



WASHBURN UNIVERSITY  
SCHOOL OF LAW

**Washburn University School of Law  
Externship Program**

**STUDENT ACKNOWLEDGEMENT AND RELEASE FORM**

\_\_\_\_\_ (“the Student”) makes this Acknowledgment and Release on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The Student has enrolled in the Externship Program at Washburn University School of Law (“Washburn”) and has been accepted as an extern in the Office of \_\_\_\_\_ (“Field Placement Supervisor”) for the \_\_\_\_\_ 20\_\_ Semester.

The Student acknowledges his or her responsibilities as shown below and agrees to the following:

1. The Student will adhere to Field Placement Supervisor’s and Washburn’s policies, procedures, programs, and operating standards. Examples may include but are not limited to following rules for hours of office operation and necessary absences, providing regular time sheets and written reports, and providing continuity of services as planned in advance with Field Placement Supervisor.
2. The Student will be under the actual direction and supervision of the Field Placement Supervisor during participation in the Externship.
3. The Student will complete all documentation required by Washburn University School of Law and the Field Placement Supervisor.
4. The Student will prepare for and participate in scheduled evaluation meetings and a classroom component as may be required by Washburn and the Field Placement Supervisor.
5. The Student has the responsibility to act professionally and ethically and to maintain confidentiality.
6. The Student will prepare and submit regular time sheets to Director Leisinger as set out in the Externship Guidelines. Before submission to Director Leisinger, the time sheets must be reviewed and signed by the Field Placement Supervisor for the hours to be credited toward course completion. Time sheet entries must contain a description of the legal work performed that day. Time sheets are reviewed to ensure that the work performed meets the educational goals and objectives for externships adopted by Washburn's faculty.

7. The Student will prepare and submit a descriptive and reflective written report to Director Leisinger at or near the conclusion of the on-site portion of the externship. The report should be completed in accordance with the requirements set forth in the Externship Syllabus. All students are advised to observe restrictions mandated by confidentiality and privilege when describing their work in their written reports. Credit for the externship will not be granted until the written report is submitted to Director Leisinger.

8. At the conclusion of the externship, the Student will have the Field Placement Supervisor prepare his or her portion of the Externship Completion Certificate, and the Student will complete his or her portion and forward it to Director Leisinger. Credit for the externship will not be granted until the completed certificate has been submitted to Director Leisinger.

9. The Student must perform a minimum of 50 hours of work for each credit hour for which he or she is enrolled. Travel to and from the placement site and meal times cannot be counted toward those hours.

10. The Student is responsible for his or her own health, accident, and automobile insurance, as these will not be provided by Washburn or the Field Placement Supervisor.

11. The Student may not receive financial compensation for work performed during the course of the externship.

The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, and all members of my family.

**Approved:**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Externship Director**

\_\_\_\_\_  
**Date**