



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
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nrkatz2@usfca.edu

Student Name: _____

Placement: _____

Date You Discussed This Plan with Your Supervisor: _____

PROFESSIONAL DEVELOPMENT PLAN

This document will help structure and guide your semester. It relates directly to the self-development competency discussed in class. Thus, for this assignment you will be proactive in directing and guiding some of your learning at your placement.

Think about your externship. What do you hope to learn from your experience? Think in terms of what you know about your placement from the job announcement or description, your interview, and the time you have already spent at the externship site.

Identify and describe with specificity the primary professional learning goals you will gain from your placement. Consider how you would like to grow and/or develop as a lawyer over the course of the semester. If you are looking for inspiration, review the Schultz and Zedeck 26 competencies chart.

Each goal must be **SMART: Specific, Measurable, Attainable, Realistic**, and fit within the semester (that is the **Time** Frame). Break down the steps for achieving that goal, and how you will assess if you attained or made progress on your goal. You must review these goals with your supervisor to confirm that they are attainable in the course of your externship.

A. Goals

In outline form, state at least three primary professional development goals below.

- 1.
- 2.
- 3.

B. How will you accomplish your goals?

For each goal, identify activities, experiences, or mechanisms available to you through your placement to achieve the goal.

EXAMPLE GOAL: Take initiative and be able to identify what needs to get done on a case.

Action Steps for Goal:

- a. *Bring an agenda to each weekly supervisor meeting, detailing possible next steps*
- b. *For each decision to be made in a case, list all alternatives and pros/cons of each and what other information is needed*
- c. *Before asking a supervisor for guidance - come up with three options/steps of what I can do to answer my question*



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Assessment/Measurement for Goal:

- a. *After each weekly supervisor meeting, assess if I correctly identified the next steps/decisions to be made; or if new steps/decisions had to be pointed out to me*
- b. *Reflect on when I had a new task, if I was able to take proactive steps to start myself*

EXAMPLE GOAL: Improve interviewing skills.

Action Steps for Goal:

- a. *Observe at least two different attorneys conduct interviews and/or counseling sessions with a client or witness; debrief with attorney following observation.*
- b. *Articulate for myself the techniques used by the interviewer; what was effective, what was less effective.*
- c. *Develop an interview outline, identify my goals for the interview and the topics to be explored; review with supervisor.*
- d. *Conduct at least three interviews with a client and/or witness, at least one of which is observed by supervising attorney. Ask that attorney for immediate feedback.*

Assessment/Measurement for Goal:

- a. *Make a list of the techniques that were effective or not effective in the interviews I will observe and use this information for my own interview.*
- b. *After my interview, I will review if I have met my goals for the interview (based on evidence) and write down what worked and didn't from my outline and techniques.*
- c. *I will discuss these reflections with my supervisor and seek her feedback on the interview.*
- d. *I will identify where I still needed to follow-up with more information and pursued that with the client.*

C. Feedback

Supervisors are required to provide specific, individualized, and timely feedback on assignments. Meet with your supervisor and discuss the frequency and method of feedback you will receive. Will the feedback be oral, written or both? In addition to feedback on specific assignments, how regularly will you meet to discuss your general progress? Describe the outcome of your discussion.

EXAMPLE: My supervisor will provide oral and written feedback on my research assignments, and check in with me weekly in person to discuss my general progress. My supervisor will also sit in on my initial client intake and provide oral feedback.

D. Modifications

Discuss your goals with your supervisor and note below the modifications to your plan made as a result of the discussion. If your supervisor is aware of your objectives, s/he can plan and work with you accordingly. S/he also will tell you if a goal is not feasible given the office practice.

E. Syllabus

Review the syllabus with your supervisor and provide deadlines for externship course assignments, meetings and evaluations requiring his/her review, input and/or signature. How would your supervisor prefer to be



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reminded of externship course requirements? Does s/he prefer in-person scheduling, email scheduling or both?