

EXTERNSHIP PROGRAMME GUIDELINES

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COURSE IDENTIFICATION

- ✚ TITLE OF THE COURSE: **EXTERNSHIP**
- ✚ COURSE CODE:
- ✚ CREDIT HOURS: **12**
- ✚ PRE-REQUISITE COURSES: **SUBSTANTIVE & PROCEDURAL COURSES**

INTRODUCTION

Externship & Clinical Programmes, as formal courses, are included in the ‘New Uniform Curriculum of Law Schools in Ethiopia’ as Category Two of the Catalogue of Law Courses Syllabi, though no specific mention & course description on externship, except that it is a 12 Credit Hour Course, is to be found in the list of courses as divided per semester & year. Externship is a type of program where students are placed with different law related institutions, off campus, to learn the actual practice of the law in real life. The Externship Program is designed to provide an experiential learning environment that allows law students to develop their skills and values as novice lawyers. It is also designed to develop students' research, writing and analytic skills through intensive work on a variety of assignments, give students the opportunity to study legal process through their participation in the work of a legal institution, permit students to gain experience in specialized areas of the law through practical experience, & enrich the student's classroom experience upon return to the law school. Though not educational value, it can incidentally serve as an advertisement for future employment by making themselves more marketable to prospective employers.

This guideline is prepared as a resource for Law Schools to adopt their own detailed rules on how Externship Programmes should be conducted in their respective areas. The guideline contains course identification, course description, and course objective details in its first part. The next part outlines the rules and regulation samples to be followed in the administration of the course of externship. Externship, unlike other courses, is described here as a programme for its unique nature in the administration of the course. The rules and regulations part contains the programme overview and general and specific objectives of the programme. Student eligibility, selection criteria and selection process, and registration of students for the externship programme constitute the third part of the rules and regulations of the programme.

The fourth part deals with the externship programme requirements and credit allocation. In this part issues like credit allocation, time requirement, writing requirement, externship evaluation, exemption, and grading are regulated. The next part regulates on how the externship programme as a programme should be administered and establishes externship director, not an office, placement supervisor, and field supervisor as responsible persons to administer the externship programme. It also deals with how externship related costs may be dealt by the law schools. The last part of the rules and regulations part deals with the code of conduct of students during the externship period and issues like regular attendance, punctuality, work habits, respect for self and others, respect for property, and confidentiality are regulated.

The guideline, apart from dealing with substantive and procedural issues, it includes some important sample forms that will be used during the administration of the externship programme. Sample forms like externship placements and resources, enrolment and agreement form, field supervisor's evaluation form, completion certificate, weekly time sheet, and externship programme evaluation by externs form are attached as annexes to the guideline.

COURSE DESCRIPTION

An externship is an opportunity for a student to engage in practice based learning, by actively participating in a field of interest. It is very similar to an internship, but is generally of a shorter duration. Externships also tend to be less extensive than internships, and students may or may not receive academic credit for them, depending on the institution they attend.

The term arose in 1945, when the idea of trying out a career before plunging into it began to be more widespread. In an externship, the student typically trails an experienced member of the company while he or she performs daily tasks. The extern may also participate, generally closely supervised. The externship is usually brief, and focuses on giving someone a taste of a potential career. Unlike an internship, there is less focus on job training, as the extern may or may not choose to pursue that career. Depending on how a school operates, a student may be eligible to receive academic credit for an externship. Typically, the student's supervisor must submit an evaluation, and the student must also demonstrate that he or she learned during the externship. The amount of credit that the student may be eligible for varies by

institution. Apart from externship, clinical legal education, mock-trials, moot courts, internships, and other similar courses are considered as ways to promote experiential learning.

Practice oriented legal education in Ethiopia is a recent phenomenon. Legal education in Ethiopia has been a dialog or monolog between the instructor and students, little or no emphasis to practice-oriented courses in old curriculum and consequently resulted in producing students lacking practical skills. This has been the main critic against the legal education system for ages. Attempts have been made by the recently established Law Schools to incorporate practice-oriented courses in to their curriculum especially in the form of Practical Attachment where students are placed in various legal institutions for three months during the summer break. Clinical Legal Education, as a means of teaching students the practice, was introduced in Ethiopia in 2004 without being incorporating clinical courses in curriculum. In Ethiopia it is the New Uniform Curriculum for Law Schools that introduced externship in to the legal education system.

Externship & Clinical Programmes, as formal courses, are included in the ‘New Uniform Curriculum of Law Schools in Ethiopia’ as Category Two of the Catalogue of Law Courses Syllabi, though no specific mention & course description on externship, except that it is a 12 Credit Hour Course, is to be found in the list of courses as divided per semester & year. Externship is a type of program where students are placed with different law related institutions, off campus, to learn the actual practice of the law in real life. Besides Externship with 12 credit hours, a number of clinical courses are included in the curriculum to be offered at the final year. Though both externship programmes and clinical courses have a common objective, offering practice-oriented legal education to students, they are different in how and where they are offered. The manner and place they are offered determine what extra objectives may be achieved through these courses. Externships are offered off-campus and serve a lot of other purposes than the practice-oriented legal education objective of the course while clinical courses do not.

Similar courses are offered in some law schools in Ethiopia but not formally named as Externship. The Mekelle University College of Law & Governance Department of Law, for example, offers its final year students a ‘Practical Attachment’ course by placing them in law-related institutions for three months. Similar practices do exist in other Law Schools.

Since the principal objective of Externship is offering practice-oriented legal education, Clinical Legal Education programs at Mekelle, Bahir-Dar, and Gondar Law Schools can be considered as experiential learning institutions and will serve as initial points to structure the course of Externship.

With varying degrees of incorporation, Externship courses are offered in many Law Schools around the world. Especially in those countries their legal education system is designed per the common law legal tradition, offering an Externship is almost a common prescription in all the Law Schools. Some Law Schools offer this course for credit and some of them for non-credit. The grading system for the course also varies: in some Law Schools it is for grade and in some others for pass/fail/honour. What is common in almost all the Law Schools is that there is a separate organ within the Law School to administer such course & supervision by qualified staff is mandatory. Almost all Law Schools divide the Externship programme in to specialized areas of the law, like judicial externship, legislative externship, not-for profit etc., depending on the availability of institutions to host such students for the specialized courses. Logistical & administrative arrangements beforehand is claimed to contribute to successfully implement the Externship Programme.

The most common delivery mechanism for externship programmes is by externing students at a select number of approved off-campus placements, primarily with governmental agencies, public interest entities, state and federal judges, and the legal departments of select organizations. The delivery, taking from the experience of other jurisdictions, is to be off-campus but thinking some in-campus involvement such as in the legal aid centres & the legal department can be considered as venues to implement the course, as there may be lack of institutions to host students.

COURSE OBJECTIVES

The Externship Program is designed to provide an experiential learning environment that allows law students to develop their skills and values as novice lawyers. It is also designed to develop students' research, writing and analytic skills through intensive work on a variety of assignments, give students the opportunity to study legal process through their participation in the work of a legal institution, permit students to gain experience in specialized areas of the law through practical experience, & enrich the student's classroom experience upon return

to the law school. Though not educational value, it can incidentally serve as an advertisement for future employment by making themselves more marketable to prospective employers. The following are the principal objectives that can be attained by engaging students in externship programmes.

- ✚ Develop and improve professional skills;
- ✚ Develop the ability to solve legal problems in real-life situations;
- ✚ Reflect on values and responsibilities of the legal profession;
- ✚ Adjust to the role of the legal professional; and
- ✚ Learn how to learn from experience.

Students during their externship involve in different activities to achieve the principal objectives including:

- ✚ Representation of clients in hearings and trials
- ✚ Legal research and writing
- ✚ Pre-trial and trial activities
- ✚ Attendance at policy and staff meetings
- ✚ Attendance at state and federal legislative hearings
- ✚ Fact investigation
- ✚ Drafting of discovery devices, motions, briefs, and pleadings; legislative proposals; policy memoranda; contracts and other business documents
- ✚ Direct interactions with clients and opposing parties

RULES & REGULATIONS

I. PROGRAMME OVERVIEW

Externship Programmes are managed by all Law Schools in Ethiopia that are subject to the New Legal Education Reform and the New Uniform Curriculum for Law Schools in Ethiopia. The Externship Programme is designed for students in their final year of study. The students in their final year would have already completed the Core Courses in the curriculum. The Externship Programme assists students in their venture of testing their substantive knowledge and procedural skills before joining the legal profession after graduation.

Participants in the Externship Program must read through this guideline as it will guide the student through the application process and assist the student with Externship placement. In this guideline, students will find general and specific objectives externship placements, credit requirements, eligibility, hours-at-work rules, a list of sample placements & resources, the extern application for selection and approval, as well as several sections which detail your responsibilities over the course of your externship, such as program policies and procedures, confidentiality issues, and progress report submission requirements.

II. OBJECTIVES OF THE EXTERNSHIP PROGRAMME

2.1. GENERAL OBJECTIVE

While the objective of the externship programs is to provide students with practical legal experience and skills, the nature and breadth of those experiences and skills are varied among the different types of Externship Programmes. The following objectives are those that are common to every externship program types. They are intended to identify for both students and supervisors the educational experiences to which all students should be exposed during their externship.

- 🌈 **Legal Analysis**_Students should further develop the ability to cull pertinent factual data and analyse relevant legal principles in order to assess and justify the merits of alternative legal positions. Students should enhance their research and writing skills in meeting this objective. Students should also develop the ability to expeditiously and

effectively use appropriate research materials within the context of analysing specific legal problems.

-  **Problem Solving/Negotiation:** Students should further develop their abilities to find a common ground among competing points of view and work toward a solution acceptable to diverse interests.
-  **Professional Responsibility:** Students should develop the ability to recognize the ethical considerations that come into play as a practicing attorney or judge. Students should appreciate the sometimes-conflicting role of an attorney both as an advocate and as an officer of the court.
-  **Self-Awareness:** Students should begin to see themselves as productive members of the legal profession. Through their externship experience students can more closely focus upon those aspects of law practice in which they have an interest in order to help determine career paths.
-  **Communication Skills:** Students should have the opportunity to improve their ability to communicate both orally and in writing. As the audience changes, students should develop the facility to control and vary communication based on the particular audience (e.g. Judge, client, staff, attorney)

2.2. SPECIFIC OBJECTIVES

In addition to the general objectives, each category has other educational objectives that pertain to the particulars of the exposure the students receive.

Judicial Externship Objectives

-  Students learn legal process from the unique point of view of a sitting judge.
-  Students learn judicial decision-making by assisting the judge in ruling upon motions, cases, or evidentiary objections.
-  The drafting of legal memoranda and proposed rulings enhances students' research and writing skills.
-  Students come to understand the administrative pressures placed upon the judicial system and the use of alternative dispute resolutions techniques as a method of docket control.

Legal Aid Externship Objectives

- ✚ Students gain a deeper appreciation of the need for legal representation of persons who cannot afford legal representation on their own.
- ✚ Students learn to interview and counsel clients and to identify and explain to the client the pertinent factual and legal issues as well as available remedies.
- ✚ Students should enhance both their oral and written advocacy skills using all necessary resources to present the case or argument most favourable to the client.
- ✚ Students develop the ability to competently and successfully negotiate on behalf of the client.

Public Interest (Non-Profit) Externship Objectives

- ✚ Students gain an understanding of the role non-profit agencies play in promoting specific societal interests and how legal representation enhances that role.
- ✚ Students should enhance both their oral and written advocacy skills using all necessary resources to present the case or argument most favourable to the client.
- ✚ Students develop the ability to competently and successfully negotiate on behalf of the client.

Government Attorney Externship Objectives

- ✚ Students should obtain specific insight and particularized knowledge of the governmental office in which they work. Students learn the governmental policies served by the office as well as the social and political forces that impact upon those policies.
- ✚ Students should learn and experience a governmental entity as a client whose legal standing and interests are both similar and dissimilar to the private client.
- ✚ Students enhance their oral and written advocacy skills presenting matters on behalf of the government unit.

III. STUDENT ELIGIBILITY AND SELECTION

3.1. Student Eligibility

All full-time, including distance and continuing education, students are eligible for placement in Externship Programmes. The minimum requirement for students' eligibility for an

Externship Programme is the student should have completed all Core Courses as prescribed by the curriculum by the time he/she is applying for Externship Placement.

3.2. Selection Criteria

The selection criterion varies in some respects from externship to externship type. The Externship Director shall set up specific criteria for each type of Externship Programme in-addition to specific requirements from Externship placement organizations.

3.3. Selection Process

Students apply specifically to the Externship sites which interest them and which they meet the requirements of the position. Where desired by the Externship placement site, additional screening by way of interview may occur. The Externship Director will decide on the placements taking in to consideration the specific requirements of the placement sites, specific requirements, and student interests.

3.4. Registration

Students are responsible for ensuring timely completion and submittal of the Externship Agreement and Enrolment Form. The forms must be submitted to the Externship Program Director with in the applicable period to be eligible to participate in the Program.

Externship Programme Times:

-  Summer Externship: July-August
-  Semester 1 Externship: October-December
-  Semester 2 Externship: March-May

Externship Programme Application Schedule:

-  Summer Externship: June
-  Semester 1 Externship: September
-  Semester 2 Externship: February

Externship Programme Application Pack:

-  Externship Agreement & Enrolment Form
-  CV (Resume)
-  Proposed Type of Externship
-  Proposal identifying the main activities to implement during the period of the Externship Programme
-  Proposed Organization, if any

IV. EXTERNSHIP PROGRAM REQUIREMENTS & CREDIT ALLOCATION

Credit Hour Allocation

Students will be awarded 12 hours of academic credit upon successful completion of an externship program.

Time Requirement

For every 12 credits, students are expected to spend a minimum of 144 working hours during the semester. This equates to 12 hours per week during the 12-week Semester 1 & Semester 2 of the Externship Programme. During the summer semester the externship period will be 8 weeks and externs are expected to spend at least 18 working hours each week.

Writing Requirements

Students are also required to keep a report of their activities, which must be signed by the supervising attorney or judge and turned in to the Externship Program Director. This report must reflect the legal work performed by the students over a two-week period and should be a page in length, on average. Specifically, the students should describe and discuss the substantive legal and procedural issues on which they are working. At the conclusion of the program, students will produce written reports on their externship experiences. The reports should be a minimum of 5 pages in length and should include a brief summary of the activities they performed in their externship. The report should be keyed to the educational objectives of the externship and the student should discuss his/her experience in terms of each objective. Copies of work product that were developed during the semester should accompany the report. Students may redact confidential information from their work product, if necessary. The students should also discuss their own observations of the legal and/or judicial system at work. Additionally, the students should discuss the legal challenges encountered and if and how they were overcome.

Externship Evaluation

At the conclusion of the externship program, students will be responsible for evaluating the program. The evaluation will be submitted to the Externship Program Director on forms provided for that purpose.

Exemption

No exemption from the Externship Programme may be allowed to any regular student as part of its requirement for graduation. In exceptional circumstances, the dean or department head may allow qualified exemption upon the recommendation of the Externship Director.

Re-Take

- 1.1. Students who fail the course for the first time shall be eligible for an automatic re-take in the next externship programme time
- 1.2. Students who fail the course for the second time shall be eligible for re-take upon approval by the externship director and subject to one-year penalty.
- 1.3. Any student who discontinues an externship programme after being admitted

Grading

Students who successfully complete the full-time externship programme shall receive a letter grade for all the credits allocated above. The letter grades shall be calculated in the following matrix:

 A= 1, A= 12*1= 12	}	A Certificate of Completion with Honours may be issued to externs with outstanding performance
 B= 0.75, B= 12*0.75= 9		
 C= 0.50, C= 12*0.50= 6		
 D= 0.25, D= 12*0.25= 3		
 F= 0, F= 12*0= 0		

Numeric marks obtained by each extern shall be changed in to a letter grade on the following fixed scaling:

✚ **Greater Than 85% = A**

✚ **75% to 84% = B**

✚ **65% to 74% = C**

✚ **55% to 64% = D**

✚ **Less Than 55% = F**

The above numeric values shall be calculated from results obtained from the Field-Supervisor and Placement-Supervisor on the following share:

✚ **Field-Supervisor = 60%**

✚ **Placement-Supervisor = 40%**

V. ADMINISTRATION OF THE EXTERNSHIP PROGRAMME

1.1.Externship Director

A full-time academic staff member directs the Externship-Programme. The Externship Director reports to the Dean or Department Head.

1.2.Placement-Supervisor

Supervision Roles:

In most cases, the Placement-Supervisor will be the Externship Director or any academic staff member assigned for such purpose. Other academic staff members may supervise an extern subject to curricular needs and approval by the Externship Director. An academic staff shall be with the rank of lecturer to be approved as placement supervisor upon the approval by the externship director. An academic staff short of the above requirements may be assigned as placement supervisor for a proven practical experience.

✚ **Preliminary Responsibilities:** the Placement-Supervisor must meet with each extern under his/her supervision to review the goals and objectives of the externship before entering into the Statement and approval.

- ✚ **Orientation Component:** the Placement-Supervisor shall give orientation to externs before their scheduled departure to their respective organization. The purpose of the orientation component of the externship is to focus on themes, issues, skills, and experiences of common interest to students and other logistical issues
- ✚ **Evaluate Externs:** Placement-Supervisors must evaluate and grade each extern's performance in the course.

Administrative Responsibilities:

- ✚ **Communicate with the field supervisor:** The Placement-Supervisor must communicate with the field supervisor at three times during the externship. The first communication will be before the start of the externship to set the terms of the Statements; the second meeting will be during the semester for an interim progress report; and, the final meeting will be at the end of the externship for a final evaluation of the extern. It is the Placement-Supervisor's responsibility to initiate these communications.
- ✚ **Evaluate the field placement and field supervisor:** at least once per year, Placement-Supervisors will prepare a short written evaluation of each field placement used by their externs. These evaluations shall be submitted to the Externship Director.

1.3.Field-Supervisor

The primary purpose of externships is to provide the students with an educational experience through which they will come to understand in a significant way the legal system at work and to foster a real appreciation for the role which practicing attorneys and judges play in our legal institutions. It is imperative, therefore, that students work directly under the supervision of an attorney or judge and other legal professionals and those supervisors be fully informed of the educational objectives of the program.

Toward that end, each Field-Supervisor is informed in writing of the educational objectives and the supervisor responsibilities. No doubt students provide useful work to their externship placements; however, the primary benefit must be the meaningful education of the student.

The following provisions reflect the responsibilities of the Field-Supervisor.

-  **Externship Work Content:** Students are required to perform legal tasks, such as research, analysis, investigation, counselling or legal writing. Non-legal clerical or other tasks must be avoided. Students should be provided with an opportunity to discuss legal issues of concern in the externship with attorneys, judges, and other legal professionals at the placement. Students should be provided with an opportunity to meaningfully observe the inner workings of the legal system. The Field-Supervisor shall ensure such undertakings.
-  **Externship Supervision:** Initially students should be introduced to the work and role of the externship office, to the working environment, to available support resources, and to the attorney's, judges, and other legal professional's staff with whom the student will be working. The Field-Supervisor in every externship placement is required to be responsible for seeing that all work assignments of students are properly supervised. Proper supervision requires that each student be given adequate, appropriate, and considered direction in work assignments, including a sufficiently detailed description of the problem assigned, the time within which the work should be completed, some initial guidance, access to the appropriate resources, and the availability of the Field-Supervisor for further guidance if necessary. Although students are expected to be resourceful and take the initiative, students must not be assigned a project and then isolated. Substantial access to the Filed-Supervisor for guidance and advice must be an integral part of every externship experience.
-  **Evaluation:** Students should receive periodic constructive review of their performance in the program from the Filed-Supervisor, along with an opportunity to discuss broader issues that may go beyond the specifics of a single work assignment. At the completion of the externship period, Field-Supervisors are responsible for providing evaluations of the student's work on forms provided for that purpose. Such evaluation shall be submitted to the Externship Program Director and shall be shared with the student. In addition, it is advisable that an exit interview between the student and the Field-Supervisor take place to review all that has been accomplished during the program.

1.4.Externship Costs

No extern may be paid for his/her credited externship work. Out of pocket expenses may be reimbursed if approved by the Externship Director and depending on the financial regulation of the university.

VI. CODE OF CONDUCT

Regular Attendance

-  All externs have the responsibility to regularly attend all hours of work during the whole period of the externship programme as determined by this guideline.
-  No absenteeism is tolerated unless excused. Unexcused absence, as reflected from the weekly time sheet, shall result in reduced marking by the placement-supervisor.
-  All externs have the responsibility to notify the host institution about their absence in advance.
-  All externs have the responsibility to record hours missed and hours attended in the weekly time sheet attached in this guideline.

Punctuality

-  All externs have the responsibility to be on time for their externship work as determined by the host institutions working hours.
-  All externs are expected to respect working hours and break times of the host institution and maintain punctuality at any time

Work Habits

-  All externs have the responsibility to demonstrate the good character of professional traits while undertaking their externship works in the host institution. Externs during externship shall consider themselves as professional lawyers not students.
-  All externs shall respect the working rules and procedures of the host institution and shall at all time maintain professional ethics as prescribed by the host institution and respective government regulations for each category
-  All externs shall develop a collegial atmosphere in their respective host institution. Professional ethics and other work habits are part of the evaluation criterion by the Field-Supervisor.

Respect for Self and Others

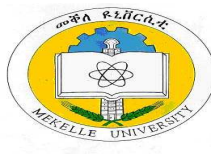
- ✚ All externs shall maintain at all time during the entire externship programme their good character and personality.
- ✚ All the externs have the responsibility to treat others in the host institution with respect and honesty. They shall maintain special relationship with the Field-Supervisor.
- ✚ All externs have the responsibility to respect the rights of others in the host institution.

Respect for Property

- ✚ All the externs have the responsibility to treat host institution property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others in the host institution.
- ✚ All externs shall respect host institution rules and procedures on the use of institutions' property for official work.

Confidentiality

- ✚ In your placement, you will have access to confidential and privileged information and materials. You are expected to hold in strictest confidence all information and materials received in the course of the externship placement that are not matters of public record and to adhere fully to the standards of professional conduct set forth in the Code of Professional Responsibility and the Rules of Professional Conduct legislations issued by the federal government and state governments.



MEKELLE UNIVERSITY COLLEGE OF LAW & GOVERNANCE

DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

SAMPLE EXTERNSHIP PLACEMENTS & RESOURCES

Judicial Externship:

- ✚ Federal Supreme Court (Including the Cassation Division)
- ✚ Federal High Courts (Addis Ababa & Direedawa)
- ✚ Federal First Instance Courts
- ✚ Regional Supreme Courts
- ✚ Regional High Courts
- ✚ Regional First Instance Courts
- ✚ Social Courts
- ✚ Labour Relations Boards (Federal & Regional)

Government Attorney Externship:

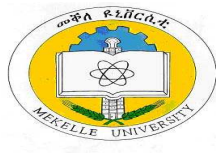
- ✚ Ministry of Justice
- ✚ Regional Bureau of Justice
- ✚ Zonal Prosecutor Offices
- ✚ Woreda Prosecutor Offices
- ✚ Legal Departments of Federal ministries, Corporations, Authorities, & Agencies
- ✚ Legal Departments of Regional Bureaus, Authorities, & Agencies

Public Interest (Non-Profit) Externship:

- ✚ Civil Society Organizations (Lists to be outlined)
- ✚ Professional Associations (Lists to be outlined)

Legal Aid Externship

- ✚ Legal Aid Centres In Universities
- ✚ University Legal Service Offices
- ✚ Private Attorney Offices
- ✚ Bar Associations
- ✚ Pro-Bono Institutions



MEKELLE UNIVERSITY COLLEGE OF LAW & GOVERNANCE

DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

EXTERNSHIP ENROLMENT & AGREEMENT FORM

Name: _____

Address: Telephone _____ E-mail _____

Status: Year _____ Semester _____ ID. No. _____

All Core Courses Completed: Yes

☐☐

Externship Sought: Summer

☐

Semester I

☐

Semester II

☐

Externship Type (Put numbers in order of preference):



Judicial

☐

Government

☐

Non-Profit

☐

Legal Aid

☐

Other, _____

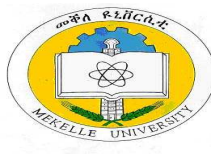
Externship Host Institution, If Any: _____

Address: Region _____ City _____ Telephone _____

E-mail _____ P.O.Box _____

I agree to the externship terms and conditions including the code of conduct if I am accepted to the Externship Programme.

_____	_____	_____
Name of Applicant	Signature	Date



MEKELLE UNIVERSITY COLLEGE OF LAW & GOVERNANCE

DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

EXTERNSHIP FIELD-SUPERVISOR'S EVALUATION FORM

Externship Placement_____

Field-Supervisor(s) Name_____

Student Extern Name_____

Lawyering Skills	N/A	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counselling					
Investigation					
Negotiation					
Other Skills_____					
Professionalism	N/A	Poor	Fair	Good	Excellent

Client relations					
Office and staff relations					
Professional ethics					
Initiative					
Judgment					
Toughness & Attention					
Dependability					
Attitude to criticism & supervision					
Productivity & time management					

STRENGTHS: Please describe the extern's contributions to your court or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

NEEDS IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general?

STUDENT FEEDBACK: Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check here _____ if you have done so.

Date

Signature of Field-Supervisor

Name & Title

THANK YOU!



MEKELLE UNIVERSITY COLLEGE OF LAW & GOVERNANCE

DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

EXTERNSHIP COMPLETION CERTIFICATE

Student Extern: _____

Time of Externship: Summer ☐ semester I ☐ semester II ☐

Number of Enrolled Externship Credit Hours: _____

Field-Supervisor: _____

Placement-Supervisor: _____

Field-Supervisor's Certification

As the Field-Supervisor for the listed Student Extern, I certify that the student performed, under my supervision, a minimum of 144 hours of work for the enrolled hour of externship credit.

Signature & Date: _____

Student's Certification

I certify that I performed a minimum of 144 hours of unpaid work for the enrolled hour of externship credit.

Signature & Date: _____

Placement-Supervisor's Certification

I certify that this student has completed all of the requirements to receive credit for his or her externship experience.

Signature & Date: _____



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DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

WEEKLY TIME SHEET

Student Extern: _____

Field-Supervisor: _____

Week of: _____

Date	Time	Activity

Total Hours: _____

I certify that this time sheet is an accurate report of the hours and activities I spent in my Externship placement for the week reported.

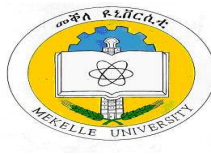
Signature of Student Extern

Date

I have reviewed this time sheet and verify that the hours and activities are accurately reported.

Signature of Field-Supervisor

Date



MEKELLE UNIVERSITY COLLEGE OF LAW & GOVERNANCE

DEPARTMENT OF LAW

EXTERNSHIP PROGRAMME

EXTERNSHIP PROGRAMME EVALUATION BY EXTERNS

Name: _____

Address: Telephone _____ E-mail _____

Status: Year _____ Semester _____ ID. No. _____

Externship Period: Summer ☐ Semester I ☐ Semester II ☐

Externship Type attended:

☐ Judicial

☐ Government

☐ Non-Profit

☐ Legal Aid

☐ Other, _____

Externship Host Institution: _____

Address: Region _____ City _____ Telephone _____

E-mail _____ P.O.Box _____

Roles & Responsibilities:

Total Hours Worked:

Was the externship beneficial?

Yes

☐

No

☐

BENEFITS: Please describe how the externship benefited you personally in integrating the “law in books” with the “law in action” and give some examples:

STRENGTHS: Please describe the positive sides of the externship programme:

NEEDS IMPROVEMENT: Please describe aspects of the externship programme which need to be improved including administrative issues:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general?

THANK YOU!