

Masters Externship Contract

Note to Students: You must submit this form to the Externship Coordinator no later than the day before the first day of classes of the term during which you are doing your externship. We will NOT accept the contract form unless it is complete, including all necessary signatures. Course registration cannot take place until we receive and approve your completed contract. Financial Aid cannot be processed until you have been registered. This process can take a few weeks so please plan accordingly. If you have completed all required coursework and have earned 30 credits towards your Masters degree, you are not eligible to enroll in an Externship. Questions? Contact Shannon Leach, Externship Coordinator, at sleach@vermontlaw.edu
 Externship Program Webpage: www.vermontlaw.edu/mastersexternships

Externship Semester & Year:

Degree:

Externship Organization:

Student's Contact Information

Name	<input style="width: 80%;" type="text"/>
Phone	<input style="width: 80%;" type="text"/>
E-Mail Address	<input style="width: 80%;" type="text"/>

Mentor's Contact Information

Name	<input style="width: 80%;" type="text"/>
Street Address	<input style="width: 80%;" type="text"/>
City, State, ZIP	<input style="width: 80%;" type="text"/>
Phone	<input style="width: 80%;" type="text"/>
E-Mail Address	<input style="width: 80%;" type="text"/>

Faculty Supervisor

Name	<input style="width: 80%;" type="text"/>
Phone and E-mail	<input style="width: 80%;" type="text"/>

Start Date:	<input style="width: 80%;" type="text"/>	Masters students can pursue Externships for between 4 and 10 credits. *Forty-five hours of work equals one credit.
End Date:	<input style="width: 80%;" type="text"/>	
Number of Hours:	<input style="width: 80%;" type="text"/>	
Number of Credits*:	<input style="width: 80%;" type="text"/>	

Student Extern's Responsibilities and/or Assigned Project(s):

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The student will work under the supervision of the Mentor, and maintain frequent contact with his or her Faculty Supervisor. The externship must be environmental law and policy related, and the student must work in the organization's office (students cannot telecommute for Masters Externships).

Please describe the externship responsibilities and project(s) below; describe how these responsibilities will contribute to your environmental law and policy academic experience:

Journals:

The student must keep a daily journal reflecting on his or her externship experience and related readings. The student must submit a summary of these daily reflections (connected to related readings and experiences), as well as any issues on which feedback might be useful, on a weekly basis to the Faculty Supervisor.

Learning Plan & Two Self-Evaluations:

The student must complete a Learning Plan (that establishes goals for the externship) in conversation with his or her Faculty Supervisor. The Mentor reviews this document during the first week of the externship. At the half-way point of the externship, the student must complete a Midterm Self-Evaluation; at the conclusion of the externship, the student must complete a Final Self-Evaluation. The Mentor will review and meet with the student to discuss the two Self-Evaluations. The student will reflect on these meetings in his or her journals. All three documents (with instructions) are available on the externship webpage:

www.vermontlaw.edu/mastersexternships.

Reading Requirement:

The student must read the recommended reading (below) or read from a reading list created by the student in conversation with the Faculty Supervisor.

Recommended Reading:

Learning from Practice: A Professional Development Text for Legal Externs. Ed: Ogilvy, J.P..

Chapters: 1-Learning from Experience; 2-Setting Goals for the Externship; 3-Learning from Supervision; 10-Creative Problem Solving; 11-Journals; 15-Management Skills; 17-Balancing Personal Life and Professional Life; 18-Externships and Career Planning; 20-Looking Backward, Looking Forward.

This text is available for sale in the bookstore, and copies of the text are on reserve in the library.

Check One:

I will read the above recommended reading: **YES** **NO****

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**If you are not reading the recommended reading, please include your reading list here:

Work Product:

The student must submit a completed work product at the end of the externship. The work product can be a sample of work done as a part of the externship, or it can be a product created for the Faculty Supervisor based on work done during the externship. The work product must be submitted to the Faculty Supervisor by the externship end date.

Describe the anticipated work product:

Student Evaluation

Each student must complete and turn in an evaluation of the externship and their experience. This needs to be turned in to the Externship Coordinator upon completion of the externship. A template can be found on the externship webpage: www.vermontlaw.edu/masterseexternships.

Faculty Supervisor's Responsibilities:

The Faculty Supervisor works with the student throughout the semester and submits a Pass or Fail grade for the student at the conclusion of the externship. The Faculty Supervisor's role includes the following responsibilities:

- Work with the student at the beginning of the semester to draft the student's Learning Plan. (The Learning Plan is a document created by the student and Faculty Supervisor addressing externship objectives and goals, and selected reading assignments).
- Meet (by phone or in person) with the Mentor early in the externship to make certain that the student is on track to accomplish his or her goals. It is not the Faculty Supervisor's responsibility to oversee the substance of the work assigned by the Mentor.
- Stay informed and involved through review of and response to the student's journals, and by periodic telephone or in-person meetings with the student.
- Intervene when clear that the student cannot address a problem and do whatever is necessary to ensure that the student is receiving the substantive experience anticipated by the program.
- At the conclusion of the externship, review (and if necessary, respond to) the Mentor's Letter of Evaluation before submitting a Pass or Fail grade for the student.

Mentor's Responsibilities and Letter of Evaluation:

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The Mentor must supervise the student during his or her time as an extern. This includes the following responsibilities:

- Review the student’s Learning Plan at the start of the externship. Determine if the goals identified, and the plan for achieving them, are realistic within the context of this externship.
- Meet with the student at least once a week and provide direction and feedback on work assignments and progress regarding to the student’s externship goals.
- Review and meet with the student to discuss the student’s Midterm and Final Self-Evaluations.
- Alert the Faculty Supervisor to any concerns about the student’s performance and/or work quality.
- Complete a Letter of Evaluation that includes the following: an overview of the student’s work, an assessment of the student’s strengths and any weaknesses, a confirmation that the student worked the full hours indicated on page one of this contract, and a recommendation of a Pass or Fail grade to the Faculty Supervisor. This letter must be mailed or emailed to the Faculty Supervisor, with a copy to Shannon Leach, Externship Coordinator, by the due date listed below. Letters of Evaluation will be shared with the student.

The Mentor must submit the Letter of Evaluation no later than one week after the completion of the externship. (for grading purposes).

Letter of Evaluation Due Date:

- Note: A student cannot work distantly or telecommute for his or her Masters Externship. All Masters Externships are Pass/ Fail.

Signatures:

In signing below, the Student, the Faculty Supervisor, and the Mentor agree to the terms and responsibilities listed in this document. The Externship Coordinator approves the externship for credit.

The student also confirms that he or she has read and understands the information in the Externship Handbook, available online at: www.vermontlaw.edu/mastersexternships

Vermont Law School Student Extern

Date

Vermont Law School Faculty Supervisor

Date

Externship Mentor

Date

Vermont Law School Externship Coordinator

Date