

**BYU LAW FIELD PLACEMENT
MEMORANDUM OF UNDERSTANDING**

Name of Field Placement (include mailing address)	
Name of Supervising Attorney (include phone and email address)	
Name of Law Student Extern	
Name of Supervising Faculty Member	

For each field placement, the American Bar Association (“ABA”) requires that BYU Law School (“Law School”) obtain a written agreement between the field placement attorney (“Supervising Attorney”), the participating law student (“Student Extern”) and the faculty member overseeing the field placement (“Supervising Faculty Member”). The agreement helps each party to: (1) understand their respective roles in supervising the Student Extern; (2) assure the educational quality of a substantial lawyering experience for the Student Extern; and (3) provide a clearly articulated method of evaluating the Student Extern’s academic performance.

The Supervising Attorney, the Student Extern, and Supervising Faculty Member agree:

A. Supervising Attorney Responsibilities

1. The Supervising Attorney agrees to provide the Student Extern a “substantial lawyering experience,” which the ABA defines as reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks with multiple opportunities to perform, and to develop concepts underlying, professional skills and to receive feedback. The substantial lawyering experience is also one which allows the law student to integrate substantive or procedural legal doctrine/theory, legal ethics and exercising one or more professional legal skills (such as interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation).
2. To meet ABA requirements, the Supervising Attorney will review the BYU Law School Supervisor Field Placement Training Handbook and agrees to follow the educational goals and program guidelines stated in the Handbook.
3. The Supervising Attorney accepts primary responsibility for direct supervision of the Student Extern’s work and mentoring throughout the entire term of the field placement.
4. The Supervising Attorney will meet with the Student Extern at the start of the field placement to discuss and approve his/her Learning Plan that details the substantial lawyering experience the Student Extern will have in the field placement. The Supervising Attorney will then provide the Student Extern multiple opportunities for performance and provide specific and timely feedback on assignments. The Supervising Attorney will allow student to attend all required law school seminars.
5. The Supervising Attorney agrees to provide a mid-term evaluation and final evaluation to discuss the Student Extern’s performance at the mid-term and the end of the placement experience.

6. The Supervising Attorney agrees to timely respond to regular communications from the Supervising Faculty Member.

B. Student Extern Responsibilities

1. The Student Extern agrees to perform the work assigned by the Supervising Attorney.
2. The Student Extern agrees to set a regular work schedule with the Supervising Attorney and seek permission for any changes or modifications in the placement work schedule.
3. The Student Extern agrees to comply with the Rules of Professional Conduct of the jurisdiction in which the placement is located, together with any other rules, guidelines, or policies applicable to the particular field placement.
4. The Student Extern agrees to develop, review and seek approval of a Learning Plan with the Supervising Attorney and Supervising Faculty Member. The Student Extern also agrees to attend all required Law School seminars, to submit weekly self-evaluation journals, to complete the mid-term and final evaluations and to submit a final paper.
5. The Student Extern's grade will be based on all of the following: Learning Plan, seminar attendance, weekly self-evaluation journals, mid-term and final evaluations and the final paper.

C. Supervising Faculty Member and Law School Responsibilities

1. The Supervising Faculty Member, or other Law School faculty, will maintain regular communication with the Supervising Attorney to assure the quality of the Student Extern's field placement educational experience.
2. The Law School will provide contemporaneous, faculty-guided training and reflection for the Student Extern through: (a) seminars taught by an assigned Law School faculty; (b) Supervising Faculty Member review and feedback on Student Extern weekly journal submissions; and (c) contacting the Student Extern at the placement mid-term to review progress toward his/her Learning Plan.
3. The Supervising Faculty Member will evaluate and be responsible for grading the Student Extern's academic performance based on the Learning Plan, weekly self-evaluation journals, seminar attendance, the mid-term and final evaluation and the final paper submission.

Supervising Attorney/Judge

Date

Student Extern

Date

Supervising Faculty Member

Date

Please scan signed paperwork to Karen Andrews, Experiential Learning Manager at: andrewsk@law.byu.edu