



THOMAS R. KLINE
SCHOOL OF LAW

Tribone Center for Clinical Legal Education

Externship Handbook

Fall 2026 - Spring 2027

Course Requirements, Policies and Forms

**JOURNALS AND TIMESHEETS MUST BE RECEIVED BY 4:30 P.M. ON
THE LAST DAY OF THE SEMESTER IN ORDER TO EARN CREDIT.**

The Basics:

- All externships must be approved in advance by Prof. Rebecca Edmiston, Externship Supervisor.
- Students must complete the Externship Application available online or near the end of this document as soon as they have been accepted by a site. Once the completed Externship Application is received, the externship office will determine if it is to be approved. If approved, the registrar's office will be notified by the externship office.
- Students participating in hybrid or remote externships must obtain approval in advance from the externship supervisor.
- **Journal topics and due dates will be provided by the individual seminar professors.**
- All externships are graded Pass/Fail.
- If you have a pending or secured externship, you must attend one of the mandatory orientation meetings during the first week of the semester.
- Externs can only earn academic credit for work performed. Monetary compensation is prohibited.
- The enclosed Memorandum of Understanding is due within the first two weeks of work.
- Timesheets must be exported for signature by a supervisor who is an active member of the bar or credit will not be given for those hours. Signed hours must be submitted by uploading back into 12Twenty and saved under the documents tab in 12Twenty. Timesheets that are not descriptive will be returned.
- Students must submit journals to their seminar professor or uploaded into Canvas.
- It is *the extern's responsibility* to submit all required documents on time.
- **PLEASE KEEP A COPY OF ALL YOUR TIMESHEETS AND JOURNALS.**

Contact Information:

**Tribone Center for Clinical Legal Education
912-914 Fifth Avenue
Pittsburgh, PA 15219
412-396-4704**

STUDENT INFORMATION

1. Eligibility. Second and third-year law students with a cumulative GPA of 2.0 or higher are eligible to participate in an externship. Students with an overall GPA **below a 2.0** may be ineligible for participation at an approved placement, and should notify the externship supervisor at the first appointment to determine eligibility. Students must meet with Prof. Rebecca Edmiston, Externship Supervisor, before an externship can be approved.

2. Externships. PLACEMENTS MUST BE UNPAID. New externships can be approved if they provide a significant opportunity not otherwise available, meet clinical educational objectives and department standards, and afford adequate field and faculty supervision. The process of approving a new placement can be lengthy. Students seeking approval of a new placement are encouraged to contact the Tribone Center the semester prior to receiving credit.

3. Credit. Hours cannot be accrued during travel time, lunch, breaks, or holidays. Credit can be granted only after satisfactory completion of 46 hours of work for 1 credit, 93 hours of work for 2 credits and 140 hours of work for 3 hours of credit. For externships in excess of 3 credits, including students seeking to continue at the same placement for additional credit, students must confer with the externship supervisor and seek approval. No more than 18 non-classroom credits may be counted towards the J.D. degree. The Financial Aid office will be able to inform a student of the cost per credit, and financial aid may be dependent upon the number of credits assigned. For questions about tailoring an externship program in view of financial aid considerations, particularly for summer externship programs for which students are responsible for tuition costs per credit as defined by Thomas R. Kline School of Law of Duquesne University, please contact the Financial Aid office.

4. Seminar requirements. Concurrent enrollment is required in a corresponding seminar. Students who have previously been enrolled in an externship must also complete a seminar. Students will be placed in the appropriate seminar when they submit their registration paperwork. Seminar hours DO NOT count towards externship hours.

5. Reporting requirements. Externship hours must be entered into the 12Twenty software on a weekly basis. Printed hourly reports should be downloaded at least bi-weekly and after signature from the supervising attorney uploaded under the documents tab in 12Twenty.

6. Evaluations. Field supervisors are to complete mid-term and final evaluations of their externs. The mid-term evaluation is intended to encourage discussion between the extern and supervisor about the externship's direction and progress. The final evaluation is completed by the supervisor alone. Externs must also complete a Student Externship Evaluation at the end of the externship.

EXTERNSHIP COURSE REQUIREMENTS

1. Memorandum of Understanding Agreement (enclosed)

- The Memorandum of Understanding Agreement must be signed by you and your supervising attorney and returned to Ms. Licciardello within the first 2 weeks of the externship placement.

2. Course Components

- Perform all hours
- Submit weekly hours
- Submit bi-weekly signed timesheet reports
- Submit timely journals
- Submit evaluations
- Attend corresponding externship seminar

3. Hours

- Orientation and training hours at your placement count towards your hourly requirements.
- All hours must be completed at your placement site or credit will not be awarded for time spent traveling to and from the externship and time spent on break.
- Students are not allowed to work in environments where they are not directly supervised by an attorney. If in doubt, consult Prof. Edmiston for guidance.
- It is your responsibility to provide your supervisor with your schedule including: The days and times you will work, any time you plan to take off (e.g., spring break), and when you plan to complete your hours.

4. Timesheets

- The earliest date to record hours is the first day of class.
- Timesheet reports are due bi-weekly. If you foresee a problem, you must notify Professor Edmiston or Ms. Licciardello. At the discretion of the externship supervisor, timesheets that are late may not be counted.
- Timesheet reports must be signed by your supervising attorney, not a paralegal or a secretary.
- Unsigned timesheet reports will not be accepted. The hours will not count.
- The "Description of Activity" section must be completed. One to two sentences will suffice.
- Hours are to be reported **in quarter increments, i.e. .25, .50, .75.**
- Working lunches may be counted.
- The last date to earn hours is the last day of exams.
- **Keep copies of all timesheets for your records.**

5. Reflective Journals

- All journals are kept confidential and will only be read by the externship seminar professors.
- Journals must be prepared according to the confidentiality policies of your placement.
- Journals are required, but may not be counted towards externship hours.

6. Seminars

- Attendance will be taken. It is your responsibility to find out the allowable number of absences from the professor.
- Semester-long attendance is required even if your externship is completed early.

7. Evaluations

- It is your responsibility to meet with your supervising attorney to discuss your Mid-Semester Performance Evaluation as well as reminding your supervising attorney to complete the same.

- The Student Externship Evaluation contained in this packet is due at the end of your externship.
- Your supervising attorney will also complete a Final Performance Evaluation when your externship has been completed. You need not be present for this evaluation.

8. Grading

- A passing grade will only be given when all the following criteria are met;
 - i. All fieldwork hours are completed and documented.
 - ii. All journals are received.
 - iii. A favorable Mid-Semester and Final Performance Evaluation from the supervising attorney has been received.
 - iv. The Student Externship Evaluation has been received.
 - v. Students have attended the required number of seminars.

9. Problems

- If students encounter any problems at their placement they should **immediately** contact the Externship Supervisor, Prof. Rebecca Edmiston at 412-396-1686 or edmistonr@duq.edu. All comments will be kept confidential.

EXTERNSHIP COURSES

SEMINARS

A corresponding seminar must be taken in conjunction with all externships. Seminars meet every other week. Time in the seminar class does not count towards externship hours, but is required. Students will not receive a passing grade in their externship without completing the appropriate seminar.

If there is a time conflict between a student's corresponding seminar and another class, the Clinical Programs Office will seek to place the student in a seminar that works best. As the seminar is an ABA externship requirement, only under special circumstances may the seminar be waived. Decisions are made on a case-by-case basis by the Clinical Programs Office.

THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY

Memorandum of Understanding

The Thomas R. Kline School of Law of Duquesne University Externship Program is an integral part of the academic curriculum and provides an experiential learning opportunity that exposes students to the practice of law beyond the classroom. The program allows law student externs, field placement supervisors (supervising attorneys), and advising faculty members to engage in a collaborative learning experience. The law school recognizes the value that externship placements provide students by incorporating real-world experiential learning into the curriculum to cultivate skilled and knowledgeable students with the competencies, learning, and professionalism to excel. The law school recognizes and appreciates that the uniqueness and success of this program rests upon the efforts and quality of the skilled field placement supervisors. We hope that our externship program will benefit both you and our student. This memorandum describes the roles and responsibilities of the parties to this agreement, as set forth below:

Statement of Educational Objectives

Thomas R. Kline School of Law of Duquesne University provides its students with opportunities to work and learn in a variety of settings outside the law school. Students are permitted to earn academic credit by participating in legal work under the supervision of attorneys in government agencies, judges' chambers, non-profit organizations, and select for-profit placements. Such experiences are intended to help Thomas R. Kline School of Law of Duquesne University students develop a wide range of skills and to enrich the learning that takes place in doctrinal courses. In addition, externships promote students' professional and career development, by introducing them to legal organizations and institutions. The educational goals of Thomas R. Kline School of Law of Duquesne University's Externship Program are as follows:

❑ *Development of Lawyering Skills*

Placements should offer opportunities for students to understand and develop some of the basic competencies required for legal practice e.g.

- | | | |
|---------------------------------|---------------------|---|
| • legal & factual research | • client counseling | • case planning & strategizing |
| • written & oral communication | • negotiation | • cultural competency and collaboration |
| • client & witness interviewing | • investigation | |
| | • time management | |

❑ *Development of Professional Identity*

Consideration of the lawyer's professional role and accompanying responsibilities, relevant ethical rules and attendant compliance, and identification of professional values beyond codified rules.

❑ *Development of Self-Evaluative Skills*

Placements should provide students opportunities for active learning through experience, feedback, and reflection.

❑ *Analysis of Legal Systems and Institutions*

Placements should provide students opportunities to analyze and assess various legal institutions and systems—including but not limited to the organizations within which students perform their fieldwork.

Roles and Responsibilities

A. Field Placement Supervisor:

1. The field placement supervisor will make reasonable efforts to provide the opportunity to observe substantive legal work that is of the same level of rigor and complexity as would be assigned to a first-year lawyer in the same office. This legal work should normally include several of the following:

- conducting legal research
- conducting factual investigation and research
- drafting legal documents, such as letters, pleadings, orders, and briefs
- participating in or attending a negotiation session or settlement conference
- participating in preparation for a hearing, deposition, or similar proceeding
- preparing comments on proposed agency regulations or preparing testimony for an administrative agency hearing
- participating in or attending sessions in which the lawyers counsel clients of the host organization

2. The field placement supervisor will arrange for access to the resources necessary to work and learn effectively, including an adequate work space.

3. The field placement supervisor will give the law student extern assignments chosen for their educational value, making all efforts to exclude to the extent possible purely clerical, secretarial or paralegal work that is of little or no instructional value or is otherwise incommensurate with law school credit.

4. The field placement supervisor will comply with Department of Labor regulations and the Fair Labor Standards Act.

5. The field placement supervisor will give clear communication concerning assignments, will generate and offer feedback regarding the law student extern's work product, and should provide training, mentorship and opportunities to shadow other attorneys in their work, and arrange for the law student extern's meaningful inclusion in the larger life and mission of the office, including meetings, conference calls, hearings and other available opportunities for learning.

6. The field placement supervisor will promptly notify the Externship Supervisor, as above, if the law student extern fails to meet their responsibilities as set forth below in Part D.

7. The field placement supervisor will help arrange for a visit by the advising faculty member or other agent of the law school to the field placement, if requested.

8. During the externship, the field placement supervisor will provide evaluations of the law student extern's educational experience and performance using the Field Placement Supervisor's Mid-Term Evaluation and at the end of the externship by using the Field Placement Supervisor's Final Evaluation.

**DUQUESNE UNIVERSITY SCHOOL OF LAW
CONFIRMATION OF EXTERNSHIP OFFER**

To be completed by the employer

I am authorized to offer an externship position to: _____

for the semester beginning: _____

Name of supervising attorney or judge: _____

Title: _____

Agency/Organization/Law Firm: _____

Address: _____

Phone: _____ Fax: _____

Email (voluntary): _____

Signature of Supervisor: _____

B. Program Supervisor

1. The Program Supervisor will communicate the Externship Program's requirements, including those of the American Bar Association Standards, the Law School Externship Policy, and other guidelines, to the law student extern and the field placement supervisor, and will ensure that the externship meets these requirements.
2. The Program Supervisor will enforce rules and expectations of the externship regarding professionalism and workplace conduct, with measures up to and including removal of a law student extern from an externship.
3. The Program Supervisor will administer classroom sessions for the law student extern during the externship semester.
4. The Program Supervisor will visit the field placement, or will arrange for a visit by another agent of the law school, or any other such person, as required by the ABA Standards or the Thomas R. Kline School of Law of Duquesne University Externship Policy, or if the advising faculty member considers it appropriate under the circumstances.

Signature of Law School Representative

Date

C. Advising Faculty Member

Where applicable, the advising faculty member will provide the student with contemporaneous faculty-guided reflection through contemporaneous classroom sessions.

D. Law Student Extern

The Thomas R. Kline School of Law of Duquesne University extern agrees to:

1. Be familiar with, and comply with, all Thomas R. Kline School of Law of Duquesne University Clinical Programs policies and procedures as set forth in the document provided to the student entitled *Thomas R. Kline School of Law of Duquesne University Externship Handbook* as well as with any other requirements or policies contained in the Law School Academic Bulletin.
2. Be fully aware of professional and ethical obligations at all times in the externship workplace. The law student extern agrees to adhere to the Confidentiality Policy of the Clinical Programs, as well as to familiarize themselves with, and adhere to, the confidentiality policy of the externship workplace. The Confidentiality Policy of the Clinical Programs is as follows: "Externs shall not reveal information designated as confidential by their supervisor. Externs shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure or identity of a case or client without the express advance authorization of their supervisor. Externs shall redact all written work submitted to the Clinical Programs office to preserve confidentiality."

I, (name of law student) _____ agree that my externship with _____ will begin _____ and end _____. I will not alter these dates without obtaining the express consent of my supervisor and Professor Rebecca Edmiston, Externship Supervisor. I agree to work ____ hours per week. I agree not to discontinue my externship for any reason without first obtaining the permission of the Clinical Programs office.

I understand that it is solely my responsibility to submit all documents on time that are required to complete this externship course. It is solely my responsibility to verify with the Clinical Administrator that I have completed all course requirements on or before the last due date for the semester or summer session.

I understand that I will not receive credit for my externship unless and until this document is signed by me and my supervisor and I comply with the other requirements of the Clinical Programs office.

I have read this *Memorandum of Understanding* and understand and agree to comply with it. I understand that my signature reflects my agreement with the terms herein. I also acknowledge receipt of and understand and agree to comply with the document entitled *Thomas R. Kline School of Law of Duquesne University Externship Handbook*.

Signature of Student

Date

THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY
EXTERNSHIP APPLICATION

- 1) Prior to completion of this form, students must consult with the Externship Supervisor, Professor Rebecca Edmiston.
- 2) Good academic standing and a minimum cumulative G.P.A. of 2.0 are required for externship registration.
- 3) Participation in an externship will be at the discretion of the Externship Supervisor.
- 4) Attendance and participation in a corresponding Externship Seminar is required unless waived.
- 5) Once registered for externship credit, students may not drop an externship unless they have submitted a petition to the Externship Supervisor and Clinic Director and received approval to do so.
- 6) Students may not participate in a clinic and an externship at the same time without prior approval from the Clinic Director and Externship Supervisor.

Registration for: Fall ____ Spring ____ Summer ____ **Student Year:** ____ **#Credits** ____

My externship is: Remote ____ In person ____ Hybrid ____ (if hybrid what % is remote) ____

Name: _____ **ID#:** _____ **2D/3D/2E/3E/4E/4PTD**

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Message Phone:** _____

E-mail Address: _____

Prerequisites/Related Courses Completed (check all that apply):

____ Bankruptcy	____ Corporations	____ Evidence	____ Mediation
____ Con. Law	____ Entertainment	____ Immigration	____ Securities Reg.
____ Copyright	____ Environmental	____ Juvenile	____ Trial Practice

Other related courses: _____

Externship Information: *(Complete & Accurate information is required)*

Agency: _____

Department/Division/Judge: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Supervisor: _____ **Title:** _____

Phone: _____ **Fax:** _____

E-mail: _____ **Anticipated Work Days:** M__T__W__TH__F__

Start Date: (mm/dd/yy) _____ **End Date:** (mm/dd/yy) _____

Students may not participate in a clinic and an externship at the same time without prior approval from the Clinic Director and Externship Supervisor.

Student's Signature: _____ **Date:** _____

Your signature indicates you wish to be officially enrolled and that you have read and agree to the rules and regulations in the Academic Policies and Procedures.

ADMINISTRATIVE USE ONLY

G.P.A. Verified _____
Confirmation Offer Rec'd _____
Confirmation to Supervisor _____

COURSE _____
CREDITS _____
SEMINAR _____

Notes: _____

Sent to Records: _____

Externship Supervisor's Approval: _____

**THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY
CONFIRMATION OF EXTERNSHIP OFFER**

To be completed by the employer

Please complete this form and mail or fax it back to Thomas R. Kline School of Law of Duquesne University (address below). You may also email confirmation of an offer to the Prof. Rebecca Edmiston, edmistonr@duq.edu. Please be sure to include all of the following information.

I am authorized to offer an externship position to _____

for the semester beginning _____

I have read the general requirements of externship providers and reporting requirements provided by Duquesne University School of Law and certify that these requirements will be satisfied.

In the event of a COVID-19 emergency, I am able/unable (select one) to provide the student sufficient remote work to complete their externship hours.

Name of supervising attorney or judge: _____

Title: _____

Agency/Organization: _____

Address: _____

Phone: _____ Fax: _____

Email (voluntary): _____

Signature of Supervisor

Fax or Mail to:

Rebecca B. Edmiston, Esquire
Thomas R. Kline School of Law of Duquesne University
Tribone Center for Clinical Legal Education
600 Forbes Avenue
Pittsburgh, PA 15282
Phone: (412) 396-1686
Fax: (412) 396-5287
edmistonr@duq.edu

THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY
Mid-Semester
Student Extern Performance Evaluation

Student: _____
Agency: _____
Supervising Attorney: _____

Please comment with respect to the factors listed below where appropriate.

Quantity – Amount of work performed; completion of work on schedule.

Quality – Accuracy; neatness; thoroughness; amount of revision necessary.

Work Habits – Punctuality; attendance; observance of rules and regulations.

Personal Relations – Getting along with fellow employees; meeting and handling the public; grooming.

Adaptability – Performance in new situations or with minimum instructions; initiative (e.g., suggestions, constructive criticism.)

Progress – Speed and thoroughness of learning; efforts at self-improvement.

Ability to Write Effectively

Interviewing Ability (if applicable)

Comments and Goals

Field Supervisor's Signature

Position

Date

Student's Signature

Date

(Revised 2/25/2025)

THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY
Student Externship Evaluation

NAME: _____

TERM & YEAR: _____

EXTERNSHIP NAME (include judge, dept./division): _____

SUPERVISOR(S): _____

At the completion of your externship, please complete this form as candidly and thoroughly as possible. It will not be shown to your supervisor. The information will be used by the faculty and administration to evaluate your externship experience and to assist future students. CREDIT WILL NOT BE GRANTED FOR YOUR EXTERNSHIP WORK UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE CLINIC. OUR FAX IS (412) 396-5287 or email: licciardellos@duq.edu.

1. PLEASE DESCRIBE YOUR WORK IN THE EXTERNSHIP PLACEMENT:

2. WHAT COURSES DID YOU FIND HELPFUL IN PREPARING YOU FOR THIS EXTERNSHIP?

3. WHAT COURSES, IF ANY, DO YOU THINK MIGHT HAVE BETTER EQUIPPED YOU TO LEARN FROM THIS EXTERNSHIP?

4. WAS YOUR WORK ASSIGNED BY ONE SUPERVISOR OR BY VARIOUS SUPERVISORS INDEPENDENTLY FROM ONE ANOTHER?

5. DID YOU EXPERIENCE DIFFICULTIES IN GETTING WORK ASSIGNED TO YOU? IF SO, PLEASE EXPLAIN:
6. PLEASE IDENTIFY YOUR SUPERVISORS AND COMMENT ON THE CLARITY OF THEIR GUIDANCE OR INSTRUCTION; THE TIMING AND HELPFULNESS OF THEIR FEEDBACK AND THEIR ACCESSIBILITY TO YOU AND THEIR ABILITY OR DESIRE TO DELEGATE SUFFICIENT RESPONSIBILITY AND INDEPENDENCE TO ENABLE YOU TO HAVE A MEANINGFUL LEARNING EXPERIENCE:
7. PLEASE DESCRIBE THE ATMOSPHERE (E.G. FORMAL? BUSY? RELAXED? INTENSE?) OF THE PLACEMENT:
8. PLEASE DESCRIBE YOUR WORKLOAD (TOO LIGHT? TOO HEAVY? WELL MANAGED?)
9. WHAT DO YOU FEEL ARE THE MOST SIGNIFICANT THINGS YOU LEARNED IN THIS EXTERNSHIP?
 - ABOUT THE PROFESSION?
 - ABOUT YOURSELF?
 - OTHER?

10. WOULD YOU RECOMMEND CONTINUING THIS PLACEMENT IN THE EXTERNSHIP PROGRAM? PLEASE EXPLAIN YOUR ANSWER.
11. HOW WOULD YOU RATE THIS EXTERNSHIP EXPERIENCE COMPARED TO OTHER COURSES?
- _____ One of the best in school
- _____ Good
- _____ Average
- _____ Below Average
- _____ Unacceptable
12. WHAT ADVICE WOULD YOU OFFER A STUDENT CONSIDERING THIS PLACEMENT?
13. WHAT CHANGES, IF ANY, WOULD YOU SUGGEST BE MADE IN THE EXTERNSHIP PROGRAM?
- CLINICAL STAFF AND ADMINISTRATION?
 - REQUIRED CONCURRENT COURSE, IF ANY?
 - FACULTY ADVISORS, IF ANY?

THOMAS R. KLINE SCHOOL OF LAW OF DUQUESNE UNIVERSITY

EXTERNSHIP SUPERVISOR'S FINAL EVALUATION FORM

Externship Placement: _____

Field Supervisor(s): _____

Student Extern: _____

2D, 2E, 3D, 3 PTD, 4E, 4PTD (circle one)

LAWYERING SKILLS	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills					
PROFESSIONALISM/ WORK HABITS	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					
Dependability					
Attitude toward Supervision, Criticism					

STRENGTHS: Please describe the extern's contributions to your chambers 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 or ways we might assist you better in the future?

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

_____ I have reviewed this evaluation with the student.

Date: _____

Thank you for participating in the Thomas R. Kline School of Law of Duquesne University Externship Program. Please return the completed form to:

S. Beth. Licciardello, Office Manager
Thomas R. Kline School of Law of Duquesne University
Tribone Center for Clinical Legal Education
600 Forbes Avenue
Pittsburgh, PA 15282
licciardellos@duq.edu
(412) 396-4704
(412) 396-5287 fax