1. Review all course requirements as contained in the Supervised Externship Information Packet. This packet is posted on the law school’s website and TWEN. Each student must sign up on TWEN for this course.

2. **All required paperwork and forms must be submitted in a hard copy format delivered to the CAAS Suite, Room 370 of the law school. Please retain a copy of all paperwork submitted to CAAS.**

2. Submit the Supervised Externship Agreement signed by your supervisor to the CAAS office by the end of the first two weeks of the start of the semester.

3. There will be four fifty-minute tutorials for the class during the semester. Each student must attend at least two of these sessions, even if the student has a prior or additional contemporaneous externship.

   The tutorials will be held at 5:00 p.m. on the following dates: Monday, September 19, 2016, Tuesday, October 4, 2016, Wednesday, October 19, 2016, and Thursday, November 17, 2016.

   The subject of each tutorial will be sent by email and/or posted on TWEN. You must attend the required number of tutorials during this semester. Please sign an attendance sheet at each tutorial.

4. Each student must arrange for his or her supervisor to provide a written mid-semester evaluation of the student’s work to the CAAS office, or to me by email, no later than October 14, 2016.

5. Each student must meet with me for fifteen minutes during the semester, to discuss how the externship is progressing. You will be notified by email about sign-up times, when can be done on TWEN.

6. Time incurred during travel to and from the Supervisor’s office may not be included in the computation of the work hours requirement.

6. **TO RECEIVE CREDIT FOR THE COURSE, you must submit the following documents to the CAAS office by December 19, 2016:**

   (a) the Supervised Externship Agreement signed by your Supervising Attorney;

   (b) a written mid-semester evaluation from your Supervising Attorney;
(c) a writing sample from your externship;

(d) a two to three page summary of your externship experience (the type of work you did, what you learned, what skills you used or improved upon, interaction and feedback from supervisors, what you liked/didn't like, how the office functioned, whether you would recommend that office to other students, etc.)

(e) your hours log approved by the Supervising Attorney;

(f) a final written evaluation by the Supervising Attorney.

Please do not hesitate to contact me should you have questions or need additional information.

Email is the best way to reach me.

Judge Karen A. Henenberg, Retired  khenenberg@gmail.com