SUPERVISOR / EXTERN SEMESTER-SPECIFIC ACCEPTANCE FORM

Supervisor Information (all questions required):

Name of Supervisor:

Organization:

Phone:

Email:

Will you be providing any financial compensation to this student?:

Student Extern Information (all questions required):

First and Last Name of Student:

Number of **Fieldwork Credits Only** (first-time externs, do not count seminar credit):

Note: 50 hours = 1 field credit. You must do at least 2 field credits; anywhere from 2-6 field credits permitted (3L/4L SIP students can have more). You must pay for all individual credits, including the seminar, if required.

Semester (e.g., Spring 2026): Anticipated start/end dates (e.g., 1/5/26-4/17/26):

Are you receiving financial compensation for the externship? If you are only receiving financial aid or a scholarship, the response should be no. We are referring to external funding for your externship.

Type of Compensation? (Hourly from employer? Stipend? Other?)

Are you working in person, remotely, or hybrid?: In which state?:

Expectations & Important Notes:

- **Certifications**: Upon joining Denver Law's Externship Program, all Supervisors have agreed to, and continue to agree to, abide by requirements for supervisors, including but not limited to: guidelines on the *Student Practice Rule*, insurance, administrative work limits, professional responsibility, etc. Supervisors are expected to review certs.
- All participants agree that the student is the primary beneficiary of the Externship Program and the purpose of the Program is to allow the student to learn from the experience of working like a lawyer.
- **Acknowledgement of Equal Opportunity:** The University of Denver is an equal opportunity employer. By joining Denver Law's Externship Program, you agree to abide by the University of Denver's Non-Discrimination Statement, including by acknowledging that you do not provide benefits, preferences, or restrictions based on race, color, national origin, religion or sex, except where expressly permitted by law and with notice to the University. Denver Law expects that externship supervisors and the placement's employees will comply with this policy and promote an externship environment that is business-like and free from bias, prejudice, discrimination, and harassment. Denver Law reserves the right to not extend its facilities and externships to those supervisors and/or externship environments whose practices are not consistent with these policies. For more information regarding the University's policies and procedures, please visit the Office of Civil Rights and Equal Opportunity website.
- **Insurance Requirements:** Externship sites are required to carry the following insurance with insurers who are duly licensed or authorized to do business in the state in which work/and or services are performed and have an "A.M. Best" rating of not less that A-VII. Policies must remain in full force and effect for the duration of the externship. Externship sites *may* be asked to provide proof of current insurance by submitting a Certificate of Insurance, showing that the site has the following:
    - **Commercial General Liability Insurance** with minimum limits of $1,000,000 per occurrence and a $2,000,000 per annual aggregate.
    - **Malpractice Insurance** that provides coverage for the extern student with minimum limits of $1,000,000 per occurrence with a $3,000,000 per annual aggregate.
    - **Workers Compensation Insurance** with the statutory limits as required by applicable state law. **Additionally, if the extern student is paid**, the externship site must provide worker's compensation insurance coverage for the extern. If the student is working in **ND, OH, WA, or WY**, the externship site is required to provide workers' compensation insurance for the extern student if the student is paid or unpaid.
    - **INSURANCE EXEMPTIONS: Government entities and judicial chambers must carry applicable insurance with proper limits related to their jurisdiction's immunity cap, and those limits may be**

different than what is listed above and will be accepted. Corporate placements may be exempt from the malpractice insurance requirement if they aren't practicing law and aren't giving legal advice. This may also apply to some nonprofit organizations.
    - Externship supervisors understand it is their responsibility to have the requisite insurance on hand and if asked, will supply it to DU. Externship sites release DU of any responsibility and liability if the supervisor fails to provide the documentation if asked and/or does not have the requisite insurance as outlined.
- **ABA Standards on Externships & Experiential Courses:** The ABA sets forth several rules and regulations for externships. Supervisors, externs, and externship faculty understand that Denver Law's Externship Program, which includes an in-class seminar and reflective component as well as the extern's fieldwork, must collectively:
    - ***Provide a Substantial Lawyering Experience to the Extern:*** The ABA requires that all field placements (the ABA's term for externships) must provide a substantial lawyering experience that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks.
    - ***Conform to the Definition of an Experiential Course:*** Denver Law considers all externships offered through its Externship Program to be experiential in their entirety. As defined by the ABA, field placement courses, such as Denver Law externships, must be primarily experiential in nature and must integrate doctrine, theory, skills, and legal ethics; help students develop the concepts underlying the professional skills being taught; provide multiple opportunities for performance; provide opportunities for self-evaluation; and engage students in one or more of the following professional skills needed for competent and ethical participation as a member of the legal profession including: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation.
- **Evaluations, Feedback, & Grading**: Supervisors and team members at the placement, as appropriate, are expected to monitor hours, provide the day-to-day oversight of the extern's work, and offer ongoing feedback on performance. Supervisors are responsible for completing mid-semester evaluations (except during summer) and final evaluations of all externs, both of which are made available to externs. Externship faculty members review and evaluate the extern's self-evaluations, reflective exercises, and other assignments required of externs by Denver Law. Externship faculty award a grade of Pass or No Pass to students for the fieldwork component of the externship. Such grades are determined by both satisfactory performance in the field and by completion of Denver Law's fieldwork related assignments. The grading policy/requirements are described fully in the Student Handbook/externship syllabi.
- **Manual for Supervisors**: Supervisors are expected to review the Manual for Supervisors and abide by it.
- **Student Handbook & Field Requirements**: Externs are expected to review and abide by the Student Handbook, read their syllabi, and complete all Denver Law assignments on time to pass the externship.
- **Care, Support, & Belonging:** Denver Law's Externship Program encourages offices to engage in proactive measures to ensure access, opportunity, and inclusive and equitable work spaces exist for all externs. We encourage placements to help all externs feel a sense of belonging with their supervisor(s) and colleagues and help students feel comfortable and confident in asking questions and in bringing their authentic selves to their externships.
- **Paid Externships**: ABA standards permit students to receive compensation for work performed as part of for-credit externships. If a placement pays an extern, the Supervisor must still abide by the requirements set forth in this acceptance form, the Supervisor Manual, any other documentation provided by Denver Law, and ABA requirements.
- **Learning Agenda**: The Learning Agenda allows the Supervisor and extern to communicate about goals and identify opportunities for performance. Externship faculty review and supervisors are asked to electronically confirm.

Supervisor's Signature | Date

Student Extern's Signature (also required on next page) | Date

Student Certifications

Please read carefully. Signing below constitutes your understanding and certification of the statements below. For each semester in which I am enrolled in an externship for credit I understand and certify that:

1. I am in good standing (G.P.A. "2.3" or better) and not on academic probation. I understand students can enroll in an externship during their 1L summer even if their G.P.A. is lower than 2.3. I understand that students can also enroll in an externship during fall/spring semesters if their GPA is below 2.3, but they must first consult with the externship director.
2. I must notify the Legal Externship Program if I drop to academic probation during the externship.

3. Assuming I register on time and appropriately, I will receive academic credit for which I must pay the standard amount of tuition per credit, whether fall, spring, or summer semesters.
4. I will not be enrolled in a clinic that is part of Denver Law's Student Law Office, or other clinical opportunities as determined by the Externship Program, during the semester that I will be externing.
5. I must complete all assignments required by the Externship Program to ensure ABA compliance, including timesheets, learning agenda, all evaluations, reflective exercises/engagement, and anything else required.
6. Failure to meet any of the fieldwork requirements of the externship may cause me to receive a grade of No Pass, regardless of my performance at my placement.
7. I understand that if I receive a grade of No Pass for my externship fieldwork credit, I may not be eligible for enrollment in future externships for credit.
8. My externship and the work I perform must be completed either (1) in person at the externship site with reasonable access to the supervisor, or (2) remotely with regular meeting times scheduled with the supervisor to ensure proper supervision of the experience.
9. All representations of my hours and the materials I submit regarding my externship are subject to the Student Honor Code and I understand field supervisors are not required to review my hours, but they do have access to them.
10. If I appear in court or administrative tribunals, I must comply with C.R.C.P. 205.7 and any other applicable state or legislative rule. I understand that violations of such rules may subject me to personal liability for the unauthorized practice of law (see Externship Handbook and professional rules of conduct).
11. I have read, understand, and will comply with Denver Law's Externship requirements for insurance. If there is an incident and/or claim involving a DU extern, I will communicate in a timely manner and cooperate in any investigation with DU Enterprise Risk Management.
12. I agree to provide quality professional services to the best of my ability.
13. I must devote the time required to complete the commitment.
14. I must preserve the confidentiality of my Supervisor's clients and affairs.
15. I am not related to my Supervisor, and I will disclose to the Legal Externship Program any familial relationship within the Supervisor's Office. I understand the Externship Program reserves the right to not allow me to extern at an office where there is any familial relationship.
16. I have no improper purpose in accepting this externship.
17. I have notified or will notify the Legal Externship Program and my Supervisor in writing about my present employer, if applicable, and any legal volunteer work I do, and will notify the Legal Externship Program and my Supervisor if I change employers or volunteer elsewhere during the externship.
18. I agree to abide by all DU policies including but not limited to the Honor Code and EOIX policy, among others.

Student's Signature

Date

EXTERNS: If your supervisor is not already an approved supervisor (i.e., in Core), this acceptance is dependent on receipt, review, and approval of the supervisor's Supervising Attorney Application.
Give them code SUPERVISINGATTORNEY (no spaces) to complete the application if needed.
Externs must upload these completed signed forms to CORE to register; externs are notified once the externship is approved.