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Externship Program

## Learning Agreement

## Introduction

This Learning Agreement must be filled out by the Extern and reviewed by the Placement Supervisor at the beginning of the placement. The Learning Agreement sets out what a student hopes to learn by the time they finish a placement. Because of the nature of practice, this Agreement might change throughout the term as new issues arise or the work changes. This is to be expected. The Placement Supervisor and the Extern will review this Agreement together at minimum three times – once at the beginning of the term, once mid-way through the placement, and once at the end.

## Instructions

* Students will complete each section of this form as much as possible. Each answer field is expandable allowing for as much information as necessary.
* The form will then be completed in consultation with the Placement Supervisor.
* Before the end of the first two weeks of the placement, the completed form should be sent as an email attachment as follows:
  + To: The Placement Supervisor and Tess Sheldon, Windsor Law Externship Director, at [tess.sheldon@uwindsor.ca](mailto:tess.sheldon@uwindsor.ca),
  + Cc: Stacey Marion, Windsor Law Clinical & Experiential Learning Coordinator, at [smarion@uwindsor.ca](mailto:smarion@uwindsor.ca).
* Both the Extern and Placement Supervisor should keep a copy on file for review and amendment as required.

|  |  |
| --- | --- |
| Student Name: |  |
|  |  |
| Placement Organisation: |  |
|  |  |
| Placement Supervisor: |  |
|  | Name, Title |
| Supervisor Email: |  |
|  |  |
| Placement Address: |  |
|  |  |

## Work Schedule

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Placement Start Date: | | |  | | | | | |
|  | | |  | | | | | |
| Approximate Placement End Date: | | |  | | | | | |
|  | | |  | | | | | |
| Approximate Hours/Week: | | |  | | | | | |
|  | | | Externs must complete a minimum of 144 hours  of work over the course of the term | | | | | |
| Planned Weekly Schedule: | | |  | | | | | | |
|  | Sun | Mon | | Tues | Wed | Thurs | Fri | Sat | |
|  |  |  | |  |  |  |  |  | |
|  | Start & End Time | | |  |  |  |  |  | |
| Placement hours should be spent at the placement organization as much as possible. Please indicate if the hours will be on- or off-site: | On-site  Off-Site | On-site  Off-Site | | On-site  Off-Site | On-site  Off-Site | On-site  Off-Site | On-site  Off-Site | On-site  Off-Site | |
|  | | |  | | | | | | |
| Should placement hours not be consistently scheduled, please explain: | | |  | | | | | | |
|  | | |  | | | | | | |

## Supervision

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| --- | --- |
| Indicate how many hours per week the student and supervisor will meet/speak (estimated): |  |
|  |  |
| Indicate from who else at the Placement Organisation the student can seek guidance or support (if relevant): |  |
|  | Name, Title |

## Learning Outcomes and Tasks

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| --- | --- |
| Provide a brief description of the main activities and tasks the student will likely complete by the end of the term: |  |
|  |  |

The following Learning Outcomes and Characteristics are common to all placements in the Externship Program.

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| --- | --- |
| **Course Learning Outcomes** | **Action Plan** |
| At the end of this course, the successful student will know and be able to: | The following is a list of placement tasks that contribute to the Learning Outcomes: |
|  |  |
| Apply legal knowledge learned in the classroom to workplace practice |  |
|  |  |
| Identify and apply the ethical and professional norms per the Law Society’s Rules of Professional Conduct, University and workplace policies, including critical perspectives on dominant ethical and professional norms |  |
|  |  |
| Reflect critically on the availability and quality of justice in the placement practice setting, as appropriate to diverse populations |  |
|  |  |
| Hone oral and written communication skills in the workplace, as appropriate to diverse populations and audiences |  |
|  |  |
| Adapt to the various roles of a lawyer in the workplace setting |  |
|  |  |
| Practice wellness and resilience strategies in the work place and identify barriers to wellness |  |
|  |  |
|  |  |
| Other goals and objectives should be filled in theabove box as needed | Other tasks related to the corresponding goalsand objectives should be filled in the box directly above |
| E.g. Improve on legal presentation skills | Assist in preparing for a community legal education seminar  Present section on accessing community legal services |
|  |  |

## Student and Supervisor Agreement

By signing this form, we the undersigned, approve of the information above and understand that the Externship Program has the following criteria:

* The student must have a designated supervisor during the placement and receive regular supervision, guidance, and feedback
* Placement hours must be completed within the months allotted for the term

The Placement Supervisor agrees to:

* Meet with the student at the start of the placement period to complete this Learning Agreement, discuss expectations and what the student hopes to learn/accomplish during the placement
* Work with the student to design and set placement goals and objectives
* Meet with the student regularly to discuss the organisation of tasks, the student’s progression, and offer direction
* Train and support the student to further develop competencies and skills
* Provide feedback on a Midterm Self-Evaluation completed by the student
* Provide feedback and a Pass/Fail grade for the End of Term Self-Assessment completed by the student
* Complete a program evaluation at the end of the term (this will be distributed via email)

The Windsor Law Extern agrees to:

* Behave in a professional and respectful manner at all times
* Adhere to the agreed hours of the placement and advise the Placement Supervisor of any absence due to illness or emergency situations

Submit hours weekly via the following link: <https://uwindsor.ca1.qualtrics.com/jfe/form/SV_4T1iKJsib3O6nRz> (this will be distributed via email as well)

* Comply with workplace policies, procedures, and safety protocols at all times
* Follow the regulations and guidance of the Placement Supervisor, unless it puts the student in a legal or ethical dilemma
* Remain available and responsive to communications from the Placement Supervisor and Windsor Law
* Attend group meetings, complete all assignments and submit to the Externship Director by the deadlines indicated

We, the undersigned, understand that all information, documentation, and feedback regarding the placement activities provided to or discussed with Windsor Law staff is subject to reporting to the Externship Director.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student |  | Date |  |  | If you are in agreement with the above Learning Agreement, check the box to the left and provide the date. |
| Placement Supervisor |  | Date |  |  | If you are in agreement with the above Learning Agreement, check the box to the left and provide the date. |
|  |  |  |  |  |  |

Please contact Tess Sheldon, Externship Director at Windsor Law ([tess.sheldon@uwindsor.ca](mailto:tess.sheldon@uwindsor.ca), (519) 253-3000 ext. 2943) should there be any questions regarding this placement.

Personal information on this form is collected under the authority of the University of Windsor Act, 1962 and will be used for the purpose of administering the university-student relationship and organising experiential placements offered by the Faculty of Law. Questions about this collection should be directed to the Experiential Learning Coordinator, Faculty of Law, University of Windsor | 401 Sunset Avenue, Windsor ON N9B 3P4 | (519) 253-3000 ext. 4297.

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| Drafted | 1 Mar 2018 |
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| Faculty Council Report | 23 May 2018 |
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| Updated | 12 Feb 2019 |