

## EXTERNSHIP SUPERVISING ATTORNEY COMMITMENT LETTER – FOR-PROFIT OFFICE

Supervisor Name: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Web address: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Student Extern: \_\_\_\_\_

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The Supervising Attorney is committed to providing a high quality educational experience for the student extern. To that end, the attorney will:

- Provide interesting, challenging work commensurate with student's skill level; minimize assignment of routine work.
- Discuss assignments/activities and set learning objectives for each.
- Be accessible and meet with the student to provide feedback on work.
- Include the student in the typical activities of the work setting. In addition to research and writing assignments, students may attend: client meetings, opposing counsel conferences, in-house meetings and strategy sessions, depositions, court hearings/trials, Bar Association meetings, other professional meetings, etc.
- Evaluate the student's academic performance by:
  - Signing the learning plan (and assisting the student in carrying out the plan).
  - Initialing the Midterm Student Report, reviewing the Student Self-Evaluation Report, and completing the one page Final Report.
  - Reviewing the Student Self-Evaluation Report

**\* Special Note:** If a student is earning more than 4 credits and your office has one of our students for the first time, we are expected to conduct a telephone interview with the externship student, the supervising attorney, and the faculty advisor at BYU Law School. This procedure is a required part of our externship procedures to satisfy accreditation standards set by the American Bar Association. The student will set up an appropriate time to schedule that interview near the mid-point of the externship. The externship student will make arrangements with you as the supervising attorney, if your office is involved in one of these telephone interviews.

I, \_\_\_\_\_, accept the described responsibilities as a supervising attorney for the Brigham Young University Law School Externship Program.

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date

Please mail/scan/fax completed form to: Karen Andrews, Externship Manager, at BYU Law School, 375 JRCB, Provo, UT 84602, or scan to; [andrewsk@law.byu.edu](mailto:andrewsk@law.byu.edu); or fax to: 801 422.0378

**Billing Student Time:** We permit students to work on paid and pro bono matters, but clients should not be charged for the externship student's time, because students work for credit rather than pay. The Department of Labor has set forth the following six criteria to govern unpaid externships/internships in for-profit settings:

- The internship, even though it includes actual operation of the employer's facilities, is similar to what would be given in a vocational school or academic educational instruction;
- The internship is for the interns' benefit;
- The interns do not displace regular employees, but work under their close observation;
- The employer derives no immediate advantage from the interns, and on occasion the employer's operations may actually be impeded;
- The interns are not necessarily entitled to jobs at the conclusion of the internship; and
- The employer and the interns understand that the interns are not entitled to wages.

Wage and Hour Division, Fact Sheet #71: Internship Programs under The Fair Labor Standards Act, United States Department of Labor (April 2010), <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>