

## **UNIVERSITY AT BUFFALO SCHOOL OF LAW**

### **AGREEMENT TO PARTICIPATE IN AN EXTERNSHIP or JUDICIAL EXTERNSHIP**

#### **FALL/SPRING/SUMMER**

1. If I am accepted into the externship or judicial externship 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 135 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment (or if the office is completely remote), I understand that working from home or from another location on a regular basis is not permitted.
3. I will attend and complete the Externship Seminar component of the Externship Program, which will be comprised of weekly live class meetings, readings and reflections/assignments. I understand that my participation in the Externship Seminar component is a condition of my completion of the externship/judicial externship.
4. I will submit my hours for my placement each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
5. I will work over the entire semester. I may arrange with my placement to begin my work before the semester starts, but I agree not to end my work until the end of the semester. I will not arrange to end my work earlier than the end of the semester without the written permission of my placement supervisor and Bernadette Gargano, Vice Dean for Experiential Education & Social Justice Initiatives, or Daniel Ortega, Senior Coordinator for Experiential Education.
6. I will maintain the schedule that I arrange with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.

7. 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.
8. I will not contact any office that hosts externs or clerks concerning my application for an externship/judicial externship, 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 judicial externships to Bernadette Gargano, Vice Dean for Experiential Education & Social Justice Initiatives, or Daniel Ortega, Senior Coordinator for Experiential Education.
9. If I have missed 24 hours or more in my externship/judicial externship office after 6 weeks during the fall or spring (or after 3 weeks during the summer) without a reasonable pre-approved explanation, I will resign from the course or will be administratively withdrawn.
10. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
11. I will 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.
12. I understand that I must 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.
13. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
14. 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.
15. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only

copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.

16. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
17. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

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Date

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Signature

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Semester of Externship

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Please Print Name