

Extern Orientation Short List

Give your extern background information

- Describe the function of your agency, firm, or organization
- If your office is part of a larger office, explain how it fits into the bigger office
- Explain who is who in the office and how they fit it (provide organization chart if there is one)
- Give the extern a brief description of the pending matters you expect them to work on during the semester

Tour the office and make introductions

- Give the extern a tour of the office
- Introduce your extern to your colleagues and staff
- Show the extern their work space
- Make sure they know where to find office supplies, the copy machine, library resources, case files etc.; that they have or know where to get any necessary passwords or keys; and, that they are aware of any limitations on their use

Review office policies

- Agree upon the extern's schedule and who the extern should notify in case of an emergency
- Establish the extern's dress code
- Share expectations for how the extern will interact with office staff
- Outline any restrictions on use of Westlaw or Lexis
- Tell the extern how you want her to handle files and confidential documents

Establish a supervisory process

- Exchange contact information and tell the extern how you prefer to be contacted (i.e. phone, email, text)
- Tell the extern how frequently you want them to check in with you while working on a project
- Set a schedule for feedback meetings
- Tell the extern who to consult on a project when you are not available
- Give the extern guidance on how to prioritize assignments

Introduce the extern to key resources in your practice

- Introduce the student to any form books, practice manuals, databases, software or other resources used frequently in your practice
- Show the extern any motion, research, or form banks your office maintains
- Share any formatting requirements in your practice and your preferred citation format, if any

Discuss and refine the extern's goals for the experience to reach a realistic and mutually beneficial plan for the semester