

Nigerian Law School

Externship
Handbook FOR Supervisors

Nigerian Law School Externship Handbook for Supervisors

ACKNOWLEDGMENT

This Externship Handbook for Supervisors is prepared from materials including the Nigerian Law School Curriculum, reports of the various Nigerian Law School academic staff retreats, reports of external consultants engaged by the School on the needs of the legal profession and the impact assessment of the new curriculum. The Handbook also draws on the experience from other law schools, Bar Associations and legal institutions all over the world. In particular we acknowledge the use and adaptation of materials from the Thomas M. Cooley Law School externship supervisor handbook, Bay Area Consortium on Externships Manual for Extern Supervisors, BABSEA CLE Externship Clinic Journaling Checklist, as well as the American Bar Association's (ABA) McCrate Report.

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Nigerian Law School Externship Handbook for Supervisors

Editor

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Foreword by the Director-General, Nigerian Law School

This is the 2014 Edition of the Nigerian Law School Externship Handbook for Supervisors. The first edition was published in 2013.

This Handbook provides detailed guidelines for externs, law teachers, mentors, assessors and court and law firm's field supervisors. A code of conduct has also been provided for field supervisors to guide them during the placement of the externs.

The Nigerian Law School will continue to fulfil its mandate as the primary provider of vocational/professional training for aspiring members of the bar and it therefore expects field supervisors will cooperate under this education partnership to provide the best standards in legal education.

Olanrewaju A. Onadeko, esq.
Director-General
Nigerian Law School

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Preface by the Editor

The Nigerian Law School Externship Programme is designed to achieve the following goals:

1. Develop the Externs' lawyering skills.
2. Make the Externs understand various aspects of the legal system as well as the legal profession.
3. Inculcate in the Externs a sense of professional responsibility and values.
4. Develop the Externs' ability to reflect on and learn from their experience.

The aim of this handbook is to assist the field supervisors in the courts, law firms and other Institutions to effectively understand and apply the guidelines for the externship programme in order to achieve the outcomes set under the goals of the programme.

It is hoped that the field supervisors will make the best use of this handbook which is a result of a painstaking work and effort of the editors.

Ernest Ojukwu
Editor

31st March 2014

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1. INTRODUCTION

The purpose of the externship programme of the Nigerian Law School is to provide the Law School students with an educational experience that is supervised by experienced practitioners who offer an excellent model for practice. The institution takes various steps to ensure that placements are at appropriate places for the Externs. These steps include accreditation of Law Firms and on-the-spot assessment of activities in the placement places. Thus, the Nigerian Law School sends Externs to participate in activities away from the Law School and receive marks when the educational objectives of the programme are met. Accordingly, the Externship Committee has prepared this handbook as a guide for all Field Supervisors who participate in the Externship programme.

2. IDENTIFYING FIELD SUPERVISORS

For the court placement, the judges are principal field supervisors. The judges are, however, permitted to appoint Assistant Supervisors who are, where possible, legal practitioners or other court officials not below the rank of Assistant Registrars. For the law firm placement, the principal partner, the associate partner or the head of the firm shall be the principal supervisor. They are permitted to appoint assistant supervisors from among legal practitioners in the firm. Law Firm Placement include posting of Externs to law firms and law related institutions or organizations approved by the Nigerian Law School, such as the Law Clinic, Ministry of Justice, Legal Aid Council, National Human Rights Commission, and Mediation Centres.

3. THE GENERAL ROLES OF FIELD SUPERVISOR

The Nigerian Law School Externship programme is meant to achieve four main goals and the general role of the field supervisor is to see to the attainment of these goals. These goals are to:

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1. develop the extern's lawyering skills;
2. Make the extern understand various aspects of the legal system and legal profession;
3. Inculcate, in the extern, the sense of professional responsibility and values;
4. Develop the extern's ability to reflect on and learn from their experiences.

4. SPECIFIC TASKS OF FIELD SUPERVISORS

The Nigerian Law School curriculum is designed to achieve specific objectives. To achieve these objectives through the externship programme, field supervisors are required to assist externs with specific tasks. The ability of an extern to achieve each of the set objectives depends, to a large extent, on the quality of the extern's relationship with the field supervisor. Thus, the success of the Law School programme depends on the willingness and ability of the field supervisors to serve as role models and teachers. The following specific tasks are required of the field supervisors in this respect:

4.1 Training Externs in Lawyering Skills

In any vocational legal training, students are expected to learn lawyering skills. Very often, however, these skills are learnt by observation rather than from any systematic communication of information. For an externship to be an excellent educational experience, the field supervisor must make a conscious effort to provide high quality and demanding training. In the process, externs should not be used as paid employees. Rather, the externs should be engaged in tasks that are carefully defined and appropriate to their ability; they should also receive feedback on their performance.

The skills developed include the following: problem solving, legal analysis and reasoning, legal research, factual investigation, communication, counselling, negotiation, alternative dispute resolution (ADR), advocacy, law office management, organisation and management of legal work, and recognising and resolving ethical issues. Therefore, in order for the field supervisor to assist the externs, the following suggestions are put forward.

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i. Defining The Task

It is not in doubt that every office represents different interests, stresses different skills, and refers to vastly different matters. However, certain common elements are expected in the externship programme. Thus, for an extern to function effectively, the field supervisor should clearly explain what the task involves. He should also put the specific task into the context of the entire case or issue on which the field supervisor is working. Narrow research projects may help the supervisor and be appropriate to the externship programme. However, the true benefit of such project to the extern as part of the learning process will only come from an explanation from the supervisor of how particular issues arising in the small project fit into the context of and affect the whole case. Although, prerequisite courses might have exposed the extern to the kind of law that is practiced, however, the extern may be unfamiliar with some of the issues raised. Hence, it is incumbent on the field supervisor to explain carefully the scope of the project and the work necessary to complete it. Clarification of the nature and scope of the problem is quite important. A clearly defined task, accompanied by some specific research suggestions will save time and undoubtedly will be more productive for a supervisor.

In essence, the role of the field supervisor should be to give guidance with regard to definition and resources but not necessarily to give the answers. Since supervision can be time consuming, it is often tempting to give the extern a fast answer. When this occurs, the extern does not learn a transferable skill that can be used for the next project. It also maintains the extern's dependence on the supervisor and hinders the development of the extern's self-confidence and initiative. Therefore, externs should be taught to use legal tools and resources and to develop confidence in their own ability to use these tools. To effectively accomplish the mission, externs should be engaged in the following;

a. Written work

Externs should be encouraged not only to become familiar with research resources but also put their research into writing whenever possible. Even if the written form is less expedient,

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externs need experience and practice in order to integrate their research into a coherent written product. Such coherent written works could be of assistance to the field supervisor or other lawyers in the office even after the extern completes the externship. It would also be desirable for the externs to engage in write-up of other works like questions for clients' interviews when appropriate, letters, opinion, reports, minutes of meetings, motions, affidavits, pleadings, agreements, notices, etc. The supervisor should, therefore, request for the compilation of such works whenever the Externs complete their assignment.

b. Observation,

It is not only important but also necessary for Externs to be able to observe and participate, where possible in the proceedings in court and office. The opportunity to observe and reflect upon all aspect of lawyering is valuable. Therefore, externs should be allowed to watch as many aspects of the field supervisor's work as possible, including but not limited to interviewing and counselling clients, negotiating, preparing for court, pre-trial conference or case management, court hearing, board meetings, meeting with clients, meeting with judges, meeting with opposing counsel, meeting with associate lawyers, visit to land registry, visit to Corporate Affairs Commission etc. Here, the goal is to observe the supervisor's interaction with clients, with court and with adversary as well as to discuss these interactions after their completion.

c. Role Play

Externs may benefit from role playing. Externs can assist with negotiation preparation and hearing preparation by assisting the field supervisor to act out the anticipated action. For example, the extern may act as opposing counsel in a mock motion argument.

d. Participation

An extern can participate actively with the field supervisor's permission. Thus, extern should be allowed to have their own direct experience put into practice by themselves. Appropriate extern roles will vary with the placement, but may include and not limited to participating in interviewing or debriefing of witnesses, preparing witness statement, writing up an

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investigation and trial plan, counselling clients after the field supervisor has approved the advice, drafting letters, drafting pleadings, drafting motions, conducting and preparing reports for searches, completing forms, and preparing an opinion, filing documents at the court and other registries, conducting searches at registries, and so on. By so doing, externs will not only benefit from performing the tasks in which they play an integral role, but they will also achieve some of the other goals that are set forth. Extern may also participate in the legal training programmes and conferences organised by Nigerian Bar Association, National Judicial Institute and other institutions.

ii. Feedback

Feedback on both written works and other tasks is an essential component of the educational experience. Meaningful feedback consists of very specific information. It involves careful observation of the extern's performance or product as well as tactful and honest comments/views of field supervisor. An extern learns little from comments such as "well done", "keep it up", "good", "Very good", "Excellent", "Poor" or "Fair". The field supervisor should provide specific example of what the extern said, did or wrote with a clear and detailed explanation as to why the work was "excellent" or "poor". The Nigerian Law School will supply forms for the field supervisor to evaluate the extern and provide feedback to the school at the end of the programme.

In the same token, externs should also be given the opportunity to learn some self-evaluation skills. One helpful tool is for the supervisor to evaluate his own performance in the presence of the extern. This modelling can demonstrate the level of self-analysis that will help the extern know how to critique his own performance. This encourages a constructive dialogue between the supervisor and extern, allowing the extern to recognise where he has room for improvement.

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4.2 Insight into Systems in which Lawyers Work

Primarily, one of the important benefits of externship is that externs may be fascinated in a particular office and into a particular aspect of legal practice. In order to achieve this, the extern should be exposed to a variety of situations like courtroom activities in various courts, client interview, investigations, opinion writing, letter writing, visit to Corporate Affairs Commission, visit to Security and Exchange Commission, visit to Land Registry, Prison, Law Reform Commissions, etc. The field supervisors should take time to discuss what is observed by the extern. This does not necessarily mean that the extern must actively participate in all courtroom procedure or interviewing witnesses, but it means that an extern who engaged in substantial research should be involved in the analysis of that research and its application. Therefore, it is important to explain the context in which an assignment arises and, whenever possible, to allow the extern to see the application of his work product. It is hoped that the field supervisors will, during the externship programme, be able to focus externs mind to lawyers' works.

4.3 Developing Professional Responsibility Skills and Values

Professional responsibility is a core topic in the Law in Practice module of the Nigerian Law School. The externship can compliment classroom learning by providing opportunities to see or even be involved with actual professional responsibility decisions that confront practising lawyers. Externs should observe conducts in court; see problem occurring and watch interaction between parties. All of these areas can generate professional responsibility questions. Furthermore, the externship is an ideal situation in which to teach professional responsibility, since the extern has an opportunity to be professionally responsible under the guidance of the field supervisor. The field supervisor will serve as a role model and can engage in constructive dialogue with the extern about these issues. Seeing how an institutional perspective can influence the way in which professional responsibility issues are analysed can also be a valuable learning experience for the extern.

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Again, Rules of Professional Conduct for legal practitioners is taken seriously as a means of explaining duties and responsibilities of lawyers in Nigeria. Therefore, since field supervisors know that they are bound by these rules, they are expected to inculcate the Rules in externs. As societal values are paramount in the legal profession, the field supervisors are not only expected to discuss legal ethics issues but also ethical issues bordering on good governance, corruption, process of appointment of judges and appointment of Senior Advocates of Nigeria. They are also expected to let the externs appreciate how this impact negatively on society.

Another professional responsibility skill that is of paramount importance is the acquisition of habits and reactions which reflect the individual's responsibility for someone or to something outside them. This may be the first experience that the extern has had to be responsible to others. The externship is an excellent opportunity to learn about obligation to clients or the court, to learn to meet deadlines, to learn to keep time and to learn basic work habits and skills. The supervisor should be both critical and reinforcing when an extern has either failed or succeeded in meeting professional responsibility goals.

The issue of pro bono service plays a significant part during the externship. For example, at the law clinic programmes, emphasis is placed on the need to provide pro bono service to the indigents. Therefore, externs should be made to understand and appreciate pro bono service as part of their duties in their professional calling and as good citizens.

4.4 Developing the Ability to Learn from Experience

In the day to day legal activities, lawyers realise that every case presents new problem or challenges. Certainly, the Nigerian Law School does not teach externs substantive law. The Law School does not also teach all procedural law or the non-legal or intuitive information or behaviour which they must have, to be successful. This, in fact, is one of the main reasons why the Nigerian Law School support and encourages clinical legal education. Good clinical legal education provides an opportunity to learn and build upon from experience in a

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systematic way. An externship programme can help teach an extern to be an effective learner and to absorb the lessons of experience.

5. SUGGESTED METHODOLOGY

In order to meet the goals outlined above, it is imperative for the field supervisors to adopt the methods stated hereunder:

a. Shadowing

This is a simple and effective method for demonstrating how certain lawyering skills should be performed. When shadowing, an Extern will spend part of a working day together with the field supervisor. For example, the Externs will be with him when the field supervisor does client conference, appears in courts or visits registry, holds meeting with the opposing counsel on behalf of the client, or conducts searches at registries etc.

b. Case File Assignments

Another method is the case file management. An extern can benefit from assuming responsibility from three case files óone just beginning, one in process, and one in the final stage. The extern should be asked to review each file and organise it if necessary. Then the extern should be asked to draft a list of the next steps to be taken and an assessment of the case. The extern's conclusion may be helpful for both the extern and the field supervisor.

c. Meetings

It is of paramount importance for the field supervisors to hold meetings with externs. Meetings between the extern and field supervisor should be scheduled on a regular basis, at least weekly. These can be formal or informal. It is at the stage where the extern will voice out his/her observation, queries and views. It is also an appropriate avenue for the field supervisor to provide answers to questions raised by the extern as well as to douse tension on cloudy areas.

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d. Written Assignments

Written assignments with deadlines and specific requirements avoid frustration for both the extern and the field supervisor. This may also eliminate confusion in the event that the field supervisor is unable to clarify a task. In addition to case files, an extern may be assigned an ongoing activity like data collection and collation, law reporting, book editing, conference organisation etc.

Generally, Externs learn more effectively and lastingly when the supervisor is non-directive and extern non-centred. Rather than telling an extern exactly what to do and where to find the answer, a field supervisor should take the time to explain the context of an issue and the nature of task being assigned, to discuss the extern's first reaction to the problem, to help the extern form problem-solving strategies, to agree upon a schedule for the project and the form which the extern's work should take. Finally, the work product should be given feedback in whatever form is appropriate to ensure that the extern fully understands the strengths and weaknesses of his/her performance in order to build upon them in future assignments.

The development of research and writing skills is an obvious benefit of an externship. So whenever possible, and practical, externs should be asked to write up their research whether as memorandum, a draft opinion, a brief etc.; and making connections between the legal research conducted and the application of that research in a performance setting is vital. Therefore, externs should be encouraged also to observe, in as intimate a setting as possible, the courtroom proceeding connected to their work.

The Nigerian Law School hopes that all field supervisors will take the time to discuss their views of the legal system with externs. Even the most insightful externs will learn much more by hearing directly the opinions of their supervisors about the widest possible range of issues concerning law practice and the institutions and individuals involved. In summary, carefully structured and monitored projects, contextual observations and access to the insights of the

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supervisor are the main methods to achieve the educational goals of the Nigerian Law School.

6. FIELD SUPERVISOR AND EXTERN RESPONSIBILITIES

The responsibility of both field supervisors and externs are enormous. Hence it is expected that those responsibilities will be taken seriously to achieve the desired goals. Some of these responsibilities are considered below.

A. PROFESSIONAL CONDUCT

Externs, as well as their field supervisors, are bound by the Rules of Professional Conduct for Legal Practitioners, including but not limited to rules regarding confidentiality and privilege. Externs may be exposed to confidential information and they are absolutely prohibited from disclosing this information in any unauthorised manner without the express consent of the client and the field supervisor. In discussions with Law School teachers/externship portfolio assessors about the work performed, externs should refer to fact pattern and hypothetical situations that protect the clients' confidences.

B. FIELD SUPERVISOR'S RESPONSIBILITY

i. Evaluation of Extern Work

Evaluation of extern's tasks and assignment is of paramount importance. This will necessarily come in form of time log activities, written evaluation and grading. In addition to final evaluation, the field supervisor should report to the school whenever a problem arises regarding extern's works, attendance, attitude or work habit. The office to be contacted will be stated in the letter to be sent to field supervisors.

ii. Provision of enabling environment and resources

Another major responsibility of the Field Supervisors is the provision of suitable and enabling environment under which the externs will work and learn. Therefore, it will not be out of turn if the field supervisors should provide adequate enabling environment and resources to the extern. Such provision should therefore include an appropriate work place

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and secretarial support. A field supervisor should also endeavour to make available relevant and up to date law reports, law books, periodicals in the library, electronic law books and reports, internet facilities and other paraphernalia of legal practice.

iii. Review and signing of log books

Field Supervisors are to sign the extern's log book on daily basis at the end of the day's activities. Comments on the adequacies or otherwise of the issues discussed should also be made by the field supervisors. When this is done, the attention of the externs should be drawn to it and if possible it should be discussed with the Extern. The review and signing of log books by the field supervisor will motivate the extern to always ensure proper journaling in the law book. Thus the Nigerian Law School expects that review and signing of log books will continue from the beginning of externship to the end of the programme.

iv. Monitoring of attendance

Attendance is a necessary and mandatory segment of externship and as such field supervisors should ensure that there is adequate monitoring of extern's attendance. In doing this, the field supervisor should endeavour to calculate the hours spent by the extern and if hours spent is not up to the mandatory 8 hours per working day, such should be reflected in the review and signing of the log book. In addition, reports of such incomplete hours spent by the extern per day should be made to the Nigerian Law School.

v. Monitoring completion of tasks

It is the responsibility of the field supervisors not only to assign tasks to externs, but also to ensure that those tasks are completed by the externs as instructed. To effectively do this, when tasks are assigned, deadline should be given for submission. Where deadlines are not met appropriate sanction should be meted on the externs. For externs who complete their tasks and assignment within the deadline an appropriate commendation should be made.

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vi. Providing feedback to the Externs

It is one thing to assign tasks and monitor their completion, it is another thing to ensure that such tasks are assessed and adequate feedback is given. Hence, it is expected that field supervisors will not only assess the task assigned but will also let the externs know whether such task meet the necessary requirements. For example, field supervisor may write a comment regarding what was done right or what was done wrong. This may also include why or how it was done right or wrong. In other instances, the field supervisor may need to have a one-on-one discussion with externs on the completed tasks with a view at giving feedback.

vii. Submission of Final Evaluation Reports on Externs by Law Firm Supervisors

The externs are expected to be monitored in terms of their attitude towards works, tasks performance and attendance at the externship. The monitoring also includes assessment of tasks given, assessment of log books and general performance of externs. At the end of the programme, it is therefore the responsibility of the law firm field supervisor to write a comprehensive report of each Extern on the areas monitored. The evaluation will be on a form provided by the Law School. At the end of the placement, the principal of the Law firm and the field supervisor should complete and return a copy for each student, signed and sealed in a confidential cover addressed to the **Director-General, Nigerian Law School.**, and given to the named extern for personal submission at the Campus of the extern. Law Firms may make a copy for their own records and future reference.

viii. Ensuring that Externs are free from harassment

Field Supervisors are mentors who are expected to be emulated by externs. It is expected that such heavy responsibility is not eroded by the actions and inactions of the field supervisors or other staff of the law firms. Expectedly, it is the responsibility of Field Supervisors to ensure that externs are free from harassment (including sexual harassment), molestation or any indecent behaviour at the work place.

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ix. Relationship with Law School and Mentors

The Law School has mentors appointed for each extern who assists the extern with his/her challenges and problems and growth generally throughout the Law School session. The mentors also monitor the development of the extern during the externship programme. The extern's mentors may make contact with the law firms and the field supervisors from time to time during the placement period. The Supervisors are expected to cooperate with the mentors and other Law School staff that makes any contact on behalf of any extern.

x. Code of Conduct for field supervisors

By agreeing to supervise an extern, a field supervisor is deemed to have subscribed to a code of conduct provided in this handbook. The Law School has also provided a code of conduct for the externs.

C. EXTERN RESPONSIBILITY

Externs working outside the Nigerian Law School are ultimately accountable to the school coordinator and mentor in charge of externship programme. The accountability is partly satisfied by attendance at the scheduled 8 hours, participating in placement activities, punctuality at the placement place, logging daily activities and reflections; and by satisfactory completion of all assigned works. In addition, accountability is manifested by the maintenance of accurate and thorough time logs indicating the hours at work as well as the nature of the work performed.

Externs participating in the externship programme receive marks for successful work. Generally, externs work for 8 mandatory hours per working day as prescribed by the Nigerian Law School. However, externs may arrange to work for longer hours. In addition, externs also must appreciate that the success of their experience at the placement is dependent upon a healthy relationship between the externs and the field supervisors. Thus, the extern should be familiar with the school's expectations of the field supervisor and should be equally committed to responsible and professional behaviour in the completion of all tasks assigned.

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If, on the other hand, the field supervisor is not contributing according to the Nigerian Law School expectation or standards, the extern should not hesitate in making this fact known to the officers in charge of placement exercise at the Nigerian Law School. Also, the extern should feel free to discuss any problems with the mentor or coordinator.

7. VERIFICATION AND ACCREDITATION OF LAW FIRMS

The Nigerian Law School will from time to time verify and accredit Law Firms and Institutions where the students will be placed. Law Firms will be required to complete a self-assessment form that will be provided. Sample criteria for the accreditation and the self-assessment form are provided in this handbook. Law Firms are encouraged to study these and if there is need, begin to upgrade their offices. The list of accredited firms will be published in the websites of the Nigerian Law School and the Nigerian Bar Association. The Nigerian Law School will provide support and training to the firms and Institutions on the accreditation and externs supervision from time to time.

8. CONCLUSION

A significant responsibility has been delegated to the field supervisor who is working in partnership with the Nigerian Law School. In its entire curriculum, including its externship programme, the Nigerian Law School makes effort to achieve the highest possible educational standards. For this reason, it is vital that the role of the field supervisor is performed according to the highest standards expected of them.

Generally, it should be noted that externs will not be placed in externship offices where the field supervisor has recently been sanctioned in anyway by the Legal Practitioners Disciplinary Committee. Also, if the school believes that the behaviour of a field supervisor or staff of the court or firm is not satisfactory, externs may be withdrawn from such a field supervisor, court or firm. When the Externship Coordinator learns that a field supervisor has been recently disciplined in any way by the Legal Practitioners Disciplinary Committee, all serving externs will be withdrawn from such offices. A review of the situation will determine

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whether the externs will be allowed to complete the externship in the place or if the extern's educational experience is better served by relocating the Externs to another office.

The Nigerian Law School, in anticipation, wishes to thank you for your active participation in the programme and will be delighted to have your comments and suggestions.

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CODE OF CONDUCT FOR FIELD SUPERVISORS

A Field Supervisor of an Extern shall adhere to the following code of conduct:

- 1 Shall maintain high standard of ethical conduct and obey the Rules of Professional Conduct.
- 2 Must serve as a role model and engage the Extern adequately in order to achieve the goals of the externship.
- 3 Must ensure that externs are free from threat or harassment (including sexual harassment), molestation or any indecent behaviour at the work place.
- 4 Must maintain high sense of morality and decorum in dealing with externs of the opposite sex.
- 5 Must not demand or receive any form of bribe, gift, gratification or offers from externs.
- 6 Must not make any informal complimentary, abusive, provocative or prejudicial remark against any extern.

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CODE OF CONDUCT FOR EXTERNS

1. Externs shall maintain high standard of ethical conduct in their duties and actions as externs.
2. Externs shall report at their placements daily throughout the 5 working days of the week except public holidays and spend a minimum of eight hours daily.
3. Externs shall be punctual at their placements..
4. Extern shall maintain good and gently manners and decorum with their principals, supervisors or Judges throughout the period of the placement programme.
5. Extern shall show respect to the counsel and staff of the court, law firm and other placement places.
6. Extern shall obey all rules and regulations of the court, law firm and other placement places.
7. Extern shall dress in his/her regulation dress during the placement programme.
8. Extern shall perform every task given to him/her by his/her principal with high sense of integrity, commitment and loyalty.
9. Extern shall not steal, remove, destroy, mutilate, carelessly or negligently deal with the property of the court, law firm or other placement places.
10. Extern shall not engage in any sexual relationship with staff and clients at the placement places and shall not make informal complimentary, abusive, provocative or prejudicial remark against any staff or client at a placement place.

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SAMPLE TIME-LOGGED ACTIVITIES ON LOG BOOKS

DATE: 24/5/12

8.00 am. I reported at the office. My principal, two lawyers and the five externs in the office all moved to the High Court 5, Ikeja for the case of *Musa Salvage v. The State, Suit No. 152/k/12*. We had a bail application before the court which was fixed for hearing. The court started sitting at 9.00am. My principal had to wait for his turn for two hours as there were many cases on the cause list.

11.00 am. Our case was called and my principal introduced himself and counsel that appeared with him. As applicant's counsel, my principal argued his motion first but his application was opposed by the respondent's counsel (State Counsel). The argument lasted for two hours. The court adjourned till another date for ruling and further ordered our client (the applicant) to be remanded in Prison custody.

2.00 pm. We returned to the office and my principal gave us one hour break to enable us have our lunch.

3.00pm. A client visited our office and was interviewed by counsel. I assisted counsel in taking notes. The case of the client was about processing letters of administration for her husband's estate. The interview took about one hour.

4.00pm. All the Externs held a brief meeting with our supervisor on the office work plan for tomorrow. Each of us took note on the courts we were assigned to attend. The meeting lasted for about 30 minutes

4.30 pm. I concluded my assignment for the day and closed.

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SAMPLE REFLECTIVE JOURNALING ON LOG BOOK

24/5/12

BAIL APPLICATION -*The State v. Musa Salvage*, Case No. 152/k/12.

A bail application in the case of *The State v. Musa Salvage* before High Court No.5, Ikeja, Lagos was moved by my principal. It was a case of murder where our client, the defendant was alleged to have taken the life of his girlfriend.

Generally, a defendant charged with the offence of murder can only get bail on special grounds under section 118(1) Criminal Procedure Act. My principal argued that bail may be granted on medical grounds especially where the prison authority does not have facilities to take care of a detainee who is seriously sick. He stated that the applicant was suffering from severe hypertension and that the prison authorities have no facilities to cater for such a patient. He urged the judge to release the applicant on bail so that he would have adequate care from his doctor. My Principal referred to the Prison doctor's medical report he filed in the case and cited many cases including *Fawehinmi v. The State* in support of special circumstances for bail. The prosecution counsel opposed the application for bail on the ground that the State can adequately cater for the sickness of our client, but he did not state how this will happen.

I am aware that by section 118(1) Criminal Procedure Act, bail is considered in capital cases only in special circumstances one of which is severe illness that cannot be catered for by prison authorities. My principal was very good in presenting his case citing several relevant cases and medical reports. I will be surprised if the Judge in his ruling refuses our application.

I was surprised that the State Counsel opposed the application very strongly but did not show how the prison authority or the State will be able to provide adequate medical care in view of the medical report filed in the case. He did not show sympathy for our client's severe illness. We were taught that lawyers should be humane. Without countering the facts presented by my Principal, the State Counsel in my view also violated the general responsibility of a lawyer under the rules of professional conduct that requires all lawyers to promote and foster the course of justice, and maintain a high standard of professional conduct. The state counsel just opposed the application for opposition sake and wasted the time of every person in court.

Nigerian Law School Externship Handbook for Supervisors

LAW FIRM FIELD SUPERVISOR'S EVALUATION OF EXTERN

Thank you for accepting to host and supervise our student under our externship programme. Your evaluation of this student is very important to the success of the programme. Please provide a candid and full assessment. If you are the Firm's Principal and direct Extern's supervisor please sign the spaces for Supervisor and Principal at the end of the form but if you are the supervisor and not the firm's Principal, please sign only the supervisor's column while the Principal should sign the Principal column. This form is to be returned to the extern in a sealed envelope under confidential cover addressed to the DIRECTOR-GENERAL, NIGERIAN LAW SCHOOL.

NAME AND ADDRESS OF LAW FIRM _____

NAME OF

PRINCIPAL _____

NAME OF EXTERN'S DIRECT

SUPERVISOR _____

SURNAME OF EXTERN _____

EXTERN'S OTHER NAMES _____

CAMPUS OF EXTERN _____ DATE _____

PERFORMANCE EVALUATION SCALE ó Please score the Extern using the following scale except where required to answer in any other manner:

1 = Poor ó consistently fails to meet minimum expectations

2 = Fair - occasionally fails to meet minimum expectations occasionally

3 = Satisfactory ó acceptable performance

4 = Good ó performance meets expectations, competent

5 = Very Good ó performance above expectations, competent, effective and strong

6 = Excellent ó performance significantly above expectations, very competent, very effective and very strong

RESEARCH & ANALYTICAL SKILLS _____ (Is the extern able to carry out an effective research? Is the extern able to use his/her knowledge of legal principles to analyse cases?)

WRITTEN WORK - Did the extern produce any written work (Yes or No) _____ If yes please describe the nature of the written work.

WRITING SKILLS _____ (Does the extern use proper grammar and spelling? Is the Extern's writing well organized, concise, clear and simple?)

LEGAL KNOWLEDGE OF LEGAL SYSTEM _____ (Did the extern demonstrate adequate familiarity with basic concepts of applicable law and procedure, and an understanding of the Nigerian legal system and the legal profession?)

PRESENTATION SKILLS _____ (Is the extern able to orally communicate effectively? Does the extern present information clearly and effectively? How confident is the extern during presentations?)

ETHICS _____ (Does the extern recognise ethical problems as they arise? Is the extern able to show that he/she can appropriately deal with ethical issues in given situations?)

PROFESSIONALISM _____ (Did the extern demonstrate maturity, good judgment and sensitivity in interactions with clients, lawyers and other staff?)

ATTITUDES AND WORK HABITS _____ (Have the extern's attendance, punctuality, work habits, and work attire been satisfactory?)

PLEASE PROVIDE a percentage score over 100% of the extern's attendance at work _____

PLEASE STATE the dates the extern was absent from the placement

DIRECT CLIENT CONTACT – Did the extern have direct client contact (Yes or No) _____ If Yes please describe the nature of the contact (eg initial client interview, counselling, hearing preparation, interview for witness statement/affidavits, etc)

GENERAL COMMENT ON THE EXTERN

Is there any reason that this extern should not receive credit for the externship with your office? If Yes, please explain.

NAME _____

SIGN _____ DATE _____

FIELD SUPERVISOR

NAME _____

SIGN _____ DATE _____

LAW FIRM'S PRINCIPAL/HEAD

LAW FIRM'S STAMP

This form is based on an adaptation of the Bay Area Consortium form on externship (BACE) USA.

**NIGERIAN LAW SCHOOL
GUIDELINES FOR THE ACCREDITATION
OF LAW FIRMS FOR EXTERNSHIP PROGRAMME**

CRITERIA	BENCHMARKS	WEIGHT OBTAINABLE	POINTS OBTAINED
QUALIFICATION	5 ó 10 YEARS	6 POINTS	
	6 ó 10 YEARS	8 POINTS	
	7 ó 10 YEARS	10 POINTS	
NUMBER OF LAWYERS	2	6 POINTS	
	3 ó 10	8 POINTS	
	11 AND ABOVE	10 POINTS	
OFFICE ACCOMODATION	MINIMUM SPACE	3 POINTS	
	ACCESSIBLE TOILET	1 POINT	
	LOCATION	1 POINT	
	CLIENT INTERVIEW ROOM	1 POINT	
	LIGHTING	1 POINT	
	CONFERENCE ROOM	1 POINT	
	KITCHENETTE/COFFEE ROOM	1 POINT	
	WINDOW BLIND	1 POINT	
OFFICE EQUIPMENT	ADEQUATE/STANDARD FURNITURE	4 POINTS	
	ICT EQUIPMENT	3 POINTS	
	AIR CONDITIONERS	1 POINT	
	POWER SUPPLY	1 POINT	
	REFRIGERATOR	1 POINT	
LIBRARY	QUANTITY/RELEVANCE OF TITLES (TEXTS, PERIODICAL, LAW REPORTS STATUTES)	4 POINTS	
	CURRENCY	3 POINTS	
	ACCESIBILITY	2 POINTS	
	ORGANIZATION	1 POINT	
STAFFING	MINIMUM OF 2 STAFF	6 POINTS	
	3 ó 10 STAFF	8 POINTS	
	11 STAFF AND ABOVE	10 POINTS	
OFFICE ORGANIZATION AND MANAGEMENT	RSECORD KEEPING	4 POINTS	
	OPERATION OF GENERAL AND CLIENTSøACCOUNT	4 POINT	
	REGULAR MEETING	1 POINT	
	SCHEDULED WORKING TIME	1 POINT	
ENGAGEMENT IN PROFESSIONAL ACTIVITIES	PRO BONO SERVICES	3 POINTS	
	MEMBERSHIP/PARTICIPATION IN BAR ACTIVITIES	3 POINTS	
	PARTICIPATION IN MCLE	4 POINTS	
CURRENCY OF PRACTICE FEE FOR ALL LAWYERS	PAYMENT WITHIN TIME	10 POINTS	
	PAYMENT OUTSIDE TIME WITHIN PRACTICE YEAR	8 POINTS	
GENERAL	HYGIENE	3 POINTS	
	LOCATION	3 POINTS	
	SECURITY	2 POINTS	
	ACCESSIBILITY	2 POINTS	
TOTAL SCORE			

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EXPLANATORY NOTES ON THE CRITERIA FOR ACCREDITATION OF LAW FIRMS FOR STUDENTS EXTERNSHIP PROGRAMME

Introduction:

As part of the vocational training programme for aspirants to the Nigerian Bar, the Nigerian Law School places students on externship programme in Courts for a total period of about 12-15 weeks. The goals of the externship programme are:

1. Develop the externs' lawyering skills.
2. Make the Externs understand various aspects of the legal system as well as the legal profession.
3. Inculcate in the Externs a sense of professional responsibility and values.
4. Develop the externs' ability to reflect on and learn from their experience.

To deliver these goals, the Nigerian Law School will partner with the legal profession to accredit law firms periodically. Self assessment forms will be provided by the School for law firms to duly complete. Experts will be deployed to the law firms by the School for the accreditation exercise. The result of the accreditation exercise may be published in selected national dailies, the website of the Nigerian Bar Association as well as the official website of the Nigerian Law School. Please study explanatory note set out below and carefully complete the attached form.

1. Weighted points are allocated to benchmarked items to be assessed for accreditation purpose. Over all, a law office must score 60% to be accredited as a placement venue.
2. Notes on specific benchmarks:
 - (1.) Qualification of All persons to be considered here must be legal practitioners within the meaning of the Legal Practitioners Act. Varying weighted points are awarded in accordance with post Call to Bar cognate experience. The Principal Partner/Associate/Head of Chamber, as the case may be, must be at least 5 years post Call. Where Principal/Head of Chamber/ Principal Associate is 1. 5 to 10 years post Call (6 points); 2. 10 years and above (8 points); 3. Benchers and Senior Advocates of Nigeria (10 points).
 - (2.) Number of Lawyers of The numerical strength of each law firm will be considered. Only firms with at least 2 practitioners will receive externs. This is for ease of supervision and attention for the externs. 1. 2 legal practitioners (6 points); 2. 3 to 10 legal practitioners (8 points); 3. 11 and above (10 points).
 - (3.) Office accommodation of 1. A law firm must occupy an approximate size of 60sqm or 2 office rooms in addition to a reception (3 points); 2. Accessible toilet (1 point); 3. Accessibility to the location of law firm (1 point); 4. client interview cubicle (1 point); 5. Conference room (1 point); 6. Kitchenette or coffee room (1 point); 7. Window blinds (1 point).

- (4.) Office equipments ó A. Adequate/standard furniture means provision of at least:
 1. Chairs and tables for all legal practitioners in chambers; 2. Visitors ÷ chairs; 3. Office secretaryø table and chair; 4. At least 2 chairs and a small table in the reception area for visiting clients/guests; 5. Centre table and chairs in the conference room ; 6. Electric kettle/ tea pot; cups; tray, cutleries and refrigerator in the kitchenette; 7. A table and one or two chairs in the clientsø interview cubicle (4 points).
 B. ICT facility means: 1. provision of desk top or lap top computers for all practitioners and secretary in chamber. 2. A printer/photocopying machine; 3. Internet access; 4. Telephone; 5. Intercom; 6. multi media projector (3 points).
 Others ó 1. Air conditioners/ standing or ceiling fans (1 point); 2. Power supply (1 point); 3. Refrigerator (1 point).
- (5.) Library ó 1. Quantity and relevance of available titles which should include textbooks, periodicals, law reports and statutes (4 points); 2. Currency of titles (3 points); 3. Accessibility of library (2 points); organization i.e. serialization, cataloguing and attendant (1 point).
- (6.) Staffing ó 1. Minimum of 2 para ó legal staff (6 points); 2. 3 to 10 staff (8 points); 3. 11 staff and above ó (10 points).
- (7.) Office organization and management ó 1. Record keeping e.g. register of cases, journal, case management register (4 Points); 2. Operation of general (Solicitorø)/client account (4 points); 3. Regular law office meeting ó (1 point); 4. Scheduled working time (1 point).
- (8.) Engagement in professional activities ó 1. Pro bono services (3 points); 2. Membership and participation in Bar activities (3 points); 3. Participation in mandatory continuing legal education for all lawyers (4 points).
- (9.) Payment of practising fee ó 1. Payment within stipulated time of the year (10 points); 2. Payment outside stipulated time of the year (8 points).
3. An accredited law office for externship programme shall be due for re-accreditation after three (3) years.
4. The list of accredited law offices may be published yearly in all major national dailies; Nigerian Bar Association website as well as the Nigerian Law School website.

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SELF – ASSESSMENT FORM FOR ACCREDITATION OF LAW FIRMS FOR STUDENTS EXTERNSHIP PROGRAMME

The Nigerian Law School has a programme of placing Law Students in Law Firms for externship programme annually. To be able to do this, the School in partnership with the legal profession needs to assess and accredit the Law Firms. The School requires that the Principal Partner/Associate or Head of chambers in the Law Firm should complete all spaces in this form. Please be assured that all information received shall be confidentially handled for the purposes of the School's programme only, and shall not be divulged to any third party.

1. Name of law Firm _____ .
2. Address/telephone _____ ..
3. Nature of Practice/ Area of Specialization _____

4. Name of Principal Partner/Principal Associate _____ .
 - (1.) Year of Call of Principal Partner/ Associate _____ ..
 - (2.) Enrolment Number _____ ..
 - (3.) Are you a Bencher/SAN?.....
 - (4.) Telephone/E-mail Address _____
5. Name of Head Of Law Firm _____ ...
 - (1.) Year of Call _____ .
 - (2.) Enrolment Number _____ ..
 - (3.) Are you a Bencher/SAN?.....
 - (4.) Telephone/E-Mail Address _____
6. Total number of lawyers in the law firm _____ (Please attach a list of names and year of call of the Lawyers in the firm.)
7. Total number of administrative Staff in the law firm _____ (Please attach a list of names and positions of administrative Staff.)
8. Office accommodation _____ (Please state the approximate size of your office space in square metres or number of rooms)
9. Office furniture/equipments _____ (Please attach a list)
10. Library materials:

- (1.) State the number of texts, periodicals, statutes and law reports in your library (please attach a list).
- (2.) Do you subscribe to any Electronic Law Data Base? (please attach a list)

11. Office Organization and Management:

- (1.) Briefly describe the method of record keeping in your firm
- (2.) Do you operate a firm's account? yes/no
- (3.) Do you operate a client account? yes/no
- (4.) State your scheduled working time
- (5.) How often do you hold management/staff meeting?.....

12. Engagement in Professional Activities:

- (1.) State your NBA branch
- (2.) Briefly state the NBA activities the lawyers in the firm have participated in within the last three years
- (3.) Describe any *pro bono* service the Law firm has been involved in within the last three years
- (4.) List Mandatory Continued Legal Education (MCLE) and other capacity building programmes you and the lawyers in the firm have attended in the last three years

13. Practising Fee: State date of payment of practising fee for the current practice year (attach evidence)

I declare that the information supplied by me above is accurate and correct to the best of my knowledge and belief.

Dated this .. Day of

Signature