

Loyola Externship Program Memorandum of Understanding

I acknowledge the following conditions for Loyola University New Orleans College of Law's Externship Program as in accordance with ABA guidelines:

1. I understand this externship is an experiential learning course allowing students to earn academic credit for a "substantial lawyering experience" with a court, legal office, or agency.
2. I accept direct supervision and responsibility for the extern while at the placement office during the semester of enrollment. Specifically, I will provide opportunities for performance and feedback.
3. At the beginning of this semester, I or someone with authority will meet with the student to discuss individual learning goals and provide a plan for the student to complete the final written portfolio.
4. I understand the student extern is not a student-attorney certified to practice under Louisiana Rule XX or other state's student practice rule, and will therefore refrain from assigning tasks requiring the unauthorized practice of law, including but not limited to giving legal advice to clients and appearing in court as counsel.
5. I will ensure the student is oriented to any rules, policies, or procedures he or she is expected to follow while externing at the placement organization.
6. I will ensure the student has access to the basic physical and technological resources of the office he or she needs to complete the work assigned.
7. I acknowledge the extern may only use student access to Lexis Nexis, Westlaw and other subscription database accounts if the research being performed furthers the learning objectives of the externship program.
8. I acknowledge the student is to perform substantive legal work and will not *primarily* perform clerical tasks such as filing or photocopying.
9. I agree to provide specific and timely feedback on extern assignments and to ensure the feedback is substantive in nature according to the learning objectives set forth at the beginning of the semester; and I agree to meet with the student extern throughout the semester to provide formative feedback.
10. I acknowledge the student is responsible for completing a final written portfolio consisting of a compilation of 10 pages of legal writing for each credit hour earned for the semester. I will assign sufficient legal writing tasks to allow the extern to fulfill the written portfolio requirement.
11. If the placement office's policy allows for the sharing of the portfolio with the externship professor, I or someone with authority will review the final portfolio to ensure all confidential or privileged information is redacted. If the placement office's policy does not allow for the sharing of the

written portfolio with the externship professor, I or someone with authority will certify the student has completed the writing requirement in the student's Final Evaluation Form.

12. I will assess and certify the student's overall performance including the completion of required field hours by submitting a Final Evaluation Form at the conclusion of the semester.
13. I will work with the student to ensure his or her externship schedule will not prevent him or her from attending scheduled classes.
14. If I see any moments for development in the classroom or if a problem occurs, I will contact Professor Hector Linares at halinare@loyno.edu or (504) 861-5560.