

**DRAKE UNIVERSITY LAW SCHOOL
INTERNSHIP AGREEMENT**

The Intern, _____, the Site Supervisor, _____, the Director of Experiential Education (Director), Professor Suzan M. Pritchett, and Drake University Law School (hereinafter “the Law School”) agree:

PURPOSE:

The Law School’s Internship Program is designed to further the intern’s legal education by providing for-credit experiential learning in a setting where the work is closely supervised by an experienced attorney (or other person qualified to supervise), with the learning overseen by a faculty member. The program’s goals are to develop the intern’s:

- 1) lawyering skills by providing substantial lawyering experiences and opportunities for performance;
- 2) insight into legal systems and the profession;
- 3) understanding of professional responsibility; and
- 4) ability to reflect on and learn from his or her experiences.

While the substantive lawyering experience will differ depending on the nature of the work of each placement office, multiple opportunities for feedback, reflection, and self-evaluation are built into the program and remain consistent for each student regardless of placement.

PARTICULARS:

The Intern is enrolled in and registered for _____ credits. The Internship will run during the weeks coinciding with the academic term at the Law School, plus any extension of time permitted under Iowa Supreme Court Student Practice Rule 31.15 where applicable and agreed upon by all parties. The intern’s start date is _____.

PARTIES:

The Site Supervisor is a licensed attorney (or, if not a licensed attorney, please explain why the Site Supervisor is otherwise qualified to supervise the internship: _____.)

The Intern is currently enrolled at the Law School and has completed all designated prerequisite courses. The Director is a professor at the Law School assigned to supervise the Intern during this term. The Law School is accredited by the American Bar Association and abides by the Standards and Rules of Procedure for Approval of Law Schools.

RESPONSIBILITIES OF EACH PARTY:

The **SITE SUPERVISOR** agrees:

1. To provide substantial lawyering opportunities for the Intern. This includes performing tasks typically done by an entry level legally-trained employee there, including research and writing, drafting, client

interviewing and counseling, fact investigation, negotiations, and observing or participating in depositions and court proceedings

2. To supervise the Intern, meet weekly with the Intern to assign and discuss assignments, provide feedback (written or oral) on the Intern's performance, and provide opportunities for reflection on the Intern's observations, experiences, and other issues relevant to the profession
3. To complete written evaluations of the Intern's progress at the mid-semester and end of each term. Written evaluation forms will be provided by the Law School, and the Site Supervisor will complete the form, submit it to the Law School, and review the evaluation with the Intern.
4. To notify the Director if the Intern is not performing competently at any time during the term or if any other problems arise related to the internship.
5. To provide the Intern with a safe work environment and to provide the Intern with applicable office policies, including the procedure for reporting harassment.
6. To help the Intern conform to the jurisdiction's rules of professional responsibility.

The **INTERN** agrees:

1. To work the required number of hours per credit (45), and to the extent possible to spread that work out over the course of the semester.
2. To set and keep a regular work schedule and inform the Site Supervisor if the Intern will not be working the regular schedule on a given day or set of days.
3. To respond promptly to communications by the Site Supervisor and the Director.
4. To complete all lawyering tasks as assigned and supervised by the Site Supervisor or his or her delegate, consistent with the law of the jurisdiction.
5. Not to take unsupervised action in any case.
6. To complete the following tasks as course assignments. Failure to complete these tasks in a timely manner may cause the Intern to be dropped from the course, or to fail the course:
 - a. To attend the internship seminar at the Law School.
 - b. To complete any work assigned for the internship seminar, as assigned by the Director.
 - c. To maintain accurate weekly time logs of all activities which detail the task and time spent completing the task, and to provide them to the Director as requested. The Intern cannot include any information in the time log that is confidential, particularly client names.
 - d. Not to remove any materials from the placement office without the express permission of the Site Supervisor.
 - e. To submit mid-semester and final self-evaluations to the Director.
7. To review and act in accordance with the jurisdiction's rules of professional conduct with respect to all work assigned and undertaken under the direction of the Site Supervisor.


The **DIRECTOR** agrees:

1. To maintain regular contact with the Site Supervisor.
2. To evaluate the Intern's performance on a credit/no credit basis.
3. To provide assignments (readings, reflective papers or journals, or other exercises) to encourage the intern to engage in reflection and self-evaluation.
4. To review the Intern's time logs in CLIO at regular intervals.
5. To review the Intern's progress toward successful completion of the internship during the term.
6. To provide evaluation forms necessary for the Site Supervisor to assess the Intern's work.

7. To provide notice to the Intern if the Intern is in danger of being dropped from the course or is in danger of failing the course due to missing course assignments.

TERMINATION OF THE AGREEMENT: If the Intern terminates the internship in less than 14 weeks without good cause as determined by the Law School, the Intern will receive a grade of “no credit.” The Intern may be terminated for good cause by either the Law School or the Site Supervisor, when the Director deems it is appropriate under the circumstances.

NOTICES: All communication in writing will be sent to the appropriate party by e-mail.

<p style="text-align: center;">Site Supervisor</p> <hr/> <p><i>Signature</i></p> <hr/> <p><i>Print name</i></p> <p>Mailing Address:</p> <p>Telephone number:</p> <p>e-mail address:</p>	<p style="text-align: center;">Director of Clinical and Experiential Learning (and on behalf of the Law School)</p> <div style="text-align: center;">  </div> <hr/> <p><i>Suzan M. Pritchett</i></p> <p>Email address: suzan.pritchett@drake.edu</p> <p>Telephone number: (515) 271 - 3391</p>
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Student Intern

Signature

Print name

Drake Student ID Number: _____

Interns should provide a copy of the Agreement to the Site Supervisor for their signature, sign the form themselves, and then submit through Blackboard. A copy of the fully executed agreement will then be sent to the Site Supervisor and the Intern.