Hofstra Law Externship Program
Memorandum of Understanding

I. Overview of Educational Objectives

The Hofstra Law Externship Program provides students with an unparalleled educational opportunity by allowing them to gain hands-on experience working in a legal setting. Students can work as unpaid legal externs at an approved government placement (including executive, legislative and judicial branches of municipal, state, or federal governments), non-profit organizations, public interest groups, and in limited cases, for-profit placements in-house or at law firms. During their placements, students are expected to conduct research and provide advice and assistance on a wide range of legal matters under the direct supervision of experienced practitioners.

Field placement supervisors play a critical educational role and shape students’ understanding of the professional responsibilities that come with the representation of clients. Field placement supervisors are expected to encourage students to reflect broadly on what it means to be an effective and ethical lawyer, and to bring to life what our students are learning in the classroom.

The externship program is administered in accordance with all American Bar Association educational standards and requirements, including those that are found in Chapter 3, Standard 305, “Study Outside the Classroom.” As a result, Hofstra Law’s policy is to place students only in offices where compliance with Standard 305 can be assured.

For law firm placements only, the firm must not receive any financial benefit from the student’s work. The placement should be designed for the educational benefit of the student and the student’s work must be closely supervised. In addition, we strongly encourage all law firm placements to seek out opportunities for our students to engage in pro bono work while in the placement.

All for-profit field placements are encouraged to review applicable provisions of the Fair Labor Standards Act and related regulatory guidance with respect to the employment of unpaid interns.

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs.
II. **Student Information**

Name: ____________________________________________
Address: __________________________________________
Phone: ____________________________________________

III. **Field Placement / Supervisor Information**

Name of Organization: ______________________________________
Address: ______________________________________________
Name of Supervisor: _______________________________________
Title of Supervisor: _______________________________________
Phone: _________________________________________________
Email Address of Supervisor: _______________________________

IV. **Dates of Field Placement**

Start Date: ___________________________ End Date: ______________

V. **Acknowledgement**

By our signatures below, we acknowledge that we have reviewed the Hofstra Law Externship Program Manual and agree to abide by all of the Educational Goals, Objectives, Program Requirements, as well as our respective Roles, Responsibilities, and Expectations as the field placement included therein. We also agree to abide by Hofstra University’s non-discrimination policy.

**Hofstra Law Student**

Name: _________________________________________________
Signature: ___________________________ Date: ______________

**Field Placement Supervisor**

Name: _________________________________________________
Signature: ___________________________ Date: ______________

**Hofstra Law School Representative**

Name: _________________________________________________
Signature: ___________________________ Date: ______________