



MEMORANDUM OF UNDERSTANDING
(EXTERNSHIPS)

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Student Extern: • Name, email phone number:	• <i>Tatyana Jongsma</i> • <i>tjongsma@law.stetson.edu</i> • <i>727 225 3810</i>
Externship Course/ Semester	<i>In-house Counsel Internship</i> <i>Ideal Image</i>

Important Dates for the Semester

The semester begins **January 14th** and classes end **April 28th**. Students should complete their field hours during this timeframe. Each student will provide notice of the required number of hours necessary for course completion. If students seek to volunteer beyond the end of the semester, they are required to reach out to the Department of Clinical and Experiential Education to request permission. We want to ensure the field office is agreeable and the student's schedule permits.

Memorandum of Understanding

This Memorandum of Understanding (MOU) is a written agreement explaining the expected roles for the Stetson Law extern, the extern field placement supervisor and Stetson Law's overseeing professor. The MOU is designed 1) to assist each participant in understanding how to structure the experience for the student; 2) to best achieve the learning goals for the course and ensure ABA guidelines for experiential education, specifically field placement courses;¹ and 3) to provide updates and an understanding of policies regarding Covid-19. Ultimately, the student is the primary beneficiary of the externship with the main focus of the experience on the academic mission and their health and safety. This MOU also reflects an understanding that the field office and supervisor are primarily responsible for compliance with



all ethical and professional requirements including all court submissions, advice to client, and work product.

What are the learning objectives for Stetson College of Law's Externship Program?

The College of Law strives to offer students experiential education through course work that is tethered to a field experience. The course and field supervision provides an academically rigorous education helping externs to develop individual learning goals and work towards achieving institutional learning outcomes.² Each course is structured to 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. . .”³ The specific learning objectives for an externship include:

- Understand how to learn from experience, observation and reflection;
- Develop effective communication and problem-solving skills;
- Develop and reflect upon both individual and collective professional identity;
- Recognize ethical issues in a practical context;
- Develop effective strategies to conduct professional meetings, discussions and presentations;
- Develop effective skills to collaborate in writing and discussions
- Engage in self-assessment to learn the process of continual self-evaluation;
- Develop professional goals to shape career pathways and networking opportunities.

How is this externship different from a clinic course?

Notably, an externship is not a clinic. An extern cannot appear before court on the record or meet with clients without the supervision of a supervising attorney. Most Stetson clinics require that students are certified under Florida's Rules Regulating the Bar, Rule 11.⁴ This externship does not require students to be certified legal interns (C.L.I.) under Rule 11. Both externs and clinic students are enrolled in an academic course and pay tuition for the opportunity to learn through field experience and the classroom experience. As a matter of policy, both externs and clinic students are not permitted to receive compensation for field hours for which they receive academic credit.

Are there specific policies related to Covid-19?



Yes. As we adjust to a return to campus and in person experience, we acknowledge some offices may allow for an in-person experience while others remain online. To help with learning through an online format and supervision, attached is a list of Tips and Techniques to incorporate this semester. *See attached Appendix A (Tips for Remote Learning and Supervision)*. For the this semester, we are adjusting to a resurgence of Covid cases in our community. We require all students who are willing to participate in an off-campus experience such as an externship or clinic to sign an Acknowledgement of Risk form. *See attached Appendix B (Acknowledgement of Risk Form)*. We also ask the site supervisor to review the “Notice of Expectations for Compliance” which provides Stetson’s policies regarding face masks, social distancing and expectations in the field for our students. *See attached Appendix C (Notice of Expectations for Compliance)*.

Overview of Responsibilities

Field Placement Supervisor Responsibilities:

The Field Placement Supervisor (FPS) agrees to provide a structured experience that includes:

- Orientation to office policies and procedures.
- Orientation to work expectations about extern performance.
- A semester experience structured with academically rigorous assignments and feedback.
- Mentoring throughout the semester, including direct monitoring of the extern’s performance and consistent feedback to the extern.
- Accessibility for the extern to ask questions and clarify issues.
- Timely feedback on performance or work product which may include what the extern did well or what needs improvement. The feedback shall also include a mid-semester evaluation and a final evaluation.
- Explicit conversations around issues of ethics and professionalism to help the extern identify, frame and explore legal issues in context.
- Weekly meetings and assignments which are similar to assignments provided other lawyers in the office; such assignments are structured to challenge the extern’s ability to conduct legal research, think analytically, conduct factual investigation, observe legal proceedings and internal meetings, develop practical drafting that may be used as a writing sample.
- We ask that you take a moment and read [Stetson’s policies related to Covid-19](#).



- If the student is pursuing a live in-person experience this semester in your office, we ask that the supervisor please review *Addendum C* which provides links to our Stetson policies and expectations for student health and safety.
- If any health concerns arise this semester, we ask that you contact the overseeing professor or the Department of Clinical and Experiential Education. Email: clinicaled@law.stetson.edu or (727)562-7621

Extern Responsibilities:

The student extern acknowledges and agrees to pursue this educational opportunity with rigor and

- Once enrolled in the externship course, work towards completing the required number of field hours commensurate with the academic credit; the extern shall do so with a consistent weekly schedule for the full academic semester. If at any time the student is having difficulty obtaining field hours or is unable to perform, the student should promptly alert the professor or supervisor.
- Work diligently to perform and learn through each assignment.
- Be diligent and self-reflect in order to take advantage of every learning opportunity.
- Communicate with both the professor and supervisor so both understand how to best provide opportunities and resources for learning in context.
- Understand and abide by the offices duties of ethical practice to include confidentiality and conflict of interest and attorney client privilege. By signing this MOU, the student extern verifies they have viewed or attended the lecture on confidentiality and conflict of interest.
- Submit regular timesheets and practice the habits of ethical timekeeping to best prepare for practice.
- Uphold the educational goals, program requirements and integrity of Stetson's externship program.
- Read Florida Rules of Professional Conduct specifically Rule 11 to understand the limitations of the externship versus a Certified Legal Intern/ clinic student.
- Be aware of safety and health guidelines regarding COVID-19 provided by the Centers for Disease Control (CDC) Guidelines - <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html> and Florida Department of Health - <http://www.floridahealth.gov/>
- Follow all Stetson requirements as outlined in the student COVID-19 training video, such as wearing masks, physical distancing, and hand washing. Students should also follow any additional safety protocols deemed necessary by their host sites. See [Stetson Safer](#)



[Campus webpage](#) for continuing guidance and updates regarding safety protocols at off-campus sites.

- At any time this semester you feel uncomfortable or have concerns about your health and safety, please contact either your professor or the Department of Clinical and Experiential Education and/or through the online [COVID-19 “Report a Concern” form](#).
- If you decide to go into the field office this semester rather than a remote or virtual placement, complete the “Acknowledgement of Risk” form. *See Addendum B.*
- Follow [Stetson’s Health Response Protocol](#) if you come into direct or indirect contact with an individual(s) at your host site that tests positive for COVID-19.
- Voluntarily participate in regular COVID-19 diagnostic testing when offered at either the DeLand or Gulfport campuses.

Overseeing Professor Responsibilities:

The Overseeing Professor is responsible for:

- Overseeing and monitoring the extern experience to ensure the educational quality of the externship program and ABA guidelines.
- Evaluating the extern’s academic performance and submitting the final grade based on feedback from the supervisor;
- Establishing academic requirements to include readings, journals, reflective papers, classroom or individual meetings, and other assignments designed to further the learning goals.
- Maintaining communication with both the extern and supervisor in order to evaluate the experience and provide necessary teaching resources;
- Offering periodic training for Supervising Attorney to assist them in working productively with the Extern.
- Monitor student communication and concerns about health and safety.
- Ensure communication is open between field site and student.

Title IX Concerns:

It is the policy of Stetson University not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics or any other category protected by federal, state or local law in its educational programs,



admissions policies, financial aid, employment or other school-administered programs. This policy applies in an externship or clinic setting. The various reporting options are available at <https://www.stetson.edu/other/title-ix/reporting-options.php>.

Inclusion and Diversity

Stetson College of Law strives to create a diverse student body, faculty, and staff who represent the world around us. We believe in a campus community that reflects our society and everything that makes that community richly diverse. The Stetson Law community embraces all aspects of diversity and inclusion. We actively foster an environment where all students feel safe, and feel empowered to speak their minds on a broad array of topics. Diversity is reflected in course offerings, student groups, and opportunities to engage with the community.

Stetson is committed to affirming identities, realities, and voices of all students, especially those from historically marginalized or underrepresented backgrounds. Experiential courses value the use of person-centered language and gender pronouns, and respect for the experiences of others. We recognize that not all people have historically had access to the U.S. legal system and that we as lawyers must commit ourselves to understanding the system that we have inherited and act to remedy these perpetuating wrongs.

Remote and Online supervision

Under normal circumstances, the majority of the Extern's field hours should be earned in the office setting and not in a remote placement or through research assignments performed remotely. Because of the pandemic, Stetson College of Law's Department of Clinical and Experiential Education drafted "Tips for Remote Supervision" that we ask all supervisors and students read before the academic semester begins. *See attached Appendix A ("Tips for Remote Learning and Supervision")*.

If any problem arises where parties are unable to meet the expectations as articulated in this MOU, students and supervisors are asked to reach out directly or individually Professor Christine Cerniglia, Director of Clinical and Experiential Education at: ccernigl@law.stetson.edu

Name of Field Placement Supervisor: *Russel Mines*



Signature:

Name of Extern: *Tatjana Songsma*

Signature: *[Handwritten signature]*

* Once this form is complete with signature, student is to upload to classroom Blackboard page.



Appendix B

ACKNOWLEDGEMENT OF RISK FORM

OFF-CAMPUS EDUCATIONAL EXPERIENCES

I am a Stetson University student who is voluntarily participating in an off-campus educational experience during the Spring, 2022 semester. I am aware that I may delay enrolling in this course or participating in this experience; however, I'm also aware that if I choose to delay this course or experience, it may have implications for graduation and/or licensure.

Please initial each item indicating your full understanding and agreement to each point.

TJ I have read and aware of the Safer Campus policies currently in place and published on Stetson's website. I am aware that Stetson may change requirements based on the community need and Tier structure for safer campus protocols. See <https://www.stetson.edu/other/safer-stetson/index.php>

TJ I am a Stetson University student who is voluntarily participating in an off-campus educational experience during the Spring 2022 semester. I am aware that I may delay enrolling in this course or participating in this experience; however, I'm also aware that if I choose to delay this course or experience, it may affect my timeline towards graduation and/or licensure.

TJ Stetson has notified me, and I am fully aware that there exist heightened and unpredictable health risks associated with the COVID-19 pandemic. Those risks include exposure to asymptomatic carriers of the COVID-19 virus and the transfer of the virus through interpersonal communications and sharing spaces with others.

TJ I am aware of CDC guidance regarding how to reduce the spread of COVID-19 including maintaining a safe personal distance of at least six feet from other people, frequently washing hands and cleaning surfaces, and wearing personal protective equipment such as cloth face coverings. I am also aware of the resources available on the Safer Stetson website.

TJ I am aware that while available COVID-19 vaccines have demonstrated high efficacy at preventing severe and/or symptomatic COVID-19. I am also aware that vaccines may help reduce transmission including prevention of severe symptoms of COVID-19 variants. I am aware that Stetson requires Gateway testing for unvaccinated students. I am also aware that Stetson provides free vaccination events on campus and encourages students to receive vaccination.

TJ To help mitigate this risk, if I am an unvaccinated student who is living on campus this semester, taking in-person classes (F2F or hybrid), or utilizing on-campus resources, I agree to participate in Stetson-sponsored free COVID-19 testing on my respective campus (DeLand or Gulfport) at regular



intervals for the duration of my off-campus experience; if I am vaccinated, I understand that regular testing is not required, but is still strongly encouraged. I am aware that if I am unable to participate in on-campus testing for any reason, including the need to get tested off-campus, that I am required to request an exemption by emailing covidtesting@stetson.edu. If I will not be interacting with the campus community this semester, I agree to seek out testing opportunities as they are available in my local area.

 II In addition, I am aware that my off-campus educational site has specific safety policies that I am required to follow while present at this site. I agree to contact my host site before my first day in the field and receive information on their safety policies related to COVID-19. I am aware that Stetson University's Policy on Face Coverings should be followed while participating in an off-campus educational experience regardless of the host site's policies.

 II I am aware that nearly every day, the Center for Disease Control & Prevention and state and local health departments are reviewing and updating their respective guidance on the pandemic and its impact on various industries and worksites. I am aware that the science related to COVID-19 is constantly evolving and that not all of the long-term effects are currently known.

- Centers for Disease Control (CDC) Guidelines – <https://www.cdc.gov/coronavirus/2019-ncov/>
- Florida Department of Health - <https://floridahealthcovid19.gov/>
- Guidance and mandates from local authorities – *See local websites.*

 II I know there is a possibility that my off-campus educational experience could end early or convert to a remote experience with little or no notice due to federal, state or local COVID-19 outbreaks. I understand that Stetson University has no control over, or ability to predict, such events.

Acknowledgement and Signature

I am 18 years of age or older. I certify that I have read and understand this Acknowledgement of Risk document, and I voluntarily sign, acknowledging the significance and consequences of doing so. Student name:

 Natyaana Longsma
Signature: *[Signature]* Date: *1/24/22*
(Typed name serves as student signature)

Emergency Contact Name and Number: *Johan Longsma*