

Nigerian Law School

Externship
Student Handbook

Nigerian Law School Externship Student Handbook

ACKNOWLEDGMENT

This Student Handbook 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 student 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 Student Handbook

Editor

Ernest Ojukwu

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Nigerian Law School Externship Student Handbook

Foreword by the Director-General, Nigerian Law School

This is the 2014 Edition of the Nigerian Law School Externship Student Handbook. 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 been provided for Externs to guide them during their placements at the courts and law firms. It is expected that each Extern will conduct himself/herself in a manner that befits an aspirant to the bar.

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

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Nigerian Law School Externship Student Handbook

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 externs (and mentors and assessors) 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 externs, mentors and assessors 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

Nigerian Law School Externship Student Handbook

1.0 INTRODUCTION

Externship Programme Goals

1.1 The Nigerian Law School Externship Programme (hereinafter referred to as the Externship) 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.

Externship Placement

The Externship Programme shall consist of two parts:

(a) The **Court Placement**- where Externs are posted to various courts of law to observe, discuss and reflect on judicial proceedings and the activities of judges, magistrates, lawyers and court officials.

(b) The **Law Firm Placement**- where Externs would have the opportunity to observe, actively participate and reflect on the work and activities of 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.

Externs will at all material times during their Externship be placed under the supervision of field supervisors and the mentorship of school mentors.

1.2 Identifying the Field Supervisors

For the court placement, the Principal Field Supervisors are the judges and the magistrates in the courts where Externs are posted. The Principal Field Supervisors are however permitted to appoint Assistant Field Supervisors, who may include registrars, research assistants, and other court officials, engaged in the supervision of Externs during the Externship.

For the law firm placement, the Field Supervisors are the principal/ associate partners or the head of the law firm. Generally, Field Supervisors must be persons qualified to practise as legal practitioners in Nigeria, and who have had practice experience for a minimum of three years. No Extern will be placed with an immediate family member acting as his Field Supervisor. The Field Supervisors are allowed to appoint Assistant Field Supervisors from among the lawyers in the law firm, who shall be engaged in the active supervision of Externs on Externship.

1.3 Expected working relationship with the Field Supervisors

The Nigerian Law School believes that good relationship between the Externs and their Field Supervisors is an important factor in the attainment of the goals of the Externship Programme. Externs should therefore relate to their Field Supervisors as their mentors, role models and teachers/coaches in the path of professional development. Externs should at all times maintain a healthy, respectful, professional and balanced relationship with their Field Supervisors, with decorum as their watch word, in the best tradition of the good and impeccable character expected of students of the Nigerian Law School.

1.4 Applicability of the Handbook to the Court Placement

The contents of this Handbook apply with equal force to the Court Placement, although, in some instances hereunder, the context or the illustrations used may be referable only to the Law Firm Placement component of the Externship. Therefore in such cases, all necessary modifications, adjustments and adaptation should be read into the Handbook, to render it appropriate or applicable to the Court Placement.

2.0 ACQUISITION OF LAWYERING SKILLS AND VALUES.

(a) The Externship Programme offers the Externs the opportunity to learn lawyering skills through a process that is systematic as well as pragmatic. Externs shall be given tasks by their Field Supervisors that will expose them to first hand training experience in all aspects of legal practice. Externs will not be limited to learning by inactive or passive observation of the actions and activities of their Field Supervisors. Towards achieving the goal of making the Externship Programme as experiential as much as possible, Externs shall be assigned tasks that will involve high level and rigorous/exacting practical training. Field supervisors will request Externs to carry out tasks, duties and assignments that will contribute to the learning of lawyering skills and values by the Externs. This will be followed by the Field Supervisors giving their specific feedback or results in measurable and specific terms, notifying the Externs about their performance. The feedback process or assessment shall not be evasive or rendered in ambiguous term, such as: "keep it up", "alright", "fair", "well done", etc. Rather each task shall be assessed in definite terms with the Field Supervisor's assessment indicating the adequacy or otherwise of the efforts of the Extern, for the purpose of the standard of the Externship Programme. An Extern should courteously ask his Field Supervisor for such definite assessment where the assessment for any task is expressed in ambiguous terms.

(b) Externs are expected to learn the following skills and values which have been identified, in line with international best practices, as fundamental to good legal practice. The skills include legal problem identification and problem solving; investigation and analysis of legal problems; research and formulation of legal opinion; fact and evidence gathering, investigation and analysis; effective oral and written communication; court room advocacy; interviewing and counselling; law office management and administration; negotiation; identification and resolution of ethical issues, alternative dispute resolution, etc.

The Field Supervisors will also see to the Externs' acquisition of the following values which are internationally recognised as fundamental for lawyers. These are the values of ensuring quality representation of clients; acquisition of sustained professional competence; aiding the cause of fair-play, justice, and the eradication of corrupt practices in the judicial system; provision of legal (and other) assistance on *pro bono* basis to the indigent or those who have challenges in obtaining legal representation; upholding and enhancing the dignity of the legal

profession; facilitating the mentorship and practical training of student lawyers; upholding in the legal profession the constitutional rights against discrimination on grounds of gender, ethnicity, religion, etc; recognising the need for self development and need to participate in continuing legal education, to sharpen or hone legal skills; and, active participation in professional activities at local, national and international levels.

3.0 DEFINING THE TASK

Though there are varied interests or skills of the different Externship placement sites, Externs should be able to learn and acquire certain basic practical law training experiences through the deployment of widely accepted tasks. Externs will be required to perform these practical tasks, after the field supervisors have set out in clear terms the definite requirements and goals of such task. The Field Supervisors will give tasks to the Externs in measurable terms. The role of the Field Supervisors will be limited to clarifying the nature and scope of the task, with some helpful hints on available research resources and materials. It is the duty and responsibility of the Externs to ensure that he uses his initiative to conduct the appropriate research and present his research findings to the Field Supervisors within the allowed or scheduled time for turning in of such findings. Externs should not expect the Field Supervisors to provide answers without such externs having played their own role in finding solution to the problems presented in the assigned tasks

Externs will generally be exposed to the following tasks:

1. Written work.

Externs will be given assignments that will task their written communication skills. Therefore, Externs should be able to present the outcome of their research in written form. The necessity for Externs development of the skill of writing is underscored by the increasingly written form that has characterised modern litigation, (especially civil litigation) in Nigeria, and beyond. Furthermore, written presentation of research on tasks provides materials for inclusion in the portfolio which Externs are expected to present for the Externship evaluation and assessment. Moreover, constant practice of reducing work into the written form will enable the Extern to think about solution to research problems in a coherent and logical manner. In this respect, Externs should be prepared for written assignments and tasks, such as preparation of questions for client's interviews, preparation of various court processes, for example, the writ of summons, statement of claim, statement of defence, written addresses in support of motions, brief of argument, etc., for real and simulated cases, opinion writing, minutes of meetings, letters, agreements, etc.

2. Observation

Externs shall be required to spend a good part of the Externship paying close attention to the activities of their Field Supervisors. Externs can observe the Field Supervisor while he/she conducts client's interview and counselling, negotiation, preparation for court, case management/planning, pre-trial conferences, court trials, board meetings, meetings and interviews with clients, or court proceedings etc. Externs should make notes of their observations, remarks or comments in respect of their Supervisors' activities. They should also note the way and manner that the Supervisors relate to their clients, subordinates, professional colleagues, court officials, and officials of other institutions that they might have need to deal with in the course of duty. Externs will be expected to ask for clarification,

explanation or elucidation of ambiguities or issues not understood, during subsequent question and answer sessions with the Field Supervisors.

3. Role play

Externs shall be asked to participate in tasks involving role-playing. For example Externs may act as opposing counsel in argument in moving a mock motion or as witnesses in mock trials. Similarly, Externs could conduct trials in simulated cases within the court and law firms, to hone their advocacy skills. During court placement, Externs would be made to watch live court proceedings and thereafter be asked to play the role of the judge by writing a mock ruling or judgment on the proceedings, for assessment by the Field Supervisors. Role playing could also be extended to corporate transaction practice, as simulation of the Corporate Affairs Commission Registry could be made and filing procedure of incorporated companies or registration of business names could be role-played by Externs.

4. Participation.

Externs will be allowed to participate in a wide range of legal work, under the active supervision of their Field Supervisors and subject to the limit allowed by extant legislation regulating the practice of law in Nigeria. For example, Externs should be able to participate in the conduct of searches in land and corporate affairs registries, preparation of reports of such searches; completing procedural forms and preparing opinions; reception of clients; telephone communication with clients; interviewing of clients, interviewing and preparation of witnesses for trials; preparation of witness statement on oath (to be frontloaded with pleadings); preparing writs, motions, affidavits, pleadings, notices of appeal, notices, letters, filing documents at court registries, visiting police stations and prisons client for client matters, identification of the theory of the case in issue and the preparation of the trial plan; preparation of the pre-trial certificate; researching and arranging all the law reports and other materials for use during court proceedings; attending court and assisting the Supervisors in the orderly reference to law reports and other materials during court proceedings; participating at workshops, conferences, bar meetings and activities, editing etc. Externs self confidence will receive a boost in the course of such participation in legal work.

4.0 FEEDBACK

Externs will receive feedback in clear terms on every assignment or task performed on the instruction of the Field Supervisors. Such feedback shall be accurate, honest, and stated in definite, explicit and detailed terms. Feedback should point to the adequacy or inadequacy of the efforts of the Externs in solving the problems presented in the assignment or task. The Nigerian Law School requests the Field Supervisors to resist the urge to express their assessment in vague terms such as "satisfactory", "fair", "good work", "excellent", "okay", "poor", etc., without stating in specific detailed terms their reasons for such feedbacks or why the work in issue is either adequate or inadequate for its purpose. Feedback should also proffer solution by stating what the Extern could do to improve on his/her performance. Externs should be free to discuss in courteous manner, with their Field Supervisors where any assessment has been stated in vague or indistinct terms.

In addition, the Nigerian Law School will provide the Field Supervisors evaluation forms that will require extensive and detailed feedback and other relevant information on the Extern's performance in the course of their placement. Each Extern is also under the obligation to conduct a critical self evaluation of his own performance at each stage of the Externship. This

will require the assistance of the Field Supervisor, who may demonstrate how self appraisal may be conducted in respect of any given task.

5.0 INSIGHT INTO THE LEGAL SYSTEM

An emerging characteristic of most externship programmes is that Externs on law office placement often dwell on a particular aspect of the legal system that the law office is interested in. However the Nigerian Law School Externship Programme has as its primary goal, the need to expose Externs to the various facets, as well as, the depth and the dynamic nature of the Nigerian legal system. Hopefully, such broad knowledge will inculcate in the Externs a sense of appreciation of the great opportunity available for social engineering through the development of a robust legal system and the observance of the rule of law. Also, by having a glimpse into the gamut of the Nigerian legal system, Externs will be equipped with a vision of options available for future development in the legal system. Externs, as future leaders of the legal profession, will have been adequately prepared to effectively play their roles in the development of law practice. Considering the versatility of the Nigerian legal system, Externs will not be restricted to only court room and law offices placement site experiences. Field Supervisors during the law firm placement are requested to expose Externs to the various aspects of the legal system and profession. This can be achieved by the Supervisors arranging working visits with the Externs to diverse institutions that have relationship with the legal profession, for instance, the Attorney General's Office, the Office of the Director of Public Prosecution, Citizens' Rights and Mediation Centre, the Prisons (with an opportunity to meet with and interview the inmates), the Corporate Affairs Commission Registry, the Legal Aid Council, the National Judicial Council, the Federal (and various States') Judicial Service Commissions, Code of Conduct Bureau, the National Human Rights Commission, the Public Complaint Commission, the national and states' legislative houses, the various Land Registries, the Police, and other law enforcement institutions such as the Economic and Financial Crimes Commission (EFCC), the Nigerian Drug Law Enforcement Agency (NDLEA), the Independent Corrupt Practices Commission. (ICPC), etc.

Furthermore, the Externship Programme will provide a platform for the Externs to appreciate the diverse nature of the legal system by accompanying their Field Supervisors to the Customary, Sharia and Area Courts, by watching and reflecting on the procedure and proceedings in such courts. In some instances, where for reason of logistics actual visits cannot be paid to any of these legal institutions, Externs, can with the co-operation of the Field Supervisors, watch documentary films on the activities of such organizations. Externs on their own, or with the assistance of their Supervisors, can avail themselves of the opportunity afforded by online virtual tour of the mentioned legal institutions.

Externs will be given various assignments, involving research that will probe the extent of the knowledge and values learnt from their above exposure.

6.0 DEVELOPING APPRECIATION OF PROFESSIONAL RESPONSIBILITY AND VALUES THROUGH EXTERNSHIP.

The Externship Programme compliments classroom sessions already held on professional responsibility, an integral segment of the Law in Practice module of the Nigerian Law

School. The Externship Programme will therefore go a long way in ensuring that Externs are provided with first-hand practical exposure on how lawyers, judges, legal and non-legal institutions, authorities and members of public handle matters or questions that have relevance or bearing on lawyers' professional responsibilities. It is of importance for Externs to realise that as their Field Supervisors are under the obligation to abide by the Rules of Professional Conduct, they as well, as aspiring members of the legal profession, should practice adherence to the said Rules. Specifically, as the Field Supervisors are conscious of the binding obligation on them to strictly observe Rules of Professional Conduct, they, in turn, are in a position to ensure compliance with those Rules by the Externs.

Externs can, from their observation in courts and visits to other institutions as suggested, see legal problems develop, analyse such problems on the basis of available evidence, and watch interactions between parties to any issue on which such legal problems have arisen. All of these areas can give rise to professional responsibility questions. These questions may involve discussions on matters ranging from governance issues to lawyers' works and their duties to society, in general. Specific issues that may be discussed by Externs with their Field Supervisors include societal perception on the existing procedure or process of appointing high court judges and Senior Advocates of Nigeria. Externs and their Field Supervisors may in the same stretch discuss the issue of corruption in every aspect of Nigerian society in general, with particular reference to the question of whether the judiciary and the legal profession are involved in or insulated from corrupt practices. The Field Supervisor will serve as a role model and can engage in constructive dialogue with the Externs about these issues.

In general, Externs shall be required to observe and inculcate in the course of the externship programme the importance and significance of some work ethics, mores, or values that are fundamental to any successful professional, including a legal practitioner. Such work ethics and values include the fulfilment of professional obligations to clients, for example the duty to be present in court to represent a client on any adjourned date, punctuality in court, honesty, integrity, meeting set deadlines and the use of effective time management skills.

Notes on Confidentiality

Externs, law teachers, externs' mentors, externship portfolio assessors 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/mentors about the work performed, externs should refer to fact pattern and hypothetical situations that protect the clients' confidences.

7.0 DEVELOPING EXTERN'S ABILITY TO LEARN FROM FIELD EXPERIENCE

Learning is a lifelong issue. The Universities and the Nigerian Law School curricula cannot envisage, nor is it practicable, to provide all of the substantive and procedural law which will be drawn upon by Externs in the course of their legal professional engagements. Externs should therefore utilise the Externship to the utmost to learn, acquire or imbibe those basic skills that can be of future use. For example an Extern can make use of the opportunity provided by his/her placement in a law firm/court to build up his/her own collection of precedents of processes, forms and procedure (subject to the maintenance of confidentiality

of the Field Supervisor's clients). These precedents may be helpful to the Extern in his/her future professional practice.

8.0 SUGGESTED METHODOLOGY.

In order to meet the goals of the Externship, it is imperative that the Field Supervisors adopt the methods stated hereunder.

1. Shadowing.

This methodology involves the Extern accompanying and understudying the Field Supervisor as he performs certain duties which involves the deployment of some form of lawyering skills and values. Externs will therefore be required to accompany their Supervisors to watch proceedings; observe their field supervisors interact with clients in the office; accompany their supervisors when they have professional matters to handle in law-related offices or organizations such as the Corporate Affairs Registry, the Lands Registry, the Police Station, the Prisons, and the Immigration, etc.

2. Case File Assignments.

An Extern can be allowed to read and review case files in the law firm, with the task that the Extern should organize the files and make suggestions on what might be the list of the necessary steps to be taken in respect of the case in issue. The Extern's conclusions or suggestions might be helpful for both the Extern and his Field Supervisor, as this can definitely bring up a discussion of the legal issues involved in the case under review. Externs can also ask to see old files on cases already completed, especially in areas where there is no current matter going on in the area of law dealt with in the old case files.

3. Meetings.

Formal meetings should be held between the Extern and the Field Supervisor on a regular basis, at least on a weekly basis. Such meetings will provide an opportunity for Externs to exchange views with their Field Supervisors, and also enable questions to be asked and answered on matters observed in the course of the externship. However, daily debriefing of the Externs should be conducted by the Field Supervisor or his assistant.

4. Written assignments.

Field supervisors shall at all times give assignments on legal issues to the Externs under their supervision, with deadlines, specific instructions and requirements. The Field Supervisor may in this regard ask the Extern to write an opinion, or research any point of law, prepare writs, pleadings, motions, letters, minutes and reports. Other assignments or tasks that may be given include preparation of position papers on thorny legal issues, preparation of practice handbooks, or development of procedural forms, book or case review, editing, proof reading and law reporting. Field Supervisors shall assist the Externs to discover the linkage between the legal research and the deployment or application of knowledge derived from such research in resolving present legal problems. This will go a long way in ensuring that the Extern builds up confidence in his/her own ability to research and resolve legal problems in the future.

5. Participation in other hands-on activities

Externs should be made to take part as actors and not as mere observers in other hand-on activities such as, conduct of searches in land and corporate affairs registries, preparation of reports of such searches; completing procedural forms and preparing opinions; reception of clients; telephone communication with clients; interviewing and counselling of clients, interviewing and preparation of witnesses for trials, and so on.

9.0 SAFETY, HARRASSMENT (INCLUDING SEXUAL HARRASSMENT)

(1) Each Extern is primarily responsible for his or her own safety during the court and law firm placements. Externs should take reasonable safety measures at all times, according to the prevailing security situation. Each Extern will be posted to a state of his/her own choice, on the understanding that the Extern is aware of the security situation. The Nigerian Law School is unable to give assurance that it has visited every state or placement site before the posting of Externs. Therefore the School can neither advise students about the safety of any of the placement sites nor give any assurance on the security situation in the states where such placement sites are located. Where an Extern feels that his/her safety/security is no longer guaranteed in the placement site or state, he /she should not hesitate to discuss the matter with his Field Supervisor and School Mentor, for immediate deployment.

The above stated procedure should also be followed by the Extern where he/she is subjected to physical, verbal, sexual, emotional, any other form of harassment, molestation or pestering at his/her placement site

(2) Externs as candidates vying for admission into the noble profession of law should do nothing to compromise the high ethical standard expected of legal practitioners. Where, in the opinion of an Extern, a Field Supervisor has challenges, one way or the other, in meeting up with the declared ethical or professional goals and expectations of the Externship, the Extern is at liberty to take up the matter, where practicable, with such Field Supervisor for the resolution of the matter. In other cases, the Extern is under the obligation to report his observation to the Nigerian Law School, through his/her School Mentor.

10.0 EXTERN'S OBLIGATIONS, DUTIES AND RESPONSIBILITIES TO THE NIGERIAN LAW SCHOOL.

1. Minimum contact/work hours per day at the placement site.

(a) Externs should work for a minimum of 8 hours per day, and five (working) days per week at their placement sites except public holidays. Daily attendance period shall reflect in the daily logging of activities. Daily attendance of the placement is mandatory and under no circumstance should an Extern absent himself/herself from his/her placement site, except where he is on an officially approved leave. The mandatory attendance requirement cannot be waived even with the consent of the Field Supervisor granting any days-off to the Externs, on any ground other than where an official leave duly documented with the School Mentor has been granted. The Extern shall be accountable for ensuring that he/she duly attends at the placement site/office during the Externship. It shall be no excuse for the Extern to be absent at his placement site at anytime on the ground that his Field Supervisor has entered into an arrangement authorising the Extern to be regularly absent on any particular day(s) of the week. If during the court placement the particular court to which the Extern is posted does

not sit on a given day, the Extern should, with the assistance of his Field Supervisor and/or the court registrar, and/or the Chairman of the local Bar, make arrangement to attend another court sitting nearest to the court of placement, in order to meet up with the daily attendance requirement.

(b) Externs can only be validly absent from their placement sites upon an official leave of absence granted by the Nigerian Law School on reasonable grounds in exceptional circumstances. An official leave should be sought and obtained by the Extern in writing from the Nigerian Law School through the Mentor or the Students Affairs Office (preferably sought and given through the electronic mail). Such official leave shall not exceed three days (except in extra-ordinary situation of prolonged illness). Examples of reasonable grounds in exceptional circumstances for the grant of leave include serious or severe illness or some unanticipated family emergencies, or other similarly serious situations. Application for such leave shall not be approved by the Nigerian Law School, except it is supported with reasonably available evidence of the grounds upon which the application is made, for example medical report.

Leave of absence from the Externship shall not be granted for vacation of the Extern, or as a result of the absence of the Field Supervisor from office, Extern's wedding, honeymoon, or for his/her leisure.

In any case where by the reason of the length of the leave, the Extern is unable to satisfy the minimum attendance requirement for any or both Externship placements, the Extern shall be required to repeat the entire (or the missed period) of Externship placement, (as the case may be) but without any penalty attached. The School shall arrange for such repeat Externship placement and the assessment, immediately after the bar examination for the particular session of the Externship in issue. In any other case of absence that affects the duration of attendance required, the Extern shall fail the Externship and would be penalised in the normal cause of assessment.

(c) At all times during the Externship, Externs should attend their placement sites well dressed in the regulation dress.

2. Punctuality at the placement

Externs shall note that they are under obligation to be punctual at the placement site or any other official location where by tour of duty they are asked to report by their Field Supervisors. Externs shall make a record of the time of resumption and closing from placement site, in the log books. Lateness to the placement site constitutes an infraction of the rules guiding the Externship, and that shall attract sanction.

3. Completing all assignments and tasks as scheduled.

(a) Each Extern is under the obligation to attend to all lawful tasks or assignments duly given to them by the Field Supervisor or his Assistant in the course of the Externship. It is also imperative that the Extern should meet with the deadline set for the completion of such task or assignment. Where for a reasonable cause the deadline cannot be met, the Extern should as soon as practicable seek the permission of his/her Field Supervisor for extension of time to complete the task.

It is believed that as professionals of high integrity, Field Supervisors will restrict the tasks and assignments given to Externs to matters that legitimately fall within the province or ambit of any or all of the goals of the Externship, thereby deepening the learning process of the Externs. In particular, Supervisors should refrain from engaging Externs in domestic errands, chauffeuring, school runs, shopping, buying of food, or any other duties that may not be compatible with the core goals of the Externship Programme.

(b) Where an Extern is in doubt of the legitimacy or propriety of the task or assignment given to him by the Field Supervisor, the Extern should first discuss the matter with the Field Supervisor for resolution, failing which he may raise the issue with the School Mentor or the Coordinator, Externship Programme, Nigerian Law School. An illustration hereof is where the assignment appears to be a subtle attempt to perpetually make the Extern to play a role that has no bearing to any legal work, nor to any of the goals of the Externship, and which role normally ought to have been carried out by a non legal permanent employee.

(c) Externs are to ensure that each task or assignment carried out by him is appropriately assessed by the Field Supervisor and evidence of such task/assignment with the assessment thereof is made part of the portfolio to be submitted to the School by the Extern at the completion of the Externship.

4. Keeping of time logs and journals of daily activities and reflections.

(a) Guidelines for keeping log books.

1. Every Extern shall keep two foolscap paper sized (34.3 cm. by 34.2 cm.) hard cover note books for each of the placements (otherwise known as log books) (copies of customised log books can be purchased from the Bookshop, Nigerian Law School at all the campuses of the School).
2. The pages of the log books should be numbered serially and dated at the top.
3. Page 1 should contain the personal details of the Extern, e.g, the name of the Extern, his/her student registration number, the session, the name of the campus, the name of law firm/court, duration of Externship (law firm/court), and name of the Field Supervisors (the principal/judge).
4. Page 2 should contain the goals of the Externship Programme.
5. Page 3 should contain instructions.
6. Page 4 should contain the Code of Conduct for Externs.
7. Page 5 odd page and all subsequent odd pages should contain time ó logged activities.
8. Page 6 even page and all subsequent even pages should contain reflections on only one activity per day.
9. The daily activity and reflective pages shall be signed by the Extern immediately below the last entry.
10. In the case of court placement, entries in the log book should be counter-signed on weekly basis by the Judge or his/her nominee who should be an officer of not less than an Assistant Registrar, or lawyers appointed as Legal Assistant or Research Assistant to the Judge.
11. In the case of Law Firm Placement, entries in the log book should be counter-signed by the Principal Partner or Principal Associate or Head of the Law firm.
12. Log books should be endorsed by the School Mentor assigned to the Extern before an Extern departs the School for the Externship Programme.

13. Extern shall not endorse court not sitting in his/her log books. Where a court is not sitting, Extern must go to the nearest court that is in session for his/her daily activities.
14. Where an Extern is posted to a law office that is not active or faced with other serious challenges, the Extern shall revert to the nearest Campus of the Nigerian Law School for reposting or report to the Chairman of the Nigerian Bar Association in his locality who will repost such Extern and, in turn, report to the Nigerian Law School.

(b) Time logs and Journal of daily activities: Time logs are made simultaneously with the journals of the daily activities in the same log books on odd pages from page 5.

Time logs should state the nature of the activities and tasks assigned. Bearing in mind that the minimum daily requirement of 8 hours stay in the placement site must be accounted for, Externs must make adequate entries logging in respect of the specified or required Externship hours. The time log can record (daily) break times. Only break time that is not more than one hour shall be counted as part of the 8 hours work required. See SAMPLE attached.

Activities reported or recorded must account for every day of the Externship. Such activities that are recorded and reflected upon should be what transpired in the law firms or in the court or any other institution attended by the Field Supervisor with the Extern for the purpose of carrying out the legal work of the Field Supervisor. The Extern must have witnessed such activities first hand. In the case of Law firm Placement, activities to be recorded should include every activity pertaining to the organisation and operation of the law firm. Such reported activity must however bear some legal character, for example letter writing, client interview, and other activities within the ambit of any of the tasks stated in this handbook.

(c) Reflections on one daily activity: It is only one activity from the list of activities recorded on each day that should be reflected upon on the even page facing the activity page. Each day's reflection should not exceed one page. Reflections should focus directly on legal knowledge, skills and values.

Observations and reflections should provide detailed and verifiable information. The Reflection should be written in the following structure:

- 1) Date;
- 2) Heading;
- 3) Playback: which is a brief description of what happened;
- 4) Analysis: This may include challenges, problems, fears, or apprehension, expectations and how problems or challenges were solved or some ways to avoid recurrence of the challenges/problems;
- 5) Reflection: This shall be on what was good and what was not so good about the activity under the Extern's reflection, with specific examples or illustrations. The Extern may also reflect on his emotional reaction to the activity, showing how he/she reacted and why he/she reacted in such way. The Extern will also reflect on the question of whether his/her expectation was met by the actions of everyone involved in the activity under reflection as well as on the question if and how he/she would have gone about the matter differently.

5. Meetings with and submission of the portfolio to the School Mentor

Each Extern has been assigned to a School Mentor who is responsible for monitoring the progress of the Extern in the course of the Externship, and ensuring that the Extern profit by the Externship experience. The Extern shall relate to the School on all matters relating to his Externship, through his School Mentor, who shall act as the clearing house between the Extern and the School on such matters.

Externs are under the obligation to attend all meetings and training organised by the School and their School Mentors. Such meetings with the Mentors shall take place prior to, during and after the Externship placement. Personal attendance of the Externs shall be required at all such meetings. However meetings in the course of the Externship between an Extern and his/her School Mentor may not necessarily involve personal presence of the Externs, as such meetings may be held on-line by electronic means or by telephone.

Externs should use the opportunity presented by the meetings with their School Mentors to discuss issues relating to the Externship Programme, especially, any challenges, ambiguity, or thorny issues that may have some impact on the performance of the Extern in the Externship. The Mentor is at liberty to have a collective meeting with all or some of the Externs under his/her supervision to discuss common issues affecting the Externs.

At the post-Externship meeting, the School Mentor shall debrief the Extern on his/her experience during the Externship. This shall also be the occasion for the Extern to submit his/her portfolio for preview before a presentation of such portfolio by the Extern before the portfolio assessment panel.

11.0 WRITTEN EXTERNSHIP EVALUATION

(a) At the end of the placement, the Law Firm Field Supervisor shall be required to forward to the school an evaluation report on the total performance of the Extern, in confidence. The Law Firm Field Supervisor's evaluation shall form part of the portfolio that will be presented by the Extern for the assessment of his/her Externship.

(b) Without prejudice to the foregoing, Extern should be aware that the Field Supervisor can by any means of communication take up an issue of deficiency on the part of the Extern with the Law School at any time such deficiency is noticed through any means of communication.

(c) The extern will also be required to submit as part of his/her portfolio, 2 forms that surveys the particular court and the particular law firm where the Extern was placed.

12.0 SCHOOL SUPERVISION RESPONSIBILITIES

i Identifying the School Mentors:

Each Extern shall be placed under the supervision of a School Mentor. The School Mentor shall be the official liaison with of the Field Supervisors, the Externs and the Nigerian Law School, in respect of matters relating to the Externship Programme. The School Mentors shall include teachers and adjunct teachers of the Nigerian Law School, each of whom shall be assigned with the responsibility of monitoring and mentoring a number of Externs. The

number of students to be assigned to a mentor shall be based on the approved teacher-students ratio.

ii. Pre-externship briefing

The School Mentor shall arrange pre-externship meetings with the Externs under his supervision/mentorship. This shall be for the purpose of giving orientation on the requirements, demands and expectations of the School, the placement offices, from the prospective Externs during the Externship. These meetings shall be in addition to other meetings and training arranged by the School.

iii. Monitoring Externship.

The School Mentor shall monitor the progress of the Externs under his supervision during the continuance of the Externship. She/he shall hold regular meetings with the Externs by telephone and electronic means. The Externs shall pass all communications with the School through the School Mentors. The School Mentors will also be in regular communication with the Field Supervisor, to monitor the performance of the Extern under his/her supervision during the Externship. The School Mentor shall use any method of communication that is the most convenient or effective for the purpose.

13.0 ASSESSMENT AND GRADING OF EXTERNS

(a) Contents of the portfolio

At the conclusion of the Externship, every Extern shall submit a portfolio, showing what tasks they undertook or observed with reflective journaling. The Extern will be required to appear in person before the Assessment Panel for assessment and grading.

Each returning Extern shall present a portfolio, which should comprise:

1. **Two log books** (one for each placement).
2. **Two reflective essays:** i.e, an essay on each of the following topics:
 - (i) ÷The management and organisation of the law firm where I was placedö; and
 - (ii) ÷An ethical dilemmaö (either hypothetical or real).

The Reflective essays should be written based on the following structure and guidelines:

Title of the page: (ie Nigerian Law School, Externship Programme)

Date;

Name of Extern (surname first);

Registration No of Extern;

Campus of Extern;

Heading: (for eg The management and organisation of the law firm where I was placed);

Playback: This is a brief description of what happened;

Analysis: This may include challenges, problems, fears, or apprehension, expectations and how problems or challenges were solved or some ways to avoid recurrence of the challenges/problems;

Reflection: This shall be on what was good and what was not so good about the activity under the Extern's reflection, with specific examples or illustrations. The Extern may also reflect on his emotional reaction to the activity, showing how he/she reacted and why he/she reacted in such way. The Extern may also reflect on the question of whether his/her expectation was met by the actions of everyone involved in the activity under reflection as well as on the question if and how he/she would have gone about the matter differently.

Each essay must have a logical development and coherence. It should be written in simple English, appropriate punctuations and simple grammatical constructions.

Each essay should be typed on an A4 paper, using Times New Roman font, font size 12, justified, single line spacing, and 1 inch (or 25.4mm) margin at the top, bottom, right and left; maximum page number, 2.

3. **Confidential Externship evaluation report** from the Law Firm Field Supervisor.
4. **Two evaluation/survey forms completed by the Extern**, one each on the Court and Law firm placements;
5. The Portfolio would also show evidence of engagement in activities such as copies of legal opinion, letters, reports, writs, pleadings and draft of other documents and forms written by the extern during the externship.
6. **A general report by the Extern** which will be presented before the portfolio assessment panel by power point slides only.

(b) Portfolio Assessment

At the end of the externship, Externs shall return to school and present their externship portfolio before a panel made up of a full-time law teacher and an adjunct (practicing lawyer). A form of assessment shall be used and the final score for each student shall be the average marks of the panel members. Panel members should as much as possible create conducive environment for the students appearing before them. Students should not be harassed or intimidated. Teachers and Adjuncts should note that the aim of the assessment is not to fail students but to find out if they have achieved the goals of the externship programme, namely, (i) Developing the Extern's lawyering skills; (ii) Making the Externs understand various aspects of the legal system as well as the legal profession; (iii) Inculcating in the Externs a sense of professional responsibility and values; and (iv) Developing the Extern's ability to reflect on and learn from their experience.

It is also a forum and opportunity to continue a formative learning of law and practice for students and assessors alike. The student would be scrutinised by the panel to ascertain: that the student participated; and participated actively in the programme; and that the student was able to gain from the activities engaged in or observed during the attachment to be able to demonstrate a standard of competence of a person about to commence legal practice for the first time.

Each Portfolio assessment shall last a minimum of 35 minutes and a maximum of 45 minutes. The student must make a presentation of a summary of his/her portfolio by power point slides within not more than 15 minutes of the portfolio assessment time frame. The Panel shall not dismiss any Extern before the end of 35 minutes. There is an obligation and responsibility on

the part of assessors to use the time provided by this programme for giving the Extern robust feedback as a form of formative assessment aimed at driving the outcomes of the set goals for the externship programme.

For an Extern to qualify for call to the Bar, the student must score a minimum total mark of 70% at the portfolio assessment. Students who score below 70% would be made to repeat the attachment at a suitable date and submit fresh portfolio for assessment.

The following criteria shall be used for the portfolio assessment:

S/NO	ACTIVITIES	PANEL SCORE A	PANEL SCORE B
1	ATTENDANCE AT COURT PLACEMENT (70% AND ABOVE – CANDIDATE SCORES 10 MARKS; 69% AND BELOW CANDIDATE SCORES - 0 MARK)		
2	ATTENDANCE AT LAW FIRM PLACEMENT (70% AND ABOVE CANDIDATE SCORES 10 MARKS; 69% AND BELOW CANDIDATE SCORES - 0 MARK)		
3	EVIDENCE THAT STUDENT ENGAGED IN REAL WORK (TOTAL MARKS OBTAINABLE - 50 MARKS): a. Proper Entries in Log Books - 10 marks b. Proper Reflection in the Log Book - 10 marks c. Responses During Panel Interview - 20 marks d. Examination of documents in Portfolio - 10 marks		
4	PORTFOLIO PRESENTATION (TOTAL MARKS OBTAINABLE –10 MARKS): Presentation Skill including how Power Point Slides are Organised - 10 marks		
5	REFLECTIVE ESSAYS (TOTAL MARKS OBTAINABLE -10 MARKS) Reflective Essays includes Organisation, Grammar and Coherence - 10 marks		
6	FIELD SUPERVISOR REPORT (Law Firms) - 10 marks		
	TOTAL MARKS		
	AVERAGE MARKS OBTAINED		

14.0 MISCELLANEOUS MATTERS

14.1 Compensation for work done in the Externship.

The Externship is non-remunerable, and as it is held for the academic and practical training of the Extern. The Extern shall not be entitled to compensation in money or kind for such work carried out as part of his/her task/assignment during the Externship. However the Field Supervisor or the placement office shall be responsible for a refund of all out of pocket expenses legitimately incurred by the Extern in the pursuit of the assigned tasks. This will be the case where such task is undertaken for the benefit of the office, (for example the filing fee payable upon the filing of a court process for the law office, or the cost of procurement of a form or the cost of transportation to the place where the work is to be carried out). However Externs should not be used to replace regular employees of their Field Supervisors.

14.2. Copyright over intellectual property

Where the Extern has produced an intellectual property in the course of the Externship for the use of the Field Supervisor's office, using the office materials and the cost of the research having been borne by the firm, then unless otherwise agreed with the Field Supervisor, the copyright shall vest in the firm. Where such intellectual work is conducted for the learning purpose of the Extern and at the expense of the Extern (albeit, with the assistance or the supervision of the Field Supervisor) the copyright over such work shall vest in the Extern.

14.3 Termination of Externship placement.

The Nigerian Law School reserves the right to terminate any Externship placement at any time, especially where the School is of the opinion that the placement will not serve or is unable any longer to serve any or all of the stated goals of the Externship. However, the School shall endeavour to take reasonable steps to ensure that notice of defect necessitating the contemplated termination of Externship is communicated to the Extern and/the Field Supervisor/the Law Firm, as the case may be. This will be done with a view to allowing possible corrective measures to be taken by the Extern and /the Field Supervisor/Law Firm.

Where the defect necessitating the termination is attributable to the Field Supervisor, then the Extern shall upon the termination be assigned to another placement site.

14.4 Insurance

The placement firm shall be responsible for all insurance coverage in respect of any liability incurred as a result of the performance of any task assigned to the Extern that pertains to any client of the Field Supervisor, or the placement firm.

15.0 CONCLUSION

The Nigerian Law School is confident that each Extern has been exposed to the basic substantive knowledge and skills of law that any law student who has completed the class work of the one year qualifying course for admission to the Nigerian Bar should reasonably have acquired. The School however is unable to give any assurance on the subjective assimilation of each Extern of the aforesaid knowledge and skills already imparted in the course of the class work in the School. It is the responsibility of an Extern to make the best use of the opportunity offered by the externship programme for the extern's further or better development.

It is expected that each Extern will conduct himself/herself in a manner that befits an aspirant to the bar. 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 each Extern to give a good account of himself/herself in his/her placement office/site, as a good ambassador of the School and all its students, past present and future. Each Extern's performance should show forth the tradition of competence, integrity, and proficiency that the Nigerian Law School, its students and alumni have always been associated with.

See the next pages for the following: Code of Conduct for Externs, Forms and Sample Log Book entries and Reflective Essays and other materials.

Nigerian Law School Externship Student Handbook

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.
11. Externs shall abide by the rules of confidentiality relating to affairs of clients. This duty of confidentiality extends beyond the length of time a student is attending a placement and thereafter.

Nigerian Law School Externship Student Handbook

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.

Nigerian Law School Externship Student Handbook

CODE OF CONDUCT FOR ASSESSORS DURING PORTFOLIO ASSESSMENT

An assessor shall adhere to a code of conduct during portfolio assessment as stated below:

1. Shall maintain high standard of ethical conduct and conduct himself/herself like a role model.
2. An assessor should be punctual and properly dressed in business suit and in regulation colours during portfolio assessment.
3. An Assessor should (a) not insult, threaten or harass any extern; and (b) not demonstrate close familiarity with any extern being assessed.
4. An Assessor-
 - (a) Shall not demand or receive any form of bribe, gift, gratification or offers from an extern;
 - (b) Must maintain high sense of morality and decorum in dealing with externs of the opposite sex.
 - (c) Must decline to assess a student that is related to any assessor on the panel.
 - (d) Must not pay informal compliments to an Extern such as: "you are looking beautiful", "your hair is cool" etc but may formally commend an Extern with such compliments as: "you are neat", "you are properly dressed", "your presentation is excellent".
 - (e) Must decline to assess an extern that served the externship in the assessor's law firm.
 - (f) Shall not make abusive, provocative, discriminatory or prejudicial remark against any extern.
5. An Assessor must keep within the time allotted for each extern, go through the portfolio of each extern and give adequate feed back to each extern.
6. An Assessor must not receive or make telephone calls during an assessment;
7. Assessors must not quarrel with each other before externs,
8. An Assessor shall, (a) keep the marks awarded to an extern confidential, and (b) must ensure proper recording, signing and filing the scoring sheet and composite form.
9. An Assessor must abide by the rules of confidentiality relating to information on the affairs of clients of placement places received from an Extern in the normal course of assessment exercise.

Nigerian Law School Externship Student Handbook

CODE OF CONDUCT FOR MENTORS

An Extern's Mentor shall adhere to the following code of conduct:

- 1 Shall maintain high standard of ethical conduct and conduct himself/herself like a role model.
- 2 Must obey the Rules of Professional Conduct;
- 3 Must ensure that externs are free from threat or harassment (including sexual harassment), molestation or any indecent behaviour during their relation as mentors and mentored.
- 4 Must maintain high sense of morality and responsibility in dealing with externs of the opposite sex.
- 5 Shall not demand or receive any form of bribe, gift, gratification or offers from externs.
- 6 Shall not make informal complimentary, abusive, provocative or prejudicial remark against any extern.
- 7 A Mentor must abide by the rules of confidentiality relating to information on the affairs of clients of placement places received from an Extern in the normal course of mentoring an Extern.

Nigerian Law School Externship Student Handbook

SAMPLE OF LOG BOOK ENTRIES - PAGE 1

PERSONAL DETAILS OF EXTERNS

1. SURNAME
2. OTHER NAMES
3. REGISTRATION NUMBER
4. SESSION
5. NAME OF CAMPUS
6. NAME OF LAW FIRM/ COURT
7. ADDRESS OF LAW FIRM/ COURT
8. DURATION OF EXTERNSHIP (LAW FIRM/COURT)
9. NAME OF PRINCIPAL/JUDGE
10. NAME OF FIELD SUPERVISOR (LAW FIRM/COURT)

EXTERNSHIP PROGRAMME GOALS

The Goals of the Externship Programme are to:

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

INSTRUCTIONS

1. An extern shall keep 2 foolscap paper sized (34.3cm by 43 .2cm) hard cover note books (otherwise known as ðlog booksö) for the court and law firm placements respectively
2. The pages of the log books should be numbered serially and dated at the top.
3. Page 1: personal details.
4. Page 2: goals of the externship programme.
5. Page 3: instructions
6. Page 4: code of conduct for externs.
7. Page 5 odd page and all subsequent odd pages, time-logged activities.
8. Page 6 even page and all subsequent even pages, reflections on only one activity.
9. The daily activity and reflective pages shall be signed by the extern immediately below the last entry.
10. In the case of court placement, entries in the log book should be counter-signed on weekly basis by the Judge or his/her nominee who would be an officer of not less than an Assistant Registrar, or lawyers appointed as Legal Assistant or Research Assistant to the Judge.
11. In the case of law firm placement, entries in the log book should be counter-signed by the Principal Partner or Principal Associate or Head of Chambers.
12. Log books should be endorsed by the Mentor assigned to the extern before an extern departs the school for the externship programme.
13. Extern shall not endorse ðcourt not sittingö in his/her log books. Where a court is not sitting, extern must go to the nearest court that is in session for his/her daily activities.
14. Where an extern is posted to an office that is not active or faced with other serious challenges, the extern shall revert to the nearest Campus of the Nigerian Law School for reposting or report to the Chairman of the Nigerian Bar Association in his locality who will repost such extern and in turn report to the Nigerian Law School.

SAMPLE TIME-LOGGED ACTIVITIES

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.

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.

2. COURT ACCOMMODATION					
Space	5	4	3	2	1
Accessible toilet	5	4	3	2	1
Court lighting	5	4	3	2	1
General outlay of Court	5	4	3	2	1

Comment

3. COURT FURNITURE AND EQUIPMENT					
Adequate furniture in number	5	4	3	2	1
Standard furniture	5	4	3	2	1
ICT Equipment	5	4	3	2	1
Others like public address system, air conditioners	5	4	3	2	1

Comment

4. COURT ORGANISATION AND MANAGEMENT					
Filing and record keeping of exhibits	5	4	3	2	1
Drawing of accurate cause list	5	4	3	2	1

Comment

5. CASES WITNESSED					
Criminal matter	5	4	3	2	1
Family and probate matter	5	4	3	2	1
Land matter	5	4	3	2	1
Company matter	5	4	3	2	1
Other general civil matter	5	4	3	2	1

Comment

6. NATURE OF PROCEEDINGS WITNESSED					
Trial (Criminal)	5	4	3	2	1
Trial (Civil)	5	4	3	2	1
Arraignment	5	4	3	2	1
Motion	5	4	3	2	1
Judgment	5	4	3	2	1
Pre trial conference	5	4	3	2	1

12. DO YOU RECOMMEND THE COURT FOR POSTING OF FUTURE EXTERNS?

5 4 3 2 1

Comment

I _____ hereby state that the information I have provided in this form is true to the best of my knowledge and belief.

SIGNED _____

DATE _____

**NIGERIAN LAW SCHOOL
EXTERNSHIP PROGRAMME**

LAW FIRM SURVEY TO BE COMPLETED BY EXTERNS

The aim of this survey is to assist the Nigerian Law School to assess Law Firms for the purposes of our externship programme. This survey is for our Academic use only and information provided here will not be shared with the Law Firms or their lawyers. You should be fair and frank in providing information and in your assessment.

COMPLETE ALL PARTS AND ANSWER ALL QUESTIONS

PART 1- STUDENT DATA

SURNAME:

OTHER NAMES:

REG NO:

GSM:

EMAIL:

PART 2- LAW FIRM DATA

1. Name of Law Firm _____
2. Address of Law Firm _____
3. Telephone _____ Email _____
4. Name of Principal Partner/Associate/Head of Chambers _____
5. No of Lawyers in the Firm _____ No of Non Lawyer Staff _____
6. No of Lawyers (including Principal) above 5 years post call _____
7. No of Lawyers (including Principal above 10 years post call _____
8. No of Lawyers who are SAN _____
9. No of students placed in the firm for the externship (attachment) (including you) _____

PART 3- ASSESSMENT

Please **circle** the corresponding score- only one per line. The rating is as follows:

5-EXCELLENT; 4-VERY GOOD; 3-GOOD; 2-AVERAGE; 1-POOR

1. LOCATION OF THE OFFICE ó	5	4	3	2	1
Comment					
<hr/>					
<hr/>					
2. OFFICE ACCOMMODATION					
Space	5	4	3	2	1
Accessible toilet	5	4	3	2	1
Client interview rooms/cubicles	5	4	3	2	1
Office lighting	5	4	3	2	1
Conference room	5	4	3	2	1
General outlay of office	5	4	3	2	1

Comment

3. OFFICE FURNITURE AND EQUIPMENT

Adequate furniture in number	5	4	3	2	1
Standard furniture	5	4	3	2	1
ICT Equipments	5	4	3	2	1
Others like air conditioners, refrigerators ⁵	5	4	3	2	1

Comment

4. LIBRARY

Quantity of materials	5	4	3	2	1
Quality and relevance of materials	5	4	3	2	1
Currency of materials	5	4	3	2	1
Accessible to staff	5	4	3	2	1
Organisation of library	5	4	3	2	1

Comment

5. OFFICE ORGANISATION AND MANAGEMENT

Filing and record keeping	5	4	3	2	1
Scheduled working period	5	4	3	2	1
Accounting system	5	4	3	2	1

Comment

6. HOW USEFUL WAS THE LAW FIRM TO YOU IN RELATION TO THE GOALS OF THE EXTERNSHIP

5	4	3	2	1
----------	----------	----------	----------	----------

Comment

7. YOUR SUPERVISION IN THE LAW FIRM

5	4	3	2	1
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Comment

8. ATMOSPHERE AND GENERAL 5 4 3 2 1

Comment (Your comment may include statements regarding how the Lawyers and staff treated you and other students; if there were cases of harassment or sexual abuse or advances made to you or other students; the general working relationship between the staff and the lawyers, etc)

9. DO YOU RECOMMEND THIS FIRM FOR POSTING OF FUTURE EXTERNS (STUDENTS)? 5 4
3 2 1

Comment

10. DO YOU KNOW ANY LAW FIRM THAT YOU WILL RECOMMEND FOR POSTING OF EXTERNS AND YOU KNOW THAT NO STUDENT WAS SENT THERE DURING YOUR PRESENT ATTACHMENT? Please provide name, address and other contact details you know.

I _____ hereby state that the information I have provided in this form is true to the best of my knowledge and belief.

SIGNED _____

DATE _____

**NIGERIAN LAW SCHOOL EXTERNSHIP PROGRAMME
PORTFOLIO ASSESSMENT FORM FOR COURT AND LAW FIRM PLACEMENT**

PARTICULARS OF EXTERN

NAME (SURNAME FIRST):

REGISTRATION NO..... CAMPUS:..... COURT

LAW FIRM.....

S/NO	ACTIVITIES	PANEL SCORE A	PANEL SCORE B
1	ATTENDANCE AT COURT PLACEMENT (70% AND ABOVE – CANDIDATE SCORES 10 MARKS; 69% AND BELOW CANDIDATE SCORES - 0 MARK)		
2	ATTENDANCE AT LAW FIRM PLACEMENT (70% AND ABOVE CANDIDATE SCORES 10 MARKS; 69% AND BELOW CANDIDATE SCORES - 0 MARK)		
3	EVIDENCE THAT STUDENT ENGAGED IN REAL WORK (TOTAL MARKS OBTAINABLE - 50 MARKS): a. Proper Entries in Log Books - 10 marks b. Proper Reflection in the Log Book - 10 marks c. Responses During Panel Interview - 20 marks d. Examination of documents in Portfolio - 10 marks		
4	PORTFOLIO PRESENTATION (TOTAL MARKS OBTAINABLE –10 MARKS): Presentation Skill including how Power Point Slides are Organised - 10 marks		
5	REFLECTIVE ESSAYS (TOTAL MARKS OBTAINABLE - 10 MARKS) Reflective Essays includes Organisation, Grammar and Coherence - 10 marks		
6	FIELD SUPERVISOR REPORT (Law Firms) - 10 marks		
	TOTAL MARKS		
	AVERAGE MARKS OBTAINED		

PANEL REMARKS

LECTURER’S NAME:

SIGNATURE

DATE

ADJUNCT’S NAME:

SIGNATURE

DATE

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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

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PORTFOLIO ASSESSMENT EVALUATION BY ADJUNCTS

The aim of this survey is to assist the Nigerian Law School to evaluate the portfolio assessment programme with a view to continually improve on it. Please we appreciate your time and thank you for completing the questionnaire.

PART 1- ADJUNCT DATA

SURNAME:

OTHER NAMES:

ADDRESS:

GSM/EMAIL:

PART 2- ASSESSMENT

Please **circle** the corresponding score- only one per line. The rating is as follows:

5-EXCELLENT; 4-VERY GOOD; 3-GOOD; 2-AVERAGE; 1-POOR

1. PRE- PROGRAMME INFORMATION TO YOU 5 4 3 2 1
Comment

2. PRE-PROGRAMME WORKSHOP 5 4 3 2 1
Comment

3. VENUE FOR STUDENTS ASSESSMENT 5 4 3 2 1
Comment

4. TEAM WORK (BETWEEN ADJUNCT AND LAW TEACHER) 5 4 3 2 1

5. STUDENTS UNDERSTANDING OF THE PROCEDURE FOR ASSESSMENT 5 4 3 2 1
Comment

6. PANELS UNDERSTANDING OF THE PROCEDURE FOR ASSESSMENT OF STUDENTS 5 4 3 2 1

Comment

7. HOW USEFUL IS THE PORTFOLIO ASSESSMENT TO STUDENTS

5 4 3 2 1

Comment

8. YOUR GENERAL IMPRESSION ABOUT THE STUDENTS LEARNING THROUGH THE EXTERNSHIP

5 4 3 2 1

Comment

9. YOUR GENERAL IMPRESSION ABOUT THE STUDENTS LEARNING THROUGH THE PORTFOLIO ASSESSMENT EXERCISE

5 4 3 2 1

10. ARE THERE AREAS OF OUR LEARNING PROGRAMME YOU THINK SHOULD BE REVIEWED BASED ON THE STUDENTS PRESENTATIONS AND QUESTIONS/ANSWERS DURING THE ASSESSMENT **(Please feel free to continue writing on the back of this paper to save the green, trees, and fund. You can add additional comments)**

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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 ó 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 ó 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 ó 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 secretary's 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 clients' 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 (Solicitor's)/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

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Extern's Presentation of Portfolio/Report before the Portfolio Assessment Panel using PowerPoint slides

An extern has about 15 minutes to present his/her externship portfolio and report using power point slides.

The presentation should cover the following:

1. Introduction
 - a. Externs Personal Details: name, registration No and Campus.
 - b. Placements (Court and Law Firm) Details: No and location of court, name of judge/magistrate, name of court field supervisor(s); name and address of law firm, name of principal/head of firm, name of firm's field supervisor(s).
 - c. The period of each placement (commencement and last date).
 - d. The dates absent from any placement site. If no absent date state "Absent-NIL".
2. The goals of the externship programme.
3. Knowledge, Skills and Values learnt:
Give concrete examples (especially, of new things or new information or new understanding of issues) that can show that any of the goals was accomplished.
4. Highlight of the extern's survey/evaluation of the court where the extern was placed.
5. Highlight of the extern's survey/evaluation of the law firm where the extern was placed.
6. Highlight activities where the extern participated directly (like writing or drafting, client interview, filing at the registries, searches, etc).
7. List of written materials in the portfolio prepared by the extern or copied as precedent.
8. Highlight of the extern's reflective essay on an ethical dilemma.
9. Highlight of the extern's reflective essay on "the management and organisation of the law firm where I was placed".
10. Challenges:
Externs should be able to highlight problems and challenges faced during the course of the externship, and any identified shortcomings (and strengths if any including any

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special commendation for any person at the placement site and why) of the externship programme generally.

11. Conclusion

This should include suggestions and recommendations on how the externship programme can be improved.

NOTES:

You will be assessed for your presentation skill and so your slides must conform to the highest standards. Prepare your slides as soon as you conclude the programme at your placement. Practice, practice, and practice your presentation before you come before the panel. For tips on how to make power point slides see the following:

1. **‘Making PowerPoint Slides- Avoiding the pitfalls of Bad Slides’- See www.iasted.org/conferences/formatting/presentations-tips.ppt OR http://biog-1101-1104.bio.cornell.edu/BioG101_104/pdfs/Presentations-Tips.ppsx**
2. **“12 tips for creating better PowerPoint presentations”, see <http://www.microsoft.com/atwork/skills/presentations.aspx#fbid=sOE-7XctGrR>**
3. **“PowerPoint: Presentation Tips”, see, <http://www.bates.edu/ils/2011/how-do-i/software/powerpoint-presentation-tips/>**