



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145333

PAGE 1 OF 5

DATE: 6/3/2025

**SUBJECT: CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING
BETWEEN TARRANT COUNTY, D/B/A TARRANT COUNTY CRIMINAL
DISTRICT ATTORNEY'S OFFICE AND ST. MARY'S UNIVERSITY
SCHOOL OF LAW FOR STUDENT PARTICIPATION IN AN EXTERNSHIP
PROGRAM**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider approval of a Memorandum of Understanding between Tarrant County, d/b/a Tarrant County Criminal District Attorney's (CDA) Office and St. Mary's University School of Law for student participation in an externship program.

BACKGROUND

The Externship Programs at St. Mary's University School of Law offers students the opportunity to gain meaningful and substantive legal experience under the supervision and mentorship of practicing attorneys, judges and policy experts. Students can earn academic credit for legal work performed outside of the classroom in legal settings, such as government entities, public interest organizations, corporate legal departments, law firms, and courts. In an externship, students apply academic learning to the real world, while gaining valuable insight into the operation of legal institutions.

The Tarrant County CDA's Office employs dedicated professionals committed to serving the citizens of Tarrant County. The goal is to prosecute the guilty, protect the innocent and deter crime. To continue its mission, the office is committed to providing future attorneys with the skills and education needed to be successful.

With approval, the CDA's Office will participate in the externship program for law students and will provide Joseph Grant Johnson with the opportunity to gain clinical experience, professional skills, and the opportunity to observe court proceedings. The externship program allows the students to commit to work hours in exchange for academic credits. This MOU is for the Summer of 2025 and is an unpaid position.

FISCAL IMPACT

There is no fiscal impact associated with this item. The internships are unpaid and all indirect costs will be covered by the existing budget and already purchased assets.

SUBMITTED BY	Criminal District Attorney	PREPARED BY:	Polly Maxwell
		APPROVED BY:	Mark Kratovil



Externship Commitment Form

Extern Name: Joseph Grant Johnson - externship with the Tarrant County Criminal District Attorney's Office

Student ID: S00755474

Extern Email: _____

Extern Phone No.: _____

Semester/Year of Externship: Summer 2025

Expected Graduation: May 2027

Externship Site: 401 W Belknap St, Fort Worth, TX 76102

Location of Main Office: 401 W Belknap St, Fort Worth, TX 76102

Start Date: 05-27-25 **End Date:** 07/18/2025

Check if you will be working
 Fully In-Person
 Hybrid In-Person/Virtual
 Fully Virtual

Check if you will be paid
If unpaid, leave unchecked
 Hourly
 Stipend
 Third Party Funds

Supervising Attorney(s): Judge Robb Catalano

Name & Title

Supervisor Email: rcatalano@tarrantcountytx.gov

Supervisor Phone No.: 817-884-1644

Authorizing Supervisor(s): _____

If different from Supervising Attorney

Name & Title

Supervisor Email: _____

Supervisor Phone No.: _____

The goal of the Externship Program is to give students an opportunity to:

- Develop skills required for legal practice, specifically interpersonal skills and analytical or technical skills.
- Apply the rules of professional responsibility to their clients, opposing party, colleagues, and the court system.
- Engage in active learning through experience, feedback, and reflection.
- Understand and apply work strategies that result in effective communication, productivity, and relationships within the in-person or virtual office, if applicable.

STUDENT EXTERN EXPECTATIONS:

I understand that by registering for the Externship Program at St. Mary's University School of Law:

1. I am committed to enrolling in both the Externship Seminar and Externship Field Placement outlined in my approval letter. The seminar assignment and field placement credits were approved by the Externship faculty after the vetting and approval process.
2. I am committed to the number of field placement hours indicated on this form, which are required for the approved credits, to be completed over a minimum of ten (10) weeks. The credits are for experiential learning and a pass/fail grade. Standard tuition rates apply to these credits.
3. I am committed to completing and submitting various writing assignments described in the course syllabus, including guided reflective assignments, timesheets, scheduling and completing evaluations, and compiling one work product created during my Externship.
4. I am committed to attending any virtual or in-person classes, pre-semester orientation, small group meetings, check-in meetings, and other assignments outlined in the course syllabus.
5. The Extern and placement agree that if the placement is fully virtual (Extern and Supervising Attorney are not working in the same office building) or involves hybrid (a combination of virtual and in-person) work, the Extern will regularly update the Supervisor Attorney on their assignment progress, and both parties will meet at least once a week via video conference. For a fully virtual or hybrid placement, the Supervising Attorney will provide a virtual orientation to the office and include the Extern as a virtual member of their office.
6. I will respect my supervisor(s), clients, support staff, and court staff by displaying the utmost

professionalism and integrity. I will be on time, communicate professionally, and be prepared for all meetings, hearings, or appointments, even those that take place via phone, teleconference, or video conference.

7. I will seek clarification and advice in a timely manner. The quality of all assignments submitted to my Supervising Attorney or Faculty Supervisor will meet their previously outlined expectations.
8. I will collaborate with my supervisors to evaluate my work and my success in meeting my goals midway through the Externship and at its conclusion.
9. I will check-in with the Faculty Supervisor or Director during the semester for all scheduled conferences and any time a question or concern arises during the semester.
10. I will discuss any conflict that arises during the Externship course regarding my assignments, supervisors, requirements, or procedures with the Director and/or Faculty Supervisor in a timely manner. I commit to participating in the course's Conflict Resolution Procedure, as outlined in the Student Handbook, to address the issue(s). If a conflict results in termination, I understand that I must meet with the Director and Faculty Supervisor before I can be approved for another Externship. I also understand other action may result as described in the Conflict Resolution Procedure.
11. I understand there is no expectation of a job offer at the end of the Externship semester.

SUPERVISING ATTORNEY(S) EXPECTATIONS

I/we understand that the St. Mary's University School of Law Externship Program is an academic program and as such must meet basic academic standards, specifically, the program goals. To this end, I/we agree:

1. I have the authority or have been delegated authority (by the Authorizing Supervisor as authorized and evidenced below) to supervise the student Extern and to designate a portion of my work time to supervising the student Extern. The placement will designate an alternate Supervising Attorney who could take over supervision of the Extern if the original Supervising Attorney were unable to do so.
2. I will provide the student Extern with an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the student during their Externship.
3. If in-person, I will provide the student Extern with a designated workspace and access to technology and resources necessary to complete all assignments. If remote work is necessary, I will provide technology support and access necessary to complete the assigned remote work and engage with the virtual office, in a way that protects confidentiality and security concerns.
4. I will collaborate with the student Extern at the start of the semester to discuss their goals and to complete a Learning Plan for submission to the Externship faculty.
5. I will give the student Extern assignments with clear deadlines and connected to the student's goals. There will be an effort to provide ongoing guidance for managing the student's workload. Most of the Extern's work will be lawyerly in nature, and clerical tasks will be kept to a minimum. The assigned tasks will be representative of the placement's and Supervising Attorney's work. The tasks should not be outside the scope of the Supervising Attorney's regular operation. If the Extern's work is performed remotely, this remote work experience must be comparable to the experience the student would have had if working in-person at the placement. Whenever possible, the placement will enable the Extern to attend virtually court proceedings, client/staff/strategy meetings, etc., if the Extern would have attended these events if working in-person at the placement.
6. I will provide the student Extern with specific and timely feedback on assignments to help the student achieve the goals outlined in their Learning Plan. While the student is working remotely, I will connect with the student via video conference at least once a week for at least 30 minutes to answer questions, provide support, advice, or feedback on assigned work, skill development, or network building.

7. The number of required field placement hours for the student Extern is elected by the student and approved by the Externship faculty before their start date. These hours will be completed over a minimum of ten (10) weeks. The scheduling of hours are subject to agreement between the student and supervisor, as long as the minimum hours are met, and the student's class/study schedule is respected. No more than 30% of the student's total weekly time should be spent observing.
8. I will complete with the student Extern a mid-semester evaluation and a final evaluation of the student's work (forms will be provided by the law school), as well as participate in a check-in with the Faculty Supervisor or other faculty member.
9. I understand that any conflict that arises with the student Extern should be discussed with the Director and/or Faculty Supervisor and may require further actions as outlined in the Conflicts Resolution Procedure found in the Supervisor Handbook.
10. I understand the student Extern is not licensed to practice law and St. Mary's University School of Law does not maintain professional liability insurance covering a student's work in an Externship setting.
11. The Extern and placement agree that if the placement is fully virtual (Extern and Supervising Attorney are not working in the same office building) or involves hybrid (a combination of virtual and in-person) work, the Extern will regularly update the Supervisor Attorney on their assignment progress, and both parties will meet at least once a week via video conference. For a fully virtual or hybrid placement, the Supervising Attorney will provide a virtual orientation to the office and include the Extern as a virtual member of their office.

EXTERNSHIP PROGRAM EXPECTATIONS

1. The Externship Program oversees specifically approved field placements. The Faculty Supervisor and Director of the Externship Program will ensure the educational quality of the student Extern's experience and evaluate the student Extern's academic performance by reviewing all forms submitted by the student Extern to ensure the student is adhering to the requirements of the Externship Program and that the student is receiving substantial lawyering experience.
2. The Externship Faculty Supervisor and Director will review the signed Learning Plan at the beginning of the semester to ensure the student Extern has articulated specific goals that align with the purpose of the Externship. The Externship Faculty Supervisor and Director will conduct an online and/or in-person classroom component and provide ongoing, contemporaneous guided reflection through individual check-ins, group discussion questions, and reflective essay feedback.
3. The Externship Faculty Supervisor will connect with the student Extern and Supervising Attorney (separately) to gather data regarding the student Extern's performance and to provide an opportunity for the student Extern to express any questions or concerns regarding their Externship experience. The Faculty Supervisor and Director will also be available throughout the semester should any concerns or issues arise.
4. The Externship Program will maintain regular communication with the Authorizing Supervisor and/or Supervising Attorney about the student Extern, and the Externship site and will provide relevant information and materials, as necessary.
5. The Externship Program will provide periodic trainings for Supervising Attorneys to assist them in working with law students.
6. The Externship Program will be available to assist the student Extern and/or Supervising Attorney if questions or concerns arise during the semester as outlined in the Conflict Resolution Procedures.

Students enrolling in Externship will be required to enroll in two co-requisites:

1. Externship Seminar: One (1) credit (standard tuition rates apply)
 - a. General Externship Seminar (Ext. I) OR
 - b. Advanced Externship Seminar (Ext. II)

AND

2. Field Placement Credits: Two to five (2-5) credits (standard tuition rates apply)
 - a. 2 credits = 90 Field Placement hours (min.)*
 - b. 3 credits = 135 Field Placement hours (min.)
 - c. 4 credits = 180 Field Placement hours (min.)
 - d. 5 credits = 225 Field Placement hours (min.)

*available only in limited circumstances, (e.g., part-time student with extremely limited schedule availability)

The seminar assignment and the field placement credit determinations will be made through a vetting and approval process by the Externship faculty. Once approved, students will be registered by the Externship team.

Please initial your agreed upon field placement hours:

___ ___ 2 credits (90 Field Placement Hours) Atty Stud	___ ___ 4 credits (180 Field Placement Hours) Atty Stud
___ ___ 3 credits (135 Field Placement Hours) Atty Stud	___ ___ 5 credits (225 Field Placement Hours) Atty Stud

You will be registered for 3 total credits for the Externship Course

We have reviewed this document and commit to meeting the expectations stated within it. We are aware that we may contact the Director of the Externship Program with any questions or issues that arise during the Externship. We understand the Director must approve all Externships before registration.

Student Extern Signature: Joseph G. Johnson Date: 05-17-25

Supervising Attorney Signature: [Signature] Date: 5/19/25

If you do not have the authority to designate a portion of your work time to supervising a Student Extern, please provide a supervisor signature below authorizing participation in the Externship program and designating you as the Supervising Attorney for the student Extern this semester.

By signing below, I authorize the attorney, named above, to designate a portion of that attorney's work time to supervise the student Extern.

Authorizing Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____



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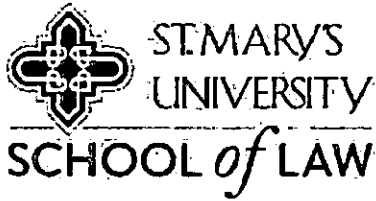
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SUBMITTED BY	Criminal District Attorney	PREPARED BY:	Polly Maxwell
		APPROVED BY:	Mark Kratovil



Externship Commitment Form

Joseph Grant Johnson - externship with the
Extern Name: Tarrant County Criminal District Attorney's Office

Student ID: S00755474

Extern Email: _____

Extern Phone No.: _____

Semester/Year of Externship: Summer 2025

Expected Graduation: May 2027

Externship Site: 401 W Belknap St, Fort Worth, TX 76102

Location of Main Office: 401 W Belknap St, Fort Worth, TX 76102

Start Date: 05-27-25 **End Date:** 07/18/2025

Check if you will be working
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Check if you will be paid
If unpaid, leave unchecked
 Hourly
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Supervising Attorney(s): Judge Robb Catalano

Supervisor Email: rcatalano@tarrantcountytx.gov

Name & Title
Supervisor Phone No.: 817-884-1644

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1. Externship Seminar: One (1) credit (standard tuition rates apply)
 - a. General Externship Seminar (Ext. I) OR
 - b. Advanced Externship Seminar (Ext. II)

AND

2. Field Placement Credits: Two to five (2-5) credits (standard tuition rates apply)
 - a. 2 credits = 90 Field Placement hours (min.)*
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*available only in limited circumstances, (e.g., part-time student with extremely limited schedule availability)

The seminar assignment and the field placement credit determinations will be made through a vetting and approval process by the Externship faculty. Once approved, students will be registered by the Externship team.

Please initial your agreed upon field placement hours:

<u> </u> <u> </u> 2 credits (90 Field Placement Hours) Atty Stud	<u> </u> <u> </u> 4 credits (180 Field Placement Hours) Atty Stud
1199 3 credits (135 Field Placement Hours) Atty Stud	<u> </u> <u> </u> 5 credits (225 Field Placement Hours) Atty Stud

You will be registered for 3 total credits for the Externship Course

We have reviewed this document and commit to meeting the expectations stated within it. We are aware that we may contact the Director of the Externship Program with any questions or issues that arise during the Externship. We understand the Director must approve all Externships before registration.

Student Extern Signature: Joseph G. Johnson Date: 05-17-25

Supervising Attorney Signature: [Signature] Date: 5/19/25

If you do not have the authority to designate a portion of your work time to supervising a Student Extern, please provide a supervisor signature below authorizing participation in the Externship program and designating you as the Supervising Attorney for the student Extern this semester.

By signing below, I authorize the attorney, named above, to designate a portion of that attorney's work time to supervise the student Extern.

Authorizing Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Consideration of a Memorandum of Understanding between Tarrant County, d/b/a Tarrant County Criminal District Attorney's Office and St. Mary's University School of Law for Student Participation in an Externship Program

SIGNED AND EXECUTED this 3 day of June, 2025.

**COUNTY OF TARRANT
STATE OF TEXAS**

A handwritten signature in black ink that reads "Tim O'Hare". The signature is written in a cursive style with a long horizontal line extending to the right.

Tim O'Hare
County Judge
6/9/2025