

STRAUS INSTITUTE FOR DISPUTE RESOLUTION

Expectations of Externship Supervisors

Dear Externship Supervisor:

Thank you for considering supervising an extern from the Straus Institute for Dispute Resolution at Pepperdine University School of Law (Straus). This letter is to clarify Straus' expectations for externship supervisors and to express our appreciation for assisting our students.

Straus students should bring the following assets to the externship experience:

1. A commitment to professionalism;
2. An academic understanding of and some skills in various dispute resolution topics including negotiation, mediation, and arbitration;
3. Enthusiasm and a learner's attitude about your field of expertise and professional practice; and
4. For many of the mid-career students, a considerable reservoir of work experience and expertise.

Straus' expectations of the Extern Supervisor are:

1. To learn the student's anticipated career path and provide honest guidance;
2. To provide a significant percentage of work that engages the student intellectually;
3. To monitor the student's performance on specific tasks and suggest ways to improve;
4. To provide counsel on how the student can advance in and further prepare for his/her desired career path;
5. To sign the student's weekly time sheets and complete the supervisor's evaluation at the end of the externship; and
6. When appropriate, to provide recommendations and referrals to assist the student in other pursuits upon completion of the externship.

Straus considers the externship as an integral aspect of the student's educational experience. Straus appreciates your time and energy you are taking to invest in our students. Rest assured that Straus does its best to place its students in externships that we believe will provide meaningful experiences that will advance the student's long term goals. Please contact us if you have concerns about a particular student or suggestions on how to improve the externship program. I can be reached at joanna.reese@pepperdine.edu or my direct line is 310.506.6828.

I look forward to working together.

Joanna Reese
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