

## **Extern's Conference Report Spring 2012**

This report is due on or before March 7, 2012

**Name of Student:**

**Name of Externship Site:**

**Name of Supervising Attorney:**

**Describe what you are doing in your externship.** *You do not need to repeat what you have already listed in your Externship Project List. Rather, describe generally what you are doing. For example, researching and writing memos, preparing motions, drafting contracts, observing court, etc.*

**How do you receive your assignments?**

**Are you receiving enough work?**

**Are you receiving too much work?** If you have too much work, how are you prioritizing the work? Have you asked your supervising attorney how to prioritize the work?

**Are you receiving too little work?** If you are not receiving enough work, what plans do you have to ensure you receive sufficient work?

**How often do you meet with your supervising attorney?**

**Do you meet regularly with attorneys other than your supervising attorney?** If so, describe the interaction with other attorneys.

**How and when do you receive feedback?** Feedback is one of the ways you will learn most at your externship. Please describe 1) the type of feedback you are receiving, e.g. is it primarily feedback on the substance of your work or the written form of your work; 2) how you receive feedback; and 3) and whether you believe the feedback you are receiving is sufficient. If you are not receiving sufficient feedback, please state: 1) what you have done to try to get more feedback; and/or 2) anything you plan to do to get more feedback. If you would like any suggestions on how to get more feedback, please email me or make an appointment to see me.

**Review your Learning Agenda, and state whether you are accomplishing the goals you stated therein.** If you are not accomplishing the goals stated in your Learning Agenda, describe what you plan to do to ensure you accomplish these goals by the end of the semester.

**Externships are a great way to network.** Describe the networking you have done at your externship, either with attorneys with whom you are working, or other attorneys you have met as

a result of your externship. Describe any plans you have for networking during the rest of the semester.

**Rate your externship on a scale of 1 to 10.** One is the worst externship you can imagine, and 10 is the best. State the basis for your rating. If you have rated the Externship less than a 10, describe what would make this externship a 10.

**Physical Space:** Describe the physical place you have to work (e.g. private office, cube, share an office with another intern, etc.)

**Other Issues:** Are there any issues of concern to you, or of which you think I should be aware?