



**Externship
Student Performance Agreement**

Student Information:

NAME _____ CLASS OF _____

MOBILE CELL PHONE NUMBER _____

E-MAIL ADDRESS _____

HAVE YOU COMPLETED AT LEAST 27 ACADEMIC HOURS? _____

ARE YOU IN GOOD ACADEMIC STANDING? _____

HAVE YOU COMPLETED A PREVIOUS EXTERNSHIP? _____

IF YES, WHERE & WHEN? _____

Externship Site Information:

OFFICE/AGENCY NAME _____

STREET ADDRESS _____

MAILING ADDRESS _____

NAME OF SUPERVISING ATTORNEY _____

TELEPHONE NUMBER OF SUPERVISING ATTORNEY _____

E-MAIL ADDRESS OF SUPERVISING ATTORNEY _____

START DATE _____

END DATE _____

WORK SCHEDULE (DAYS & HRS) _____

TOTAL NUMBER OF HOURS EXPECTED TO WORK (minimum 120hrs required) _____

THIS POSITION IS A PAID POSITION Yes No

IS POSITION REMOTE, HYBRID, OR IN-PERSON _____

Student Performance and Confidentiality:

As a Campbell University School of Law extern, I agree that:

1. I am familiar with law school externship program, policies, and requirements as set forth in the “*Step by Step Guide*.” I agree to comply with the policies and procedures of the School of Law and of my externship site.
2. I will check my Campbell Law School e-mail daily during my externship. I agree that any email sent to me about the externship program or my externship specifically from the Externship Instructor amounts to *presumptive* notice that I received that email and am aware of its contents.
3. I will always make myself aware of my professional obligations in my workplace. I am familiar with the confidentiality policy of the Externship Program and will adhere to the policy. The confidentiality policy requires that **I shall not reveal information designated as confidential** by the supervising attorney or judicial chambers. I 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 the supervising attorney. I agree to redact all written work as necessary to preserve client confidentiality. I understand that **I am not permitted to give legal advice** to any person or client unless I am supervised by an attorney or expressly authorized to give advice by my supervising attorney.
4. I understand that it is **solely** my responsibility to **submit on time all documents that are required** to complete this externship course. The externship instructor has no obligation to notify me of any deficiencies in advance of entering a failing grade if I fail to adhere to my obligations under this paragraph. (Also refer to “*Step by Step Guide*” for grading standards.)
5. I agree that if my grade point average puts me on Academic Probation during the term of my externship, or in the event that I become academically disqualified from the Law School during the term of my externship, the credit for which I enrolled will be denied. In no event will I receive academic credit for an externship when I am not in good academic standing.

I have read and understand this *Student Performance Agreement* and the *Step by Step Guide*, incorporated herein by reference.

Signature: _____ Date: _____
(electronic signature accepted)

Email this electronic document to Director Niya Fonville at nfonville@campbell.edu.