

SOUTHERN UNIVERSITY

L A W C E N T E R

DESCRIPTION OF LEGAL TASKS AND TIME SHEET

Attached is a sample Time Sheet with a list of legal tasks Extern students have routinely performed at prior placement offices. The list of legal tasks is not exhaustive, and if you spend time on an activity that does not appear on the list, please set forth your description of the activity on your time sheet.

Legal task descriptions include, but not limited to:

- Interviewed Client
- Prepare Client File
- Legal Research
- Draft Pleadings
- Draft Memorandum
- Draft Brief
- Phone Call to Client
- Trial
- Trial Prep
- Review Files
- Court
- Meetings
- Meeting with Supervisor
- Draft Correspondence

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L A W C E N T E R

EXTERNSHIP TIME SHEET

STUDENT NAME: _____

PLACEMENT/OFFICE/AGENCY: _____

SEMESTER: _____

FIRST DATE OF WORK WEEK: _____

DATE SUBMITTED: _____

DAY OF THE WEEK	DESCRIPTION OF LEGAL TASK	TIME-IN	TIME-OUT	SUPERVISOR'S APPROVAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

Comments/Weekly Reflections:

STUDENT SIGNATURE: _____

SUPERVISOR SIGNATURE: _____