, signed by both the student and the supervisor, must be returned to the Director of Externships by the 2nd week of the term.

Throughout the placement, supervisors and students should together periodically review Learning Agreement. Goals may be modified at any time.

Confidentiality Agreement

At the start of the term, students and their supervisors will sign a Confidentiality Agreement (see **Appendix G**). The Agreement will then be returned to the Director of Externships by the 2nd week of the term.

Time Records

Students must submit weekly time records to the Director of Externships. These time records must be signed by the Externship Supervisor (see **Appendix H**). Time records should be as detailed as possible, while respecting client and workplace confidentiality.

Availability

Externship Supervisors are expected to be available on-site to explain assignments, answer questions and give substantive feedback on student work. If you are unavailable when a student extern is scheduled to be in the office, appropriate assignments and instructions should be left and alternative legal supervision should be arranged.

Supervision by More than One Lawyer

A student may work with more lawyers in a particular placement; however, only one person should be designated as the student's Externship Supervisor. This supervisor is responsible for overseeing all of the student's assignments, for signing the Memorandum of Understanding, Learning Agreement and student time records, for completing mid-term and final evaluations of the student, for completing the necessary "lawyer supervisor" portion of the Law Society Student Registration Form (if the student is placed within Manitoba), and for all other communications with Robson Hall's Externship program.

Written and Oral Evaluations

At the midpoint and end of the student's placement, Externship Supervisors are expected to meet with students formally and are required to complete and submit a written evaluation of student performance to the Director of Externships (see **Appendices I and J**). These written evaluations are submitted directly to the Director of Externships and need not be shared with students; however, supervisors are strongly encouraged to discuss their evaluations with their externs.

(b) Preparing for the Extern & Orientation

Before the Extern Arrives:

- Send the extern a letter or email confirming the start date, time and any other relevant details
- If appropriate, provide the student with background materials regarding your organization that they can review before they arrive
- Determine what desk, telephone, computer, etc. the student will use
- Gather office keys, restroom keys, copier codes, computer passwords, and office manuals that the extern might need
- Request an office email account for the student, if appropriate
- Determine which support staff the extern can rely upon if needed
- Prepare a first assignment and gather the files, samples and other materials that the extern will need to get started

- Plan ahead for the extern to shadow supervisors at upcoming hearings, meetings or conferences

Orientation

Externship Supervisors should conduct an introductory meeting or orientation session with students during the first week of the externship. This will help orient the student to the set-up of the office and to establish the tone for the supervisory relationship. In particular, the following issues should be addressed with each student at the start of their placement:

- *Ethical rules and policies, including confidentiality and any office-specific concerns:* Professional obligations such as confidentiality, conflicts of interest and permissible communications outside the office should be discussed. If there are particular policies that govern your workplace, please share them. Externs should also be informed of the title they are expected to use on communications ex. "law student", "legal intern".
- *The mission and functions of the organization:* It is important for students to become familiar with the work of the organization, including the organization's clients and subject matter areas in which the practice is engaged.
- *The role of student externs and the kind of work they do:* Students should be information about the nature of the assignments they might expect to receive during the term/year. Students should be told about the resources available to support them with their assigned tasks.
- *Relevant office policies:* Students should be made aware of relevant office policies such as dress code, use of office equipment, and lines of authority. Students should be informed about the review process of their work and whether there are any tasks they may carry out without a supervisor's approval.
- *The student work schedule:* You should work with the student to develop their work schedule. Having an established schedule permits the student to develop a sense of commitment and responsibility and to develop effective time management skills.
- *Introduction to the physical office and personnel:* Students should have an individual workspace and computer and be introduced to all necessary staff

(c) Assignments/Legal Tasks

Students should be assigned a variety of meaningful lawyering tasks and the student's goals should be considered when such assignments are made. Should also be provided with reasonable deadlines for all assignments and given guidance for prioritizing multiple assignments. Student externs should not, as a general rule, be asked to perform clerical duties such as photocopying, binding, reception coverage, or any other tasks that are not legal.

All assignments should be explained in detail and specific deadlines should be set. You should also provide some context for each assignment. It is able helpful to students if you can provide suggestions about available resources for carrying out each assignment. Provide them with precedents if possible. For complex assignments, students should check in regularly and report on their progress. You should keep track of all assignments and deadlines and speak with the student if they are not completing tasks in a timely manner.

Although lawyering tasks vary amongst different offices, if your office engages in all or some of the following activities, consider including the extern, either as an observer or participant:

- Client interviewing and counseling
- Witness interviewing and preparation
- Fact investigation
- Case strategy discussions
- Meetings with opposing counsel
- Negotiations/mediations
- Staff meetings
- Meetings with the judiciary
- Hearings, case conferences and/or trials
- Community meetings
- Webinars/CPDs

(d) Feedback

Students should be provided with feedback from externship supervisors and with opportunities for self-evaluation. We encourage you to meet with each extern weekly, so that you can take the time to review the student's work, answer and questions, and discuss other relevant matters.

Student Self-Evaluation

It is best to first ask a student to offer their own assessment of their performance before you offer your thoughts. After listening to the student's self-evaluation, you should

identify those things with which you agree and those with which you disagree. Provide the student with specific suggestions for improving performance. Consider sharing your own experiences in addressing similar issues.

Evaluations of Student Performance

To be most effective, feedback should be timely and specific. If you wait weeks to give feedback on an assignment, the student will not have the opportunity to incorporate your comments into their work on other assignments. Specific feedback includes providing sufficient information about the particular aspects of the performance that were effective or upon which the student might improve. Generalizations such as “well done” are not very helpful because they do not convey information about what was effective or enable the student to repeat the positive aspects of their performance in the future. Feedback should always begin with a discussion of the strengths of the performance, followed by comments about areas for improvement.

(e) Accessibility and Accommodations

Placement organizations must be compliant with the Manitoba Human Rights Code and student externs fall under the jurisdiction of the Code. If a duty to accommodate involves incurring a cost, this will be considered on case by case basis with Student Accessibility Services and Robson Hall. Organizations may have their own additional Human Rights, Diversity and policies. Please be sure that externs are provided with these important policies at the beginning of their placement.

Organizations are required to accommodate the accessibility requirements of placement students. Students must self-identify with Student Accessibility Services on campus in order to have an accommodation implemented.

(f) Addressing Concerns

In the vast majority of placements, both the students and the externship supervisors have a positive mentor-student relationship; however, there are occasional instances when a student or a supervisor will have concerns. Please contact the Director of Externships at Robson Hall when any such concerns exist.

7. Contact Information

We are grateful for your time and work with our students and look forward to supporting you. Please feel free to contact the Director of Externship at any time.

Natasha L. Brown
Director, Professional Practice & Externships
305A Robson Hall
Faculty of Law, University of Manitoba
224 Dysart Road, Winnipeg, MB, R3T 2N2
204.474.7040
Natasha.Brown@umanitoba.ca

Appendices

- A. Organization Information Form
- B. Release
- C. Conflict of Interest Form
- D. Placement Selection Form
- E. Memorandum of Understanding
- F. Learning Agreement
- G. Confidentiality Agreement
- H. Time Records
- I. Mid-Term Evaluation
- J. Final Evaluation

Appendix "A"

Organization Information Form

I. Law Office/Organization Information

Name of Law Office/Organization: _____

Address: _____

Telephone: _____ Email address: _____

Number of lawyers in the office: _____

Website: _____

Please check all that apply:

- Externs will be directly supervised by a lawyer who has been practicing for at least 3 years.
- The placement is for credit only. The student will not be paid for work performed as an extern.
- The office will not bill clients or accept remuneration for the work of student externs.
- The office will provide each extern with work equating to approximately 14 hours per week for 12 consecutive weeks in both the fall and winter term.
- The office will provide each extern with work equating to approximately 28-30 hours per week for 12 consecutive weeks in either the fall or the winter term.
- The office will provide orientation, training, evaluation and feedback for student externs.
- Student externs will spend the majority of their time working on site at the law office on projects requiring legal skills.

II. Externship Supervisor Information

Proposed Supervisor's Name: _____

Title/Position: _____

Telephone: _____ Email address: _____

Province in which the Supervisor is entitled to practice law: _____

Year of Call: _____

In good standing? Yes No

List the full names any additional lawyers under whom the students would work, specifying their year of Call and whether they are in good standing:

III. Student Extern Criteria

Number of externs sought: _____

Externs sought for: 14 hours per week per term 28-30 hours per week per term

Upper level course pre-requisites/co-requisites: _____

Other requirements: _____

Contents of student extern application (check all information you require):

- Resume Cover letter
- Academic Transcript Writing Sample
- References Other (please describe) _____

IV. Description of Organization’s Externship Program:

Type of Practice (Check as many as apply):

- Corporate/In-House Counsel Private Law Firm
- Government- Federal Legal Aid
- Government-Provincial Public Interest/Not-for-profit
- Legislative/Public Policy Other (please describe) _____

Primary practice areas/substantive law areas at this placement: _____

Skills that the extern may expect to practice (check as many as apply):

- Client Interviewing/Counseling Problem-Solving
- Fact Investigation Advocacy/Litigation
- Legal Research Drafting/Writing
- Legal Presentations Negotiations
- Other (please describe) _____

Describe the projects that you expect to assign to externs: _____

Appendix "B"

Release

University of Manitoba – Faculty of Law
Externship Program – Release of Information

Student Name: _____

Student Number: _____

Address: _____

By signing below, I authorize the Director of Externships at the Faculty of Law – University of Manitoba to review and forward my application package to individual externship supervisors.

Dated this ____ day of _____, 20____.

Signature

Appendix "C"

Conflict of Interest Form

Please complete this form and include it with your externship application.

Student Name: _____

Student Number: _____

1. List all your current paid or unpaid positions (legal and non-legal), including volunteer work. For each position, list the name of the organization, your title and the date you started.

2. List all past paid or unpaid positions in legal offices, including law firms, legal services offices, corporate legal departments, government agencies, etc. For each position, list the name of the organization, your title and the date you started.

3. Have you accepted a position in the future in a legal office, paid or unpaid? If yes, for each position, list the name of the organization, your title and anticipated start date.

4. Are there any other personal, financial or family interests that could present conflicts of interests for you at the externship placement? If yes, please list them.

You have an obligation to update this Conflict of Interest Form in any of the information you have provided changes between the date you submit the form to the Director of Externships and/or your Supervisor and the end date of your externship.

Student's signature: _____

Date: _____

Appendix "D"

Placement Selection Form

Student Name: _____

Student Number: _____

University of Manitoba Email Address: _____

Phone Number: _____

Please attach a reference letter from someone who has supervised your paid or volunteer work. The letter should include that person's name, contact information, position and time period in which they supervised you, as well as their assessment of your communication and interpersonal skills in dealing with the public, your relationship with supervisors and ability to take direction, your relationships with co-workers, your ability to work under pressure, and your overall professionalism (honesty, trustworthiness, responsibility, organization and respect for others). **By submitting the reference letter, you are authorizing the Faculty and/or Supervising Lawyers to contact this person directly to discuss your suitability for the externship.**

IMPORTANT: Once selected, you are responsible for completing and signing Part A of the Law Society's Registration as a Law Student Application Form, even if you have already submitted this form for another legal position. You must provide your original signed form to Ms. Brown by August 19, 2019. You can mail this to Ms. Brown or drop it off in Ms. Brown's mailbox at Robson Hall. Ms. Brown will then forward the form to your supervising lawyer. The Faculty will pay the necessary registration fee with the Law Society of Manitoba and will provide your Proof for Enrollment.

Please rank all externship experiences you wish to be considered for:

_____ Legal Help Centre of Winnipeg, Inc. Externship- Fall Term

_____ Legal Help Centre of Winnipeg, Inc. Externship- Winter Term

_____ Family Law Externship (8 Month Term)

_____ University of Manitoba Community Legal Clinic Criminal Law Externship (8 Month Term)

_____ WRMG LAW Criminal Defence Externship (8 Month Term)

_____ Newman & Company Criminal Defence Externship (8 Month Term)

Appendix "E"

Memorandum of Understanding

Student: _____

Externship Supervisor: _____

Field Placement Organization: _____

The University of Manitoba – Faculty of Law Externship Program provides participating law students with substantial lawyering experiences while under the direct lawyer supervision at field placement organizations outside of the law school. An Externship provides multiple opportunities for performance, feedback and self-evaluation to assist students in making progress to individual and program-wide learning goals.

The Externship Supervisor, Student and Externship Program agree as follows:

Responsibilities of all Participants:

1. All participants agree that the student is the primary beneficiary of the Externship Program and that the purpose of the Program is to allow the student to learn from the experience of working as a lawyer.
2. All participants agree that the student will perform fieldwork primarily at the placement site, on a regular schedule designed to log the required hours and permit the student to attend required classes and other school obligations, with:

Start date: _____ End date: _____

3. All participants agree to comply with the University of Manitoba – Faculty of Law’s policies prohibiting (a) placements from hosting a student who is a relative of any lawyer or staff person at the placement; and (b) students from receiving compensation for a credit-bearing externship (other than reimbursement of reasonable out-of-pocket expenses such as for travel) without the express permission of the Dean of the Faculty of Law.

Externship Supervisor Responsibilities:

1. The Externship Supervisor has read the Externship Program Supervisor Handbook and agreed to follow the educational goals and program guidelines stated therein.
2. The Externship Supervisor accepts primarily responsibility for overseeing the student’s experience at the placement and monitoring the progress of all of the student’s work including any work assigned by other lawyers.
3. The Externship Supervisor will ensure that the student receive an orientation as to the rules, polices, procedures, methods and operations of the placement.
4. The Externship Supervisor agrees that the student will be assigned tasks representative of work that would be assigned to an entry-level lawyer at the placement, including opportunities to perform a variety of legal tasks and exposure to a variety of issues regularly encountered at the placement in the connect of actual cases and projects.

Students ordinarily will not be assigned to perform clerical or administrative tasks that are of little or no instructional value.

5. The Externship Supervisor agrees to offer the student opportunities as appropriate to participate in and observe all aspects of placement cases or projects, which may include but is not limited to meetings, interviews, case planning, fact investigation, negotiation, drafting and court proceedings.
6. The Externship Supervisor agrees to meet with the student regularly throughout the placement, to assign and review work, to provide opportunities for reflection on the student's experience and to provide meaningful feedback. Student meetings will include:
 - a. Beginning of term meeting to review and sign the student's Learning Plan in order to develop an appropriate work program for the placement
 - b. Mid-point of the placement meeting to discuss the student's work and progress and to set goals for the balance of the placement
 - c. End of placement meeting to provide a final assessment of the student
7. The Externship Supervisor agrees to provide the student with an adequate workspace at the placement site and the necessary tools and resources for the student to complete assignments.
8. The Externship Supervisor agrees to review and approve student time records on a regular basis (ideally weekly) throughout the placement and to submit a Mid-Term and a Final Evaluation of the student.
9. The Externship Supervisor understands that the placement may not bill clients or accept remuneration for the student's time.

Student Responsibilities:

1. The Student has read the Externship Program Student Manual and agrees to comply with the educational goals and programs stated therein.
2. The student agrees to perform the work assigned by their externship supervisor in connection with the field placement and to work 14 hours per week for a total of 24 weeks OR to work 28-30 hours per week for 12 weeks.
3. The student agrees to record their work hours, including an adequate description of the work performed, and to obtain their externship supervisor's approval on a regular basis (ideally weekly) throughout the placement.
4. The student agrees to comply with the Law Society of Manitoba's Code of Professional Conduct, including all confidential and privileged information of the placement and its clients.
5. If the student is placed at an organization that is within 200 km of the City of Winnipeg, the student agrees to attend the required on-campus academic component of the Externship Program and to complete all required assignments including but not limited to written reflections, educational plans and evaluations and participation in group discussions and presentations. If the student is placed at an organization which is further than 200 km from the City of Winnipeg, the student agrees to complete and submit to the Director of Externship weekly reflective journals, in addition to completing all required assignments including but not limited to written reflections, educational plans and evaluations and participation in group discussions and presentations.

6. The student agrees to contemporaneously reflect on the observations, experiences, professional and ethical considerations, and other opportunities for performance and learning presented by the externship.

Externship Program Responsibilities:

1. The Director of Externship oversees the Externship Program to assure the educational quality of the student's experience, to evaluate the student's academic performance and to comply with the University of Manitoba's policies pertaining to experiential coursework and field placement programs.
2. The Externship Program agrees to provide to the student a companion seminar course, taught by a member of the University of Manitoba – Faculty of Law, who will ensure on-going, guided reflection. The Director of Externships will regularly contact the student to assess progress towards educational goals and will review and evaluate the student's time records, learning plan, other written and oral assignments and overall educational achievement.
3. The Director of Externship agrees to be available to assist the student and/or externship supervisor if any questions or concerns arise during the externship.

Signatures:

Externship Supervisor: _____ Date: _____

Student Extern: _____ Date: _____

Director of Externships: _____ Date: _____

Appendix "F"

Learning Agreement

This Learning Agreement must be filled out by the Extern and reviewed by the Placement Supervisor at the beginning of the placement. The Learning Agreement sets out what a student hopes to learn by the time they finish their placement. This Agreement might change throughout the term as new issues arise or the work changes. The Externship Supervisor and the Extern will review this Learning Agreement at least three times- once at beginning of the placement, once at the mid-term review and once at the end.

Date: _____

Student: _____

Field Placement Organization: _____

Name of Externship Supervisor: _____

Placement start date: _____

Placement end date: _____

Work Schedule:

Approximate hours per week: _____

Planned weekly work schedule: _____

Should placement hours not be consistently scheduled or should hours be spent off-site, please explain:

Student Extern's Goals for the externship (identify at least three):

For each of the goals identified above, list the specific activities or experiences that will help you attain it:

Externship Supervisor's additional goals/expectations or comments for the externship:

By signing below, I confirm that I have reviewed my goals and expectations for this externship with my externship supervisor.

Student Extern Signature

Date

By signing below, I confirm that I have reviewed the student extern's goals and expectations and have added any additional goals and expectations that I have for the student extern.

Externship Supervisor Signature

Date

Appendix "G"

Confidentiality Agreement

I, _____, agree with the following statements:
(Print student name)

1. I understand that I may come in contact with confidential information during my time at **[name of organization]**. As part of the condition of my work with **[name of organization]**, I undertake to keep in strict confidence any information regarding any client, employee or business, or any other organization that comes to my attention while at **[name of organization]**. I will do this in accordance with **[name of organization]**'s privacy policy and applicable laws.

2. I understand that I must participate in a seminar course alongside my fieldwork. I agree to not disclose any confidential information regarding any client, employee or business, or any other organization that comes to my attention while at **[name of organization]** during the course of my seminar course work.

3. I agree to never remove any confidential material of any kind from the premises of **[name of organization]** unless authorized to do so from **[name of organization]**.

Dated this ____ day of _____, 20____

Signature of Student

Externship Supervisor's Signature (as witness)

Appendix "H"

Time Records

University of Manitoba
Faculty of Law
Externship Hours Tracker

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Student Name
Student Number
Externship Organization
Externship Supervisor

Date	Activity	Time in quarter hours
Daily Total		
Daily Total		
Daily Total		
Daily Total		
Daily Total		
Daily Total		
Daily Total		
	Weekly Total	

By signing below, we certify the content to be true and accurate to the best of our knowledge.
Student Signature: _____
Externship Supervisor Signature: _____

Appendix "I"

Mid-Term Evaluation

Externship Supervisor to Complete

Extern's Name:

Field Placement Organization:

Externship Supervisor:

Has the student kept the agreed upon practicum hours? Yes ____ No _____

Has the student completed assigned tasks in a timely manner? Yes _____ No _____

How would you describe the extern's performance up to this point in the placement experience? Describe any strengths you have observed.

What has been the extern's greatest challenge or struggle so far during the placement experience?

Describe the projects assigned to the student extern to date and how the work has contributed to the student's self-identified learning goals.

Are there any issues which need to be addressed with the extern at this time? If so, please explain:

Please email the completed form to the Director of Externships at Natasha.Brown@umanitoba.ca

Mid-Term Evaluation

Student to Complete

Extern's Name:

Field Placement Organization:

Externship Supervisor:

How would you describe your experience up at your field placement organization up to this point?

What has been your greatest challenge or struggle so far during the placement experience?

Describe the frequency and type of feedback you have received from your Externship Supervisor (and/or others within the organization)

Are there any issues which need to be addressed within the field placement organization at this time? If so, please explain:

Describe the progress you have made towards the goals you identified at the beginning of your placement experience, as well as your plans for achieving any remaining goals:

Please email the completed form to the Director of Externships at Natasha.Brown@umanitoba.ca

Appendix "J"

Final Evaluation

Externship Supervisor to Complete

Student: _____

Externship Supervisor: _____

Field Placement Organization: _____

Scope of Responsibilities: Has the extern's range of tasks and responsibilities changed significantly since the mid-term evaluation? Comments:

Instructions: Please score the extern using the following scale:
1 = unacceptable Performance consistently fails to meet minimum expectations
2 = needs improvement Performance occasionally falls short of minimum expectations
3 = satisfactory Performance meets minimum requirements
4 = good Performance competently meets expectations
5 = excellent Performance consistently above expectations

Research and Analytical Skills: Was the student able to apply their legal knowledge to real-life cases? Were they able to recognize and properly identify legal issues? Was the student able to distinguish relevant facts from tangential issues?

Writing Skills: Did the student use proper grammar, spelling, syntax and citation format? Did the student appreciate the differences in style among the different forms of legal writing? Was the student's work well-organized, concise and clear?

Legal Knowledge: Did the student demonstrate adequate familiarity with basic concepts of application law and procedure? Was the student adept at grasping legal problems and proposing appropriate solutions/options? Did you see progress in these areas? Please discuss specific examples,

Oral Advocacy Skills: Was the student able to communicate clearly concerning legal matters? Was the student able to “think on their feet” and respond to questions? Was the student able to communicate in a manner appropriate to the particular audience? If the student appeared in court, how would describe their demeanor and efficacy in communicating in the courtroom?

Ethical Concerns: Did the student recognize ethical problems as they arose and deal with them appropriately? Did they seem properly reflective concerning the ethics of judicial decision-making or practice? Did they properly follow confidentiality protocols?

Professionalism: Did the student demonstrated maturity, good judgment and sensitivity in interactions with clients, staff, opposing counsel and the court?

Attitudes and Work Habits: Did this student seem eager to learn? Did they accept criticism? Were they diligent? Was the student’s attendance, punctuality and attention to detail been satisfactory?

Is there any reason why this student should not receive credit for the externship? If yes, please explain.

What advice do you have for this student regarding their future professional development?

Externship Supervisor Signature

Date

Final Evaluation

Student to Complete

Student: _____

Externship Supervisor: _____

Field Placement Organization: _____

Please provide a brief description of the range of tasks and responsibilities you were given during your placement:	
Research and Analytical Skills:	How well were you able to identify and address relevant issues; how thorough and complete was your research; were you able to develop an effective and efficient research strategy?
Comments/Examples:	
Writing Skills:	How well-organized, clear, grammatically correct and persuasive was your writing? Were your citations accurate and in proper form? Was your writing tailored to your audience's needs?
Comments/Examples:	
Legal Knowledge:	Did you demonstrated adequate familiarity with basic concepts of applicable law and procedure?
Comments/Examples:	
Oral Skills:	How well did you orally communicate concerning legal matters; how clear was your presentation; how well did you respond to questions?
Comments/Examples:	
Ethical Concerns:	Did you recognize ethical issues and raise them appropriately, did you conform with office confidentiality protocols, etc.?
Comments/Examples:	

Attitude and Work Habits:	How dependable and reliable were you? How well did you manage your time? Did you demonstrate attention to detail? How organized and up to date were you with assignments? How well did you receive feedback and incorporate suggestions into subsequent work?
Comments/Examples:	
Professionalism:	Did you demonstrate maturity, good judgment and sensitivity in interactions with clients, staff, opposing counsel, the court, etc.?
Comments/Examples:	
Did you receive specific, individualized and timely feedback on your assignments? Was the feedback oral, written or both? Was the feedback effective?	
Are there any ways in which your externship experience could have been enhanced?	

Student Extern's Signature

Date