

Student Extern(s): \_\_\_\_\_

Placement Name: \_\_\_\_\_

Placement Supervisor(s): \_\_\_\_\_

#### Windsor Law Contact Information

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#### Externship Program

Windsor Law's Externship Program incorporates work-integrated and skills-based learning alongside critical reflection, self-directed personal and career planning, focus on ethical and professional practice, and engagement with access to justice in theory and practice. It is based on a model of experiential education, where students learn through experience, hands-on mentorship, and critical reflection on experience. Students are introduced to the practice of working as a lawyer, develop their self-directed learning, critical reflection, and professional identity. The following is a written understanding between two parties to the externship experience: the placement supervisor(s) and the Externship Director. It sets out the minimum standards expected of each in order for the student to successfully complete the externship program.

#### Roles and Responsibilities

##### *Placement Supervisor*

- Placement Supervisor will provide the Extern specific, individualized, and timely feedback.
- Placement Supervisor will meet with the Extern at least weekly. In addition to any standing meetings, the Supervisor will be available to meet with the extern as needed to provide support and feedback on assignments.
- The Placement Supervisor will actively direct, monitor, and mentor the Extern throughout the semester. They will provide clear deadlines and will receive ongoing guidance for managing the Extern's workload.
- Supervision may also be delegated to another lawyer at the placement, but the Placement Supervisor will provide primary oversight, help prioritize, and serve as the point person for the law school.
- The Placement Supervisor will ensure that the Extern is engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.
- As soon as practicable, the Placement Supervisor will review the nature of the student's work and the student's schedule.
- The Placement Supervisor will provide the Extern with adequate work space, a safe work environment, and research facilities. Externs may be asked to bring their own computer, as needed. Externs do not have to work on-site for the full 12 hours per week, but they should spend significant time at the work site.

##### *Externship Director*

- The Externship Director will be responsible for overseeing and guiding the academic research aspect of the Externship Program.
- The Externship Director will remain in regular contact, including site visits, with the externship site and the extern to ensure the quality of the educational experience.

- The Externship Director will be available as a resource to the Placement Supervisor should any concerns or issues arise.
- The Externship Director will conduct pre-placement training and regular check-ins with externs.

### Eligibility

- The Extern will be supervised by an active member of the Law Society of Ontario.
- In placements where externs are dealing with live-client legal cases, they must have access to an L1 licensed lawyer onsite with LawPro insurance.
- The Placement Supervisor must have no recent disciplinary action.

### Payment

- Externs should not be financially compensated for their work. Externs may be reimbursed by the Placement Supervisor for out-of-pocket expenses associated with the work performed. Externs should not be offered nor accept honoraria.
- The Externs will not be involved with the profit-making activities. Externs will not take placements that would otherwise be held by articling students.

### Ethics and Professional Responsibility

- Externs are expected to abide by the *Rules of Professional Conduct* and will be required to maintain the confidences of placement clients at all times.
- Students will not be permitted placement at an organization if they have worked there in the past in the same position.
- Students will not be permitted to complete placements with family members in positions of authority.
- Placement organizations must be compliant with Ontario's *Human Rights Code*. If a duty to accommodate involves incurring a cost, this will be considered on a case by case basis with Student Disability Services and Windsor Law. Externs will receive accessibility information from the Placement Supervisor.
- Authorship and ownership will be discussed and apportioned fairly to all research work, papers, and memos prepared by the Extern. The Placement will be permitted to use all work product in the course of its practice.

### Conflict Resolution

- Placement Supervisor will notify the Externship Director if the Extern is not performing competently at any time during the term.
- If an Extern is not attending their scheduled shifts, the Placement Supervisor will contact the Externship Director to discuss.
- If the Extern has demonstrated unprofessional conduct or is not completing assigned tasks, the Placement Supervisor will contact the Externship Director to discuss next steps and what appropriate measures can be taken.
- An Extern may approach the Externship Director about their concerns about the placement.
- Where appropriate, Windsor Law staff will intervene and address the issues with the student.

### Signatures

Placement Supervisor(s): \_\_\_\_\_

Date: \_\_\_\_\_

Externship Director: \_\_\_\_\_

Date: \_\_\_\_\_