The Field Placement/Externship Guide for Students and Site Supervisors provides some quick and easy essentials about our Externship Program’s educational objectives and respective expectations, obligations, and responsibilities for Students and Site Supervisors.

Academic Externships are different than Clerkships (summer or other) and are academic exercises through the University of Hawai‘i School of Law curriculum earning, typically 2 or 4 credit hours, and for certain situations, 6 credit hours. Students may earn no more than 6 Externship credits toward their Law School graduation requirement of 89 credits.

The Externship Program

Academic Externships offer significant academic benefits that are unavailable in the prescribed classroom curriculum. The purpose of the Externship program is to afford opportunities to our Law Students to observe and learn the panoply of lawyering skills in supportive “real world” settings. Students experience "how it all comes together" and how all of the "pieces of the puzzle" fit.

Learning Objectives

The Externship Program provides our law students opportunities to observe, experience, understand, and appreciate basic and advanced lawyering skills in supportive, real-world settings. The program assists students in their choice of career paths by placing them into the specific environment in which they are interested, enabling them to make better choices while enhancing their overall professional development.

These objectives are met by having Student Externs immersed in the Site Supervisor’s work environment, providing a real life experience for the Student Extern. For example, Students can attend hearings, client/attorney meetings and conferrals, strategy and planning sessions, work on discovery and court-proceedings, and have "one on one" time advising and guidance from the Site Supervisor. The learning arises from the students’ exposure, observation, and participation in the substantive work of their Site Supervisors. Student

---

11 The Law School has traditionally used the word “Mentor” and is transitioning to use of the preferred ABA Standards term “Site Supervisor.” The Law School has also traditionally used the term “Externship” and is transitioning to the use of the preferred ABA Standards term “Field Placement.” During this transition, the terms are to be read interchangeably.
Externs also learn about issues of professional responsibility within the context of various Externship placements. They see, hear, and participate in the work of the Site Supervisor, and learn the processes, procedures, and techniques by the example set by the Site Supervisors.

**Eligibility and Logistics**

In accordance with American Bar Association Standard 304(c) (2016-2017) Students are eligible to serve in Field Placement after they have “successfully completed sufficient prerequisites or shall receive sufficient contemporaneous training to assure the quality of the student educational experience.”

Externships may be served during the Fall, Spring, or Summer Semesters, making experiential learning opportunities readily available throughout the year. Students may obtain a maximum of 6 credit hours toward their 89-credit hour graduation requirement, in credit arrangements of 2, 4 or 6 credits per semester. On approval by the Externship Director, students may serve repeat Externships (typically where there is an established relationship and post-graduation position is likely), although a variety of externship experiences remains a popular regimen for most students. On rare occasions, a full semester, 12-credit option is available to students who serve externships in venues outside the State of Hawaii. LL.M. Students are also eligible to register and participate meaningfully in the Externship program during the second semester of their one-year studies.

Externships are obtained by students’ own merit. Students make the contacts, secure the Externships upon their own merit, conclude all arrangements with their Site Supervisors as to start and end dates, days and hours of service and levels of substantive work within prescribed Externship Program limits (i.e. start at or near the first day of classes and complete at or near the end of classes, but before Study Period and Final Exams). Students apply for Externships with Site Supervisors by submitting resumes and other credentials as requested and if desired, are interviewed. Once Externships are secured, the administrative obligations and the “classroom” components associated with the Program are commenced.

Students are not “placed” in Externships, although those with little or no experience in Hawai‘i and/or those who are unsure where to start will often meet with the Externship Director. Based upon stated preferences, interests and objectives, the Director makes suggestions as to possible Externship opportunities and Site Supervisors.

Site Supervisors must be licensed attorneys, and the Law School requires Academic Externships be un-paid, although reimbursement of reasonable out-of-pocket expenses may be allowed.

**Student Extern Obligations**

Student Externs are first required to disclose potential conflicts based upon prior experiences and or relationships, and to maintain professional confidences that they encounter over the course of their Externships. These two requirements are minimum standards for those employed at any law firm, and as externs, students gain substantive experience in these areas. Regular attendance and exposure to the work and are also required.
In lieu of a regular classroom component, students attend a mandatory initial class and submit bi-weekly journals to the Externship Director, ensuring on-going, individual discussion and evaluation of the externship experience.

Student Externs are required to submit Weekly Timesheets and Bi-weekly Self-Reflective Journals to the Externship Director. Personal reflection is emphasized. Submissions from students include discussions on semesters of discovery, personal and professional exploration, and development, validation, trepidation, and in some instances "career defining" and/or "life-changing experiences.” All Journals are confidential. Journal responses from the Director of Professional Development assist the student in navigating the Professional Legal world as well as provide insightful feedback and encouragement.

Site Supervisor obligations

Once an Externship is secured and a Registration Form is completed thereafter, what follows is a wide-ranging Student/Site Supervisor relationship that is intended to be of benefit to both the students, and the Site Supervisor. Externship Site Supervisors are required to be licensed attorneys/have Bar passage and be prepared and able to share their legal experience(s), and be able to provide assessments and evaluations of Student Externs.

Site Supervisors are advised that the educational objectives of the Externship Program are the priority. Site Supervisors commit to working closely with Students and are required to know and commit to the academic learning objectives of Externships. In this regard, Site Supervisors are encouraged to allow students to do substantive work at the law clerk/associate level work. Site Supervisors are also encouraged to give students an educational yet reasonable amount of responsibility.

Depending upon the number of credits sought, students arrange to be present at the Site Supervisor’s venues for 112 hours (2 credits) or 224 hours (4 credits) or 336 hours (6 credits) or for an entire Semester. Regular attendance is required and work hours and days are subject to being worked out between the Site Supervisors and the student. All arrangements regarding start and end dates, days and hours of service, and assignments are flexible to enable Student Externs to accomplish the goals of the Externship. Any questions that cannot be resolved by and between the Site Supervisor and student can be directed to the Externship Director.

Site Supervisors prepare on-line, form-fillable Evaluations: a Mid-Term Evaluation and a Final Evaluation at the end of the Semester. Externships are Credit/No Credit courses, and therefore the primary goal of the Evaluation is to assure that the students have been diligent in attendance and commitment. With permission requested at the end of the Externship, evaluations are shared with students to enhance their learning experiences.

Other than these evaluations, Site Supervisors are encouraged to expose students to appropriate, real life legal experiences, including attendance at hearings, client/attorney meetings and conferences, strategy and planning sessions, and "one on one" time advising, guidance and mentoring. Students’ exposure to, observation of, and participation in the substantive work of their Site Supervisors are an invaluable experience. They see and hear the work, learn the processes, procedures and techniques through the example of their Site Supervisors.
Communications

Site Supervisor communications with the Director of the Externship Program consist of the evaluations. Subjects concerning students’ performance, attendance, or professionalism should be addressed promptly to the Director.

Resources

The Greater Los Angeles Consortium on Legal Externships (GLACE) was formed to develop joint standards for field supervision of Externs by field supervisors (mentors), judicial clerks and attorneys. The GLACE Field Supervision Manual (link below) offers excellent ideas and suggestions for a successful Externship placement, which supplement and or complement this Guide.


Questions or inquiries concerning our Externship Program may be directed to Dale W. Lee, Director of the Professional Development, Externship and Pro Bono Programs at the University of Hawai‘i, William S. Richardson School of Law.

Dale W. Lee joined the Law School in 2007 after a distinguished career as a Senior Litigation Partner with the Honolulu law firm of Kobayashi Sugita & Goda where his clients included international and national corporations and Hawai‘i-based companies, families and individuals. He has served as a prosecuting attorney, criminal defense counsel and has represented plaintiffs and the defense in tort and commercial litigation in both State and Federal courts. A member of the Hawai‘i Bar since 1974; he holds an “AV” (highest rating) Martindale-Hubble Peer Rating and has been listed in Best Lawyers of America. He is a former President of the Hawai‘i State Bar Association (2004) and served a term as an appointed member of the Board of Governors of the American Bar Association (2006). This array of experience offers an invaluable teaching enhancement for Students.

Updated 1.7.2017 DLADSS-ADAA