



Elisabeth Haub School of Law
JOHN JAY LEGAL SERVICES

Guided Externship Standards and Expectations for Field Placements

The Elisabeth Haub School of Law at Pace University offers a one semester, one to three credit Guided Externship. The Executive Director of John Jay Legal Services will approve host law offices to participate if she concludes that they are able and willing to provide an appropriate learning experience for our students. An identified “field supervisor,” an attorney employed by the law firm or other legal organization and admitted to practice in the relevant jurisdiction, must provide the extern with a variety of meaningful learning opportunities including legal research, drafting legal memoranda or documents, attendance at court or arbitral proceedings, contract or litigation negotiations, or other work that the field supervisor considers significant.

Externs must work a total of 52 hours (one credit), 104 hours (two credits), or 156 hours (three credits) at the host firm during the 13-week fall or spring semesters or during the seven-week summer semester. During the fall and springs semesters, this corresponds to four hours per week for one credit, eight hours per week for two credits, and twelve hours per week for three credits. A faculty member supervising the student at the Law School will contact the field supervisor early in the semester to agree, *inter alia*, on the student’s schedule and scope of the student’s work. Faculty supervisors may, at their discretion, request to meet with the field supervisor during the course of the semester to discuss the student’s learning experiences.

As detailed in the “Externship Written Understanding,” field supervisors must agree to provide the extern with adequate supervision, meeting the extern on a regular basis to provide clarification and guidance where necessary and to monitor progress on the work assigned. The field supervisor should endeavor to ensure that externs participate as fully as possible in preparatory and follow-up processes that will enhance their ability to benefit from the externship. Field supervisors also must agree to provide summative feedback to the extern and to the faculty supervisor mid-point and at the end the semester. This feedback will count towards the student’s final grade.

Each extern must complete one significant piece of legal writing during the externship, based on the work assigned by the student’s field supervisor. (Ideally, this work should not take the form of a separate research paper, but rather grow out of the naturally occurring work of the host firm during the externship.) Externs also must keep daily time records and submit a weekly reflective journal to the faculty supervisor, although students must not disclose any of the host firm’s or firm’s clients’ confidential information in these records and journals. The faculty supervisor will be responsible for reviewing and providing feedback on these writings.

Law firms are not permitted to bill out students' time to clients. Externs may not receive any monetary compensation for their work. The Law School may be able to provide funds to students to help defray travel expenses.