

EXTERNSHIP PROGRAM

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Learning Objectives Worksheet

Law Student Extern's Name and Email: \_\_\_\_\_@\_\_\_\_\_

Name of Field Placement: \_\_\_\_\_

Field Instructor's Name and Email: \_\_\_\_\_@\_\_\_\_\_

Semester/Term of Externship: \_\_\_\_\_

Instructions for the Law Student Extern:

- (1) Please complete the appropriate parts of this worksheet by yourself first. Think beyond the tasks you anticipate performing at this particular externship. How will you develop or enhance professional skills and responsibility? In what way will you improve your legal research and writing skills? How do you anticipate acquiring knowledge of legal process and practice, as well as knowledge of specific substantive areas of law? What steps will you take to establish professional relationships with practitioners in the legal community? Be as specific in your answers as possible. However, do not expect to achieve proficiency with all or nearly all of the listed knowledge and skill areas in one externship. A long list is provided to cover the variety of practice settings where students work.
- (2) After completing this form, please meet with your Field Instructor and Advising Faculty Member separately and discuss your answers. In these discussions, identify how your expectations differ, and how you can work together to reach your learning objectives.
- (3) After these discussions, please indicate on this form the experiential learning expected for the externship. In this form there is pre-discussion and post-discussion space provided – please use it. Supply each party with a copy of the completed form. To have a rich education-based externship, it is important that you clearly understand what is expected of you. It is equally important that the Field Instructor and Advising Faculty Member understand what you expect to learn in your time with them.
- (4) After completing and signing this form, please retain a copy for yourself (you will want it when the time comes to articulate your experience on your resume) and submit an electronic copy to the Program Director, Matthew McGovern. Thank you.

Please forward questions to mcgovern@law.villanova.edu.

Part A. What are your general goals for this particular externship.


Part B. Please write a general description of the anticipated tasks to be performed during the externship. Try to include them all.

Pre-Discussion	

Post-Discussion	

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Part C. Learning through experience necessarily involves critical reflection. Critical reflection questions include “Why *did* that happen? Why *does* that happen? How can you use that?” Please predict the critical reflection learning that you anticipate being available to you in this externship experience. Concentrate on identifying not *what* you expect to do but *why* you will do it – the reasoning. Why do we do what we do as lawyers? Try to be as detailed as you can in your prediction.

Pre-Discussion

Post-Discussion

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Part D . Reflective legal practice is planning, doing, reflecting then integrating. This cycle promotes experiential learning from planning things, then doing things, right or wrong, then reflecting whether it is wise to do them again, and if so, then integrating the lesson learned. This practice is the key to avoid committing the same mistakes over and over again. Combining your anticipated tasks (Part B, above) with anticipated learning (Part C, above), constitutes your externship “plan”. What methods will you use to fulfill your plan -- what can you actively do to facilitate having the experience you expect? Please write your methods below, and use them as a guide during your externship.


Part E. Hands-on learning through externships provides opportunities to acquire core lawyering competencies. Please check below in the left text box the core competencies that you would like to acquire and practice in this externship. After the externship, please revisit this exercise to recognize what you have learned in the right text-b



Pre -Externship

Professional independence: An attorney should be able independently to organize, plan, and manage legal projects.

- Self-reliance
- Ability to work independently
- Strategic planning
- Organizing and managing one's own work
- Time management
- Project management
- Ability to identify clients' legal problems and advise the client on the most appropriate avenue given the client's resources and priorities

Professional collaboration: An attorney should be able to work as part of a professional team.

- Serving as a supervisor (evaluating and mentoring)
- Working with a supervisor/senior attorney
- Organizing and managing others (staff/colleagues)

Draft Resume Entry

Supervisor's Comments:

Verifications

I have reviewed this Externship Learning Objectives Worksheet with the Law Student Extern and, except as may be noted under "Comments," all that the Law Student Extern's goals and methods are reasonable and attainable for this externship.

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Field Instructor's Signature

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Advising Faculty Member's Signature