SUNY BUFFALO LAW SCHOOL
EXTERNSHIP AND JUDICIAL CLERKSHIP
APPLICATION INSTRUCTIONS FOR SPRING 2015

A. By applying, you are committing to complying with all externship or clerkship requirements.

B. Please submit:

1. Application form – attached
2. Cover letter – indicate which externship or clerkship (state or federal; trial or appellate) you’re applying for, your interests & experience
3. Resume
4. Unofficial transcript – download from the “HUB” with current classes listed
5. Brief legal writing sample - 2 page minimum (ideally no more than 8-10 pages)
6. Conflicts of Interest Inventory and Acknowledgment
7. Externship/Clerkship Agreement – please submit the appropriate form: (1) Externship or Judicial Clerkship; (2) Intensive Judicial Clerkship; (3) NLRB; (4) Immigration Law Externship; (5) IRS Externship
8. Optional: If there is any information that is not included in your resume or transcript that you wish to bring to our attention, please attach a separate sheet of no more than one page, double-spaced, with the additional information.

C. Students must PAPER CLIP all materials together and drop off applications in person to Dawn Skopinski, 610 O’Brien Hall. In addition, individual meetings (5-10 minutes) with Dawn Skopinski are required and appointments will begin October 29th and continue through November 5th. Sign-up sheets will be posted outside Room 610 O’Brien Hall.

DEADLINE TO APPLY: Friday, October 31, 2014 at 12:00 pm

Please note:

1. We understand that you may wish to APPLY to more than one externship/clerkship/clinic/practicum opportunity, but students are strongly discouraged from registering for more than one experiential opportunity in a semester absent extraordinary circumstances. If you are accepted into more than one experiential learning opportunity, be prepared to decide which one you will take. If you are seeking to enroll in more than one experiential learning opportunity, please contact Vice Dean Connolly as soon as possible after you hand in your application.

2. Acceptance to an Externship or Judicial Clerkship is not guaranteed so we recommend that you register for a full schedule. If you are accepted into an externship or judicial clerkship, you may drop a course.

3. Once accepted to an Externship or Judicial Clerkship the Law School has made a commitment to that placement and you must fulfill it barring exceptional circumstances, or a conflict with another experiential opportunity as described above. Failure to accept your placement will prohibit you from participating in an Externship or Judicial Clerkship in the future.
4. In addition to any requirements noted on the Externship Course Description List, after preliminary acceptance into an externship:

a) The following externships require you to formally interview and complete the forms for a background check. If the relevant office discovers disqualifying events in your background check, or interview, you will not be able to participate in the externship.

ADR Program, US District Court, WDNY – also note no students may be employed while doing an Externship here
Erie County District Attorney’s Office
Family Justice Center
Immigration and Customs Enforcement
Immigration Law (Immigration Court)
Internal Revenue Service
Monroe County District Attorney’s Office
National Labor Relations Board
New York State Attorney General’s Office – Buffalo and Rochester, Environmental Protection Bureau
New York State Department of Environmental Conservation – Office of General Counsel
New York State Inspector General’s Office
Niagara County District Attorney’s Office
Niagara Frontier Transportation Authority (drug test also required)
U.S. Attorney’s Office – also note no students may be employed while doing an Externship here

b) Interviews of the candidate at the following agencies’ offices will be required to finalize this placement.

Buffalo Board of Education – Office of General Counsel
Daemen College – College and University Athletic Regulations Office
Empire Justice Center
Equal Employment Opportunity Commission
Erie County Attorney’s Office
Erie County Labor Relations
Housing Opportunities Made Equal
Neighborhood Legal Services
New York State Department of Labor – Division of Immigrant Policies and Affairs
New York State Division of Human Rights – Administrative Law Judge
New York State Liquor Authority
Niagara County Public Defender’s Office
Prisoners’ Legal Services
And some Judicial Clerkship Placements – also note no students may be employed while doing a Judicial Clerkship at the federal level and at the state appellate court level.
EXTERNSHIP OR JUDICIAL CLERKSHIP
APPLICATION FOR SPRING 2015

Name: ______________________________ Class (in Spring 2015): 2L ____ 3L ____ LLM ____

UB E-mail address: ___________________ Telephone: ____________________________

Citizenship: U.S. ____ Dual Citizenship ____ Other: ____________ (indicate country)

Preferred Location for Placement: Buffalo _____ Rochester______ Niagara County _____

Do you have a car? Yes ___ No ___

Are you currently employed? Yes ___ No ___

If yes, Name of Office/Firm: _______________________

Will you continue to work in this office during your externship/clerkship? Yes ___ No ___

List the externship(s) and/or clerkship(s) for which you are applying, ranking them in order of preference.

First Choice: _________________________________________________________________

Second Choice: ______________________________________________________________

Third Choice: _______________________________________________________________

If accepted, what day(s) are you available to work in the office you are placed in?
Mondays ____ Tuesdays ____ Wednesdays ____ Thursdays ____ Fridays ____

For Judicial Clerkships:
Placements are available in federal, state, county and city courts, and depend on the workload of
the judges and the number of student applications received. We are unable to take requests for a
specific level of court or Judge, however we can take requests if you have a preference for an area
of interest (civil, criminal, family, bankruptcy, surrogate, immigration, housing, commercial, trial,
appeal), but placement in a particular court cannot be guaranteed.

Preferred area of interest for Judicial Clerkships: _________________________________

Please note: For Judicial Clerkships, be sure to note whether you are applying to a regular
Judicial Clerkship or the Intensive Judicial Clerkship.

Have you previously received law school credit for an Externship or Clerkship? Yes ____ No ____
If so, please list the Externship or Clerkship location, year & semester ____________________________

Will you be applying for a clinic and/or practicum this semester? Yes _____ No _____
If yes, specify which one(s): __________________________

If you are accepted into more than one experiential learning opportunity (externship, clerkship,
clinic or practicum) for the semester, for which one will you register? _______________________


Please read the following information and answer the following questions:
Exterionships and Judicial Clerkships require you work at your placement office on a regular schedule as follows:

- **Fall and spring semesters:** At least 8 hours per week
- **Intensive Judicial Clerkship:** At least 16 hours per week
- **NLRB Externship:** At least 16 hours per week
- **Immigration Law Externship:** At least 12.5 hours per week
- **IRS Externship:** At least 12.5 hours per week

1. **Please indicate** if, during the semester of externship or clerkship, you will be engaging in any of the following time-consuming activities:
   - [ ] Trial Advocacy
   - [ ] Job
   - [ ] Trial Technique
   - [ ] Travel
   - [ ] Job Interviews
   - [ ] Law team competition (trial team, moot court, etc.)
   - [ ] Any law journal
   - [ ] Clinic(s)
   - [ ] Other (please list)

   If you have listed any activities above, please indicate below or on a separate piece of paper, how you plan to keep up-to-date with your externship or clerkship work requirement.

2. **Have you ever been convicted of a felony?**
   - Yes ___ No ___

3. **Have you ever, as an adult or as a juvenile, been involved with, charged, arrested for or convicted of a violation of any civil or criminal law other than a parking violation or speeding ticket?**
   - Yes ___ No ___

4. **Have you ever been discharged or requested to resign from employment?**
   - Yes ___ No ___

5. **Have you ever been found to have engaged in academic dishonesty (cheating or plagiarism) at any time?**
   - Yes ___ No ___

6. **Have you ever been dismissed from a college for nonacademic reasons?**
   - Yes ___ No ___

7. **Have you ever been dismissed or prohibited from the programs or properties of a college or university?**
   - Yes ___ No ___

   Note: Being prohibited from the programs or properties of a college or university is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response to this question will not automatically prevent you from obtaining an externship or clerkship, but you will be asked to provide additional information.

IF YOU HAVE ANSWERED YES TO ANY OF QUESTIONS 2 – 7 PLEASE SUBMIT AN EXPLANATION OF THE CIRCUMSTANCES AND DOCUMENTS REFLECTING THE RESOLUTION OF THE ISSUE.

8. **Are you a party in any current litigation in any court?**
   - Yes ___ No ___
   If so, please attach the complaint and a statement regarding the current status of the litigation.

9. **Please sign** the affirmation below and date this application.

   I grant permission to SUNY Buffalo Law School to forward part or all of this application to a placement office upon request. I affirm that the information provided in this application is accurate and complete.

   ___________________________  ___________________________
   Signature                        Date
CONFLICTS OF INTEREST INVENTORY AND ACKNOWLEDGMENT

The information you provide here will help you and your faculty and field supervisors to identify any actual or potential conflicts of interests that would jeopardize the confidentiality and loyalty you owe to your prospective externship or clerkship placement. Please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary).

1. Are you now working or volunteering, or have you worked or volunteered for a law firm, legal services office, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal) prior to enrolling in the Externship Program?
   
   Yes [   ]  No [   ]

   If yes, where are you working/have you worked? [List all, starting with most recent and providing dates and locations.]

   On what type(s) of cases did you work at each location?

2. Are you planning on being employed or volunteering at any office in any of the categories listed in question #1 during your externship semester?
   
   Yes [   ]  No [   ]

   If yes, where will you be employed or volunteering?

   On what type of cases are you (will you be) working?

3. Are you planning on maintaining any other non-legal employment, board affiliation, or volunteer activity during your externship semester?
   
   Yes [   ]  No [   ]

   If yes, where will you be employed, serving as a board member, or volunteering?

   What type of work will you be doing?

4. Please list any entries to which you have applied for future employment, including law firms, legal services offices, corporation legal departments, governmental agencies, judges, hearing examiners, or employers in the securities industry (legal or non-legal). You need not include a prospective
employer from whom you have received either a “no-thank-you” letter or an offer of employment which you have declined. If, between now and the completion of your externship, you contact any other prospective employer not listed on this form to explore a potential employment relationship, or if any prospective employer contacts you for that purpose, you must update this form to include that prospective employer.

5. Are there any other personal, financial, or family interests that could present conflicts of interests for you at your proposed placement(s)? If so, please identify them here.

6. Have you been enrolled in the Law School’s Externship Program or in an In-house Clinic before?

   Yes [   ]  No [   ]

If yes, please indicate the semester(s) in which you were enrolled (including summer sessions), and identify your clinic and/or externship program and placement below.

Conflicts of Interest

I understand that if I work at any legally-related job in addition to my externship or clerkship office, prior to starting my externship or clerkship, I must disclose the nature of that job to my supervisor at the externship or clerkship AND I must disclose that I am working at a clerkship or externship to my other job’s supervisor. I understand that I also must disclose this job to the Externship Program Director at SUNY Buffalo Law School or to the professor who oversees my externship or clerkship.

In addition, I understand that if there is even a mere possibility of a conflict of interest with my externship or clerkship due to any job, personal or professional relationship, or any other reason, I must disclose that potential conflict to my externship or clerkship supervisor immediately. This is an ongoing obligation. I also must disclose this potential conflict to the Externship Program Director at SUNY Buffalo Law School or to the professor who oversees my externship or clerkship.

NOTE: YOU HAVE AN OBLIGATION TO UPDATE THIS FORM TO REFLECT ANY CHANGE IN CIRCUMSTANCES PRIOR TO YOUR BEGINNING WORK AT YOUR EXTERNSHIP OR CLERKSHIP PLACEMENT AND/OR DURING THE SEMESTER(S) IN WHICH YOU ARE ENROLLED IN THE EXTERNSHIP OR CLERKSHIP PROGRAM.

____________________________________  ______________________________________
Date                                Signature

____________________________________
Please Print Name
1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 8 hours per week for 12 weeks at the office to which I am assigned. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule of working at the office that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and I should not vary it unless absolutely necessary due to an unavoidable conflict or illness and with advance notice as early as possible by phone or in person to the office where I work.

4. I will complete weekly reflections in accordance with the posted schedule and submit my hours each week as required, and complete any additional assignments listed in the syllabus.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refrain from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, administrator of the Externship Program, or Professor Lisa Bauer, the Director in charge of the externship and clerkship classes.

7. If I have missed 16 hours or more in my externship/clerkship office after 6 weeks, I will resign the course or will be administratively withdrawn. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

8. I will attend the mandatory externship/clerkship class meeting and I understand that my attendance is a condition of my completion of the externship/clerkship. I also understand that the time spent in class meeting can be added to my overall hours spent on the externship/clerkship for that week.

9. I shall not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

10. I understand that I shall keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
11. With my Supervising Attorney’s express permission only, I may use a properly redacted document as a writing sample.

12. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

13. Office files shall not be taken from the premises without permission from the Supervising Attorney. In cases where permission is granted, only copies and not the original files should be taken off-site, unless otherwise permitted by the Supervising Attorney, and then returned to the placement office. Any field placement information or files residing on my personal electronic devices will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or cloud.

14. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

15. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

________________________________________
Signature

________________________________________
Date

________________________________________
Please Print Name
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN A JUDICIAL CLERKSHIP - INTENSIVE

FALL AND SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of sixteen (16) hours per week for 12 weeks at the office to which I am assigned. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule of working at the office that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and I should not vary it unless absolutely necessary due to an unavoidable conflict or illness and with advance notice as early as possible by phone or in person to the office where I work.

4. I will complete weekly reflections in accordance with the posted schedule and submit my hours each week as required, and complete any additional assignments listed in the syllabus.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, administrator of the Externship Program, or Professor Lisa Bauer, the Director in charge of the externship and clerkship classes.

7. If I have missed 32 hours or more in my externship/clerkship office after 6 weeks, I will resign the course or will be administratively withdrawn. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

8. I will register for, attend and complete the co-requisite class, “Judicial Clerkship Skills” and will also attend the mandatory externship/clerkship class meeting. I understand that my attendance is a condition of my completion of the clerkship. I also understand that the time spent in the class meeting (but not the “Judicial Clerkship Skills” class) can be added to my overall hours for the week in my weekly report of hours spent on the clerkship.

9. I shall not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.
10. I understand that I shall keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.

11. With my Supervising Attorney’s express permission only, I may use a properly redacted document as a writing sample.

12. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

13. Placement files shall not be taken from the premises without permission from the Supervising Attorney. In cases where permission is granted, only copies and not the original files should be taken off-site, unless otherwise permitted by the Supervising Attorney, and then returned to the placement office. Any field placement information or files residing on my personal electronic devices will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or cloud.

14. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

15. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

______________________________  ______________________________
Signature                                      Date

________________________________________  ______________________________
Please Print Name                                      Date
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN THE NLRB EXTERNSHIP

FALL AND SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of sixteen (16) hours per week for 12 weeks at the office to which I am assigned. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule of working at the office that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and I should not vary it unless absolutely necessary due to an unavoidable conflict or illness and with advance notice as early as possible by phone or in person to the office where I work.

4. I will complete weekly reflections in accordance with the posted schedule and submit my hours each week as required, and complete any additional assignments listed in the syllabus.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, administrator of the Externship Program, or Professor Lisa Bauer, the Director in charge of the externship and clerkship classes.

7. If I have missed 32 hours or more in my externship/clerkship office after 6 weeks, I will resign the course or will be administratively withdrawn. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

8. I will register for, attend and complete the co-requisite class, “Topics in Labor Law” and will also attend the mandatory externship/clerkship class meeting. I understand that my attendance is a condition of my completion of the externship/clerkship. I also understand that the time spent in the class meeting (but not the “Topics in Labor Law” class) can be added to my overall hours for the week in my weekly report of hours spent on the externship.

9. I shall not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.
10. I understand that I shall keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.

11. With my Supervising Attorney’s express permission only, I may use a properly redacted document as a writing sample.

12. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

13. Placement files shall not be taken from the premises without permission from the Supervising Attorney. In cases where permission is granted, only copies and not the original files should be taken off-site, unless otherwise permitted by the Supervising Attorney, and then returned to the placement office. Any field placement information or files residing on my personal electronic devices will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or cloud.

14. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

15. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

________________________________________  ________________________
Signature                                    Date

________________________________________
Please Print Name
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN THE IMMIGRATION LAW EXTERNSHIP

FALL OR SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 12.5 hours per week for 12 weeks at the office to which I am assigned. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule of working at the office that I work out with my externship placement. I will treat this schedule the same as any other class schedule and I should not vary it unless absolutely necessary due to an unavoidable conflict or illness and with advance notice as early as possible by phone or in person to the office where I work.

4. I will complete weekly reflections in accordance with the posted schedule and submit my hours each week as required, and complete any additional assignments listed in the syllabus.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, administrator of the Externship Program, or Professor Lisa Bauer, the Director in charge of the externship and clerkship classes.

7. If I have missed 25 hours or more in my externship/clerkship office after 6 weeks, I will resign the course or will be administratively withdrawn. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

8. I will attend the mandatory externship/clerkship class meeting and I understand that my attendance is a condition of my completion of the externship/clerkship. I also understand that the time spent in class meeting can be added to my overall hours spent on the externship/clerkship for that week.

9. I shall not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

10. I understand that I shall keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
11. With my Supervising Attorney’s express permission only, I may use a properly redacted document as a writing sample.

12. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

13. Placement files shall not be taken from the premises without permission from the Supervising Attorney. In cases where permission is granted, only copies and not the original files should be taken off-site, unless otherwise permitted by the Supervising Attorney, and then returned to the placement office. Any field placement information or files residing on my personal electronic devices will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or cloud.

14. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

15. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

_____________________________  ______________________________
Signature                           Date

________________________________________
Please Print Name
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN THE IRS EXTERNSHIP

FALL OR SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 12.5 hours per week for 12 weeks at the office to which I am assigned. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule of working at the office that I work out with my externship placement. I will treat this schedule the same as any other class schedule and I should not vary it unless absolutely necessary due to an unavoidable conflict or illness and with advance notice as early as possible by phone or in person to the office where I work.

4. I will complete weekly reflections in accordance with the posted schedule and submit my hours each week as required, and complete any additional assignments listed in the syllabus.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, administrator of the Externship Program, or Professor Lisa Bauer, the Director in charge of the externship and clerkship classes.

7. If I have missed 25 hours or more in my externship/clerkship office after 6 weeks, I will resign the course or will be administratively withdrawn. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

8. I will attend the mandatory externship/clerkship class meeting and I understand that my attendance is a condition of my completion of the externship/clerkship. I also understand that the time spent in class meeting can be added to my overall hours spent on the externship/clerkship for that week.

9. I shall not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

10. I understand that I shall keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
11. With my Supervising Attorney’s express permission only, I may use a properly redacted document as a writing sample.

12. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

13. Placement files shall not be taken from the premises without permission from the Supervising Attorney. In cases where permission is granted, only copies and not the original files should be taken off-site, unless otherwise permitted by the Supervising Attorney, and then returned to the placement office. Any field placement information or files residing on my personal electronic devices will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or cloud.

14. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

15. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

________________________________________  ________________________
Signature                                      Date

________________________________________
Please Print Name