

Chapman/Southwestern Externship Supervision Checklist

Orientation

✓	Activity
	Provide an orientation at the start of the externship, including
	<i>--tour and introductions</i>
	<i>--office procedures and policies</i>
	<i>--inform student how you like to be contacted for questions or guidance (email, phone, in person)</i>
	<i>--set up weekly min. 30-minute meeting</i>
	<i>--clarify from whom/how extern will receive assignments</i>
	Discuss students' goals for the externship and plan assignments with those goals in mind

Assignments

✓	Activity
	Provide clear instructions before assignments, including
	<i>--describe desired format / share exemplars</i>
	<i>--describe how assignment fits into matter as a whole</i>
	<i>--suggest where the student might begin researching, investigating, etc.</i>
	<i>--set clear due date</i>
	<i>--encourage periodic check-ins during course of assignment</i>
	Provide detailed feedback after written as well as oral assignments
	<i>--use 6-step feedback model</i>
	Have back-up / long-term assignments ready

General

✓	Activity
	Include extern in day-to-day office meetings and activities
	Invite extern to observe proceedings, meetings, etc., and debrief afterward
	Invite extern to professional development activities