

Supplemental Template for Virtual and Remote Externship Placements

Questions for Potential and Current Externship Site Supervisors:

1. Amount and Quality of Work:

- a. Will you be able to assign the extern meaningful legal work that can be completed remotely?
 Yes
 No
- b. Will the amount of meaningful legal work you have to assign allow for the student to complete the number of fieldwork hours required?
 Yes
 No
- c. Is there meaningful legal work that normally doesn't get done that could be done remotely?
 Yes
 No

2. Opportunities to Observe/Participate:

- a. Will the student be able to have meaningful observational and interactive experiences (i.e. attending meetings, observing court, speaking with clients, shadowing attorneys, networking)?
 Yes
 No
- b. Does your office have the technology to include the extern in conversations and meetings remotely?
 Yes
 No

3. Networking and Social Interaction:

- a. Will you be able to provide the extern with remote networking and mentoring opportunities?
 Yes
 No
- b. Will you be able to include the extern in informal office interactions such as lunches, coffee hours, social gatherings?

Yes

No

- c. Do you have a plan for introducing the extern to other attorneys, staff, and externs at the office, as well as a plan to facilitate continuing interactions?

Yes

No

4. Regular Communication Plan and Meaningful Feedback:

- a. Will you hold a weekly meeting (or more frequent) with the extern, where the student receives assignments, has an opportunity to ask questions, and reviews priorities and deadlines?

Yes

No

- b. Will you provide meaningful virtual feedback to the extern, ensuring that you discuss how the extern is doing overall and on specific assignments, at several points during the semester?

Yes

No

- c. Will you discuss your own and the extern's preferred medium for communicating (telephone, email, chat, text, and videoconference)?

Yes

No

5. Schedule:

- a. Does your extern's schedule match your schedule? (i.e. time zones often pose a challenge to a good placement fit)

Yes

No

6. Confidentiality Considerations:

- a. Does the externship site cover the special challenges of confidentiality presented by working remotely (a quiet, private place to work, a workspace that is out of earshot of housemates, documents storage and retention) that might impact the student's externship?

Yes

No

7. Remote Access:

- a. Will the extern have access to necessary documents and systems (i.e. VPN) in a way that protects confidentiality and addresses security concerns?
 - Yes
 - No
- b. Will the extern have access to a shared drive or email account?
 - Yes
 - No
- c. Will the extern need a laptop or other equipment to be able to work for you?
 - Yes
 - No

8. Technology:

- a. Do you have a plan for ensuring the extern receives training on your office technology, including whom to contact if there are technical issues?
 - Yes
 - No
- b. Do you have a back-up plan if technology fails on a particular day?
 - Yes
 - No
- c. Does your site require particular technology skills?
 - Yes
 - No

9. Contingency Planning:

- a. Do you have a designated person (or persons) the extern should contact if you are unavailable?
 - Yes
 - No
- b. Is there a supervising attorney or judge who could take over supervision of the externship if the supervisor is unavailable for an extended period of time?
 - Yes
 - No
- c. Do you have alternate or longer term assignments available if you're unable to provide the student with assignments, as planned?
 - Yes
 - No

10. Remote v. In-Person:

- a. If allowed by local or state rules, will the student be able to report to the externship site and/or to meet the supervising attorney in person?
 - Yes
 - No
- b. If the student is uncomfortable with meeting in-person, will that pose any difficulties for you or your office?
 - Yes
 - No
- c. Do you have a plan for migrating from remote to in-person, or vice versa, if required?
 - Yes
 - No

11. Orientation:

- a. Will the site provide a virtual orientation to cover whatever information the extern needs, as well as cover aspects of the externship that have changed due to remote work?
 - Yes
 - No

12. Training and Experience with Remote Work:

- a. Has the externship site received any training on remote supervision of students?
 - Yes
 - No
- b. Do the externship supervisors have any previous experience supervising employees remotely?
 - Yes
 - No
- c. Do the externship supervisors have any previous experience supervising students who are working remotely?
 - Yes
 - No
- d. Are you willing to participate in training from the externship faculty on remote work if offered?
 - Yes
 - No

Questions for Potential Externship Students:

1. **Work Experience:** Think about the skills or opportunities you are hoping to gain from an externship.
 - a. Can you get the experience you are hoping for if it is remote (i.e., if you want to appear on the record, can you do that remotely? If you want to meet with clients, can you do that remotely?)
 - Yes
 - No

2. **Opportunities to Observe/Participate:** Some of the best learning happens in the observation.
 - a. Are you able to attend meetings, observe court, speak with clients or stakeholders, shadow attorneys, and the like?
 - Yes
 - No
 - b. Does your office have the technology to include you in conversations and meetings remotely?
 - Yes
 - No

3. **Networking and Social Interaction:**
 - a. Will the office provide you with remote networking and mentoring opportunities?
 - Yes
 - No
 - b. Will the office include you in informal interactions so you will get to know your supervisor(s) and others at the office, such as lunches, coffee hours, social gatherings, and the like?
 - Yes
 - No
 - c. Does the office have a plan for introducing you to other attorneys, staff, and externs at the office, as well as a plan to facilitate continuing interactions?
 - Yes
 - No

4. **Communication:** In our experience, communication needs to be more deliberate when working remotely. As such, we're asking supervisors to schedule, at least, a weekly standing meeting where it will be your responsibility to create the agenda.

- a. Are you willing to insist on this interaction to ensure you get the most out of your externship?
 - Yes
 - No
- b. Are you willing to share your preferences for communication with your supervisor (telephone, email, chat, text, or videoconference), including asking to meet via video conference at least occasionally?
 - Yes
 - No

5. **Schedule:**

- a. Does your schedule match your proposed Supervisor's schedule so you can seek timely guidance? (i.e. time zones often pose a challenge to a good placement fit)
 - Yes
 - No

6. **Confidentiality Considerations:**

- a. Do you have concerns about your remote working environment that might influence the externship (a quiet, private place to work, a workspace that is out of earshot of housemates)?
 - Yes
 - No

7. **Remote Access:**

- a. Will you have access to necessary documents and systems (i.e. VPN) in a way that protects confidentiality and addresses security concerns?
 - Yes
 - No
- b. Will you have access to a shared drive or email account?
 - Yes
 - No
- c. Will you need a laptop, and if so, do you have one?
 - Yes
 - No

8. Technology:

- a. Will your office give you training on office technology, including whom to contact if there are technical issues?
 - Yes
 - No
- b. Do you have a back-up plan if technology fails on a particular day?
 - Yes
 - No
- c. Does your site require particular technology skills?
 - Yes
 - No

9. Contingency Planning:

- a. Do you know the requirements of our Externship Program, as well as the flexibility of our hours requirements should you need to make up hours?
 - Yes
 - No
- b. Do you know how to notify your site if you are sick or otherwise not able to work on a particular day?
 - Yes
 - No
- c. Does your office have a designated person (or persons) you should contact if your supervisor is unavailable?
 - Yes
 - No
- d. Is there a supervising attorney or judge who could take over supervision of the externship in the unfortunate circumstance where a supervisor falls ill?
 - Yes
 - No
- e. Can your supervisor give you a longer-term assignment(s) to work on if you are unable to connect with your supervisor as planned?
 - Yes
 - No

10. Remote v. In-Person:

- a. If allowed by local or state rules, will you be able to report to the externship site and/or to meet the supervising attorney in person?
 - Yes

No

b. Are you comfortable/available to meet in person?

Yes

No

c. If you are uncomfortable with meeting in-person, does your site have any expectation that you will be in-person?

Yes

No