



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 145053  
PAGE 1 OF 12  
DATE: 4/15/2025

**SUBJECT: CONSIDERATION OF A SUPERVISOR, EXTERN, AND FACULTY AGREEMENT BETWEEN TARRANT COUNTY, D/B/A TARRANT COUNTY DISTRICT ATTORNEY'S OFFICE AND THE UNIVERSITY OF TULSA COLLEGE OF LAW FOR PARTICIPATION IN AN EXTERNSHIP PROGRAM**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider approval of a Supervisor, Extern, and Faculty Agreement between Tarrant County, d/b/a Tarrant County District Attorney's (DA) Office and The University of Tulsa College of Law for student participation in an externship program.

**BACKGROUND**

The externship programs at the University of Tulsa College of Law offer 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 DA'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 DA's Office will participate in the externship program at The University of Tulsa College of Law and will provide Maddy Vann 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 agreement is for the 2025 summer semester.

**FISCAL IMPACT**

Funds for extern salaries are available in account 10000-2025 General Fund/4510300000 Criminal District Attorney – Criminal Division/511021 Temp/Part-Time Salaries.

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

## SUPERVISOR, EXTERN, AND FACULTY AGREEMENT

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Location: \_\_\_\_\_

### **Supervisor's Agreement:**

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs receiving academic credit.

Please initial each standard and sign below.

**Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality and an overview of the work and expectations of the extern.

**Supervision:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney, if not myself, who will actively direct, monitor and mentor him/her throughout the semester.

**Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

**Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment.

**Diversity of Tasks:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance and self-evaluation. The extern will be assigned work that is similar to that of an entry-level attorney including a broad range of lawyering skills. Administrative work will be kept to a minimum.

**Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

**Opportunities for Reflection:** Externs will meet weekly with their supervisor, other attorneys and staff to discuss observations, experiences and issues relevant to the profession.

**Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, and library) and support reasonably necessary to complete assignments.

**Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as related to the externship.

**Fee-Generating Matters:** Where the extern is assigned work on fee generating matters, the extern's time will not be billed. Work assigned is in furtherance of the extern's legal education.

**Professional Requirements:** I certify that I have a Juris Doctorate degree and have been actively engaged in my field of work (litigation, compliance, policy, etc.) for at least five years.

### **Supervisor Signature**

**Bar Admission/Status:** My first bar admission was to the (*state*)

Bar in (*month/year*)

I am currently an active member with the (*state*)

**Extern's Agreement:**

The extern should fill in the necessary information, initial the standards, and add any comments. *Sign at the bottom of the Agreement.*

**Professionalism, Goals and Reflection:** I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity. I will create goals for the semester of how I plan to develop professionally and will discuss these with my supervisor and faculty/dean. I will reflect on the observations, experiences, ethical considerations, and other issues that may arise during my externship. I will be mindful of confidentiality obligations.

The start and end dates of my externship are:                      Start Date TBD                      End Date TBD

The number of units of credit I seek for this externship are: 5

I understand that to receive credit I must work the following average number of hours per week: 40

**Faculty/Dean's Agreement:**

**Academic Requirements:** I will establish requirements designed to develop the extern's experience in their placement, including self-evaluation and reflection.

**Site Evaluation:** I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.


**Availability:** I will be available as a resource should any concerns or issues arise.

**Evaluation:** I will evaluate the extern's academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. This evaluation will determine whether credit should be granted.

*We have reviewed this document and "Professional Skills for Externs" and agree to act in accordance with these expectations. We are aware that we may contact the Assistant Dean and Director of Externships with any questions that may arise during the externship.*

Student Extern Signature: 

Date: 2/14/25

Supervising Attorney/Judge Signature: 

Date: 3/17/25

Faculty Signature

Date:

**PETITION FOR REPEAT EXTERNSHIP**

Student's Name: Maddy Vann

Semester Seeking Credit Summer 2025

Organization: Tarrant County District Attorney

Supervisor Name:


Pursuant to College of Law academic policy, credit will not be given for an externship with the same organization or supervisor with which the student has previously worked (whether volunteer, paid, or in a previous externship) *except in very limited circumstances*. The Externship Director will consider this petition for approval upon satisfactory responses to the questions below. Students are advised to submit the petition well in advance of the start of the desired externship. Provide full responses below (attach additional pages, as needed). Please make sure that you otherwise meet the academic and GPA requirements for the program.

1. Describe your previous work undertaken at the agency/firm/court (include date(s) of previous work):

ANSWERS ON ATTACHED DOCUMENT.

2. Describe your new duties for the prospective externship:

3. Explain how the two positions/duties are substantially different:

Student Signature: 

Date: 2/14/25

Supervisor Signature: Robb Catalano

Date: 3/17/25

Faculty Signature:

Date

Disposition:  Approved  Denied



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**REQUEST FOR APPROVAL OF EXTERN SUPERVISOR**

**Organization Information:**

Name: Tarrant County DA Phone: 817-884-1400  
Address: 401 W. Belknap Website: www.tarrantcounty.com  
City/State/Zip: Ft. Worth, Texas 76196

**Supervising Attorney/Judge/JD:**

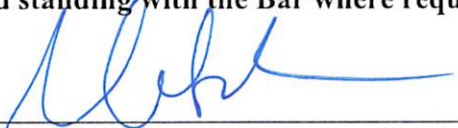
Name: Ned Catalano Title: First Assistant D.A.  
Email: rcatalano@tarrantcountytx.gov Direct Phone: 817-884-1400  
State of Bar Admission (if applicable): 1996 Year of Admission: Texas

1. **Please print your responses to the following questions on Court/Office letterhead and attach:**

- A. Describe the work done in your office as well as the area(s) of law included. Be specific as to the nature of your legal work and clients served. If alternative JD, describe work accordingly. Include the number of attorneys working in your office.
- B. Describe the educational objectives this externship will fulfill. In doing so, please reference the legal and professional competencies in the included "Professional Skills for Externs" section of "Externship Introduction for Supervisors."
- C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by learning from externing with you. Describe how the student and supervisor will work together.
- D. Describe how the supervision and work assignments will meet the College of Law's supervision requirements outlined in the "Supervisor Requirements" section of the included "Introduction for Supervisors".
- E. How many externship positions are you able to offer each semester? List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.
- F. Attach the resume or summary of professional/educational experience of the supervisor.

2. **Credit hour commitment:** Students must complete fieldwork hours concurrent with semester in which they are enrolled; 14 weeks in the fall or spring semesters and 6 or 12 weeks in the summer term. Specifically, students earn one hour of academic credit per 45 hours of fieldwork. Students may apply for two to twelve credits (limited a maximum of three in state court and six in federal court). In fall and spring semesters, students enrolled in 12 hours or more of other course work should not do more than 20 hours of field work per week, and students enrolled in less than 12 hours of other courses should not do more than 40 hours of field work per week. In the summer, students enrolled in other courses should do no more than 20 hours of field work per week, and all other students should do no more than 40 hours of field work per week.
3. **Timelines:** If accepting applications through the law school, materials will be provided the semester prior to the semester for which placement is sought. Supervisors must timely review applications, interview if preferred, and make offers. All placements must be secured by the last day of class the semester before the externship semester. Failure to adhere to enrollment deadlines may result in suspension from the externship program.
4. **Site Visits:** In compliance with ABA Standards, please note that site visits may be conducted periodically to ensure that the extern is receiving an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the College of Law has full discretion to disapprove or inactivate participation in the program for any period of time.
5. **Training:** Since students are receiving course credit for this placement, guidelines and training are available to you as a supervisor. You are welcome to contact the Assistant Dean and Director of Externships with any questions.

**I have read the College of Law’s policies, requirements, and procedures for externships set forth in “Externship Introduction for Supervisors,” including “Field Supervisor Requirements” and “Professional Skills for Externs” contained therein, and I am willing to comply with them. I also certify that I am in good standing with the Bar where required.**



3/17/25

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
University of Tulsa College of Law

\_\_\_\_\_  
Date Reviewed

Approved     Disapproved

**NON-DISCRIMINATION STATEMENT**

The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to, individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University’s Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, 800 South Tucker Drive, Tulsa, OK 74104.

## EXTERNSHIP APPLICATION PACKET & CHECKLIST

1. The following documents are included in this application packet:

	Page(s)
Extern Qualifications and Limitations	2
Academic Credit for Externship	3
Student Application for Externship	4-5
Statement of Educational Goals	6
Supervisor, Extern, and Faculty Agreement	7-8

Appendix:

Petition to Repeat

2. After having secured an externship with an eligible supervisor, you must submit the following:
- Student Application for Externship (completed by student)
  - Supervisor, Extern, and Faculty Agreement (completed by student and supervisor)
  - Statement of Educational Goals (completed by student and supervisor)
3. If your supervisor has not previously been approved, your supervisor also must submit the following document:
- Request for Approval of Extern Supervisor, *see 1A-4A*.
4. All externship placements must be a new experience. If you are seeking to receive credit with an organization where you have previously volunteered, interned, or externed you and your supervisor must complete a Petition to Repeat.
- Petition to Repeat, *see 5A*.
5. You **cannot** self-enroll in an externship. You will be enrolled once you return the completed application packet including all required student and supervisor signatures. This is **due no later than the last day of class for the semester prior to your externship**. If you miss this deadline, you may not be enrolled in your externship even if you arranged for the externship on your own. Additionally, you will be required to meet with the Director of Externships and the Associate Dean of Academic Affairs to plead your case for enrollment in your externship. If you miss the deadline, you may be enrolled in a substitute course.
6. When the form is filled out, submit to:
- Kate Leber  
Director of Externships  
The University of Tulsa College of Law  
3120 East 4<sup>th</sup> Place, Tulsa, OK 74104-2499  
Phone: 918-631-5862  
Email: kate-leber@utulsa.edu

### EXTERNSHIP POLICIES: QUALIFICATIONS & LIMITATIONS

1. Students applying for academic credit through an externship must meet the following requirements:
  - Student must have completed 28 credit hours with a 2.0 or higher GPA.
  - Externship must run concurrent with the semester in which the student is enrolled. Start and end dates for the placement shall align with the first day of law classes and the last day of law classes, respectively.
  - Student will not work in another law-related position if doing so could create a conflict of interest or confidentiality issues in violation of the Oklahoma Rules of Professional Conduct.<sup>1</sup>
  - Student cannot extern in a position in which the student has previously worked or externed without prior Dean approval.
  - Student cannot work under the direct supervision of a family member.
  
2. Externships are subject to academic credit hour limits, as follows:
  - Minimum externship credit hours: 2
  - Maximum total externship credit hours: Fall & Spring Semester 12, Summer 10
  
3. Students are required to complete a total of six (6) experiential learning hours prior to graduation. This requirement may be fulfilled through either clinics or externships or a combination of both.
  
4. Externships are subject to the limit of 12 academic credit hours that can be earned in non-classroom courses. Under this regulation, the limits on academic credit hours earned through non-classroom courses include, but are not limited to:
  - Advocacy competitions, law journals, externships, or any other internship in which academic credit is granted. Clinical courses are NOT considered non-classroom courses and are not counted against the 12 hour limit.
  - Subject to the approval of a dean (the Dean or Associate Dean of Academic Affairs), a student not subject to the 2.5 Rule who enrolls in faculty-approved, semester-long field placement programs may earn up to 18 hours of academic credit in non-classroom academic activities. Note: The addition of up to 6 hours is limited to those situations in which a student has been granted approval by petition the semester prior to placement.

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<sup>1</sup> Please see Oklahoma Rules of Professional Conduct, Okla.stat. tit. 5 App. 3-A §Rule 1.6-1.11

**ACADEMIC CREDIT FOR EXTERNSHIP**

<b>Academic Credit Hours</b>	<b>Externship Work Hours (per semester)</b>	<b>Externship Work Hours x 14 weeks (Fall/Spring)</b>	<b>Externship Work Hours x 12 weeks (Summer)</b>	<b>Externship Work Hours x 6 weeks (Summer)</b>
2	90	6.43	7.50	15.00
3	135	9.64	11.25	22.50
4	180	12.86	15.00	30.00
5	225	16.10	18.75	37.50
6	270	19.29	22.50	45.00*
7	315	22.50	26.25	
8	360	25.70	30.00	
9	405	28.93	33.75	
10	450	32.14	37.50	
11	495	35.36		
12	540	38.57		

<sup>1</sup> \*Subject to specific approval by Director.

## STUDENT EXTERNSHIP APPLICATION

### Enrollment Information

Semester/Year for which you are requesting credit:  Fall  Spring  Summer Year: 2025

If summer, select term:  First 6 weeks  Second 6 weeks  Full Summer

Number of credit hours sought: 5 click or tap here to enter text. Required weekly hours in placement: 40 click or tap here to enter text.

**If this is not your first externship, choose a course for which you have not already earned credit:**

Courses

Civil

Criminal

Judicial

Corporate

Immigration

Litigation

### Student Information

Name/TU ID #: Madeline Elizabeth Vann/ 1623047  
TU Email: mev5789@utulsa.edu  
Address and Phone: 1414 E 39th St. Apt 205, Tulsa, OK 74105 (417) 773-4451  
Semester/Year you started law school: Fall 2023

### Supervisor Information

Name: Robb Catalano  
Office/Court & Title: Tarrant County DA's Office  
Email: rcatalano@tarrantcountnytx.gov  
Address and Phone: 401 West Belknap, Fort Worth, Texas 76196

This externship was obtained:

- Via a PDO Connect posting or through assistance from Director Leber.
- Through my own outreach, contacts and/or application.

I hereby certify that (check each box):

- I have successfully completed 28 credit hours and maintained a 2.0 or higher GPA;
- This externship is a new position, in which I have not previously worked for pay/credit or as a volunteer. If this is not a new position, I have attached a Petition for Repeat Externship.
- I will not extern under the direct supervision of a family member.
- I understand that I must work a total of 45 hours for each academic hour of credit. I have spoken with my supervisor and received reasonable assurance that there will be sufficient work available to me to fulfill the hours-worked requirement for the credit hours in which I intend to enroll.
- I will not work in another law-related position while participating in an externship without prior Dean approval. Additionally, I will not work in another law-related position if doing so could create conflicts of interest or confidentiality issues that would violate the Oklahoma Rules of Professional Conduct.
- I understand that I am allowed a maximum of 12 non-classroom credits (subject to Dean approval in certain circumstances). The following reflects my current non-classroom credits:

	Credits Previously Earned	Credits To Be Earned This Term
All other externships	0	0
Law journal	0	1
Moot court	0	0
Study abroad internship	0	0

Externships are graded on a pass/fail basis. To obtain a passing grade for the externship, I am required to complete the following academic responsibilities during this term of enrollment:

- I must complete externship orientation, time and location to be announced unless attended previously;
- I must regularly attend the course component of the externship: Remote online connection for the course component is allowed, subject to approval by the Externship Director, for students placed outside of the Tulsa Metropolitan Area;
- I must submit time sheets at the direction of my Professor or the Externship Director;
- I must submit Guided Reflection journals, allowing for reflection on how this opportunity advances my educational goals, at the direction of my Professor and
- I must submit "Confirmation of Hours" at the conclusion of my placement.

Student Signature 

Date 01/16/2025

Faculty/Dean Approval -

Date -

### STATEMENT OF EDUCATIONAL GOALS

The following documents should be provided, discussed and reviewed with the externship supervisor. ***Please provide your signature and obtain your externship supervisor's initials and signature on the following two pages of this Agreement.***

Extern: *Archie Roman*

Semester/Year: Summer 2025

Supervisor: Robb Catalano

Placement Office: Tarrant County DA

The Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the College of Law is entrusting your supervising attorney or judge with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your application for the externship, please **fully** respond to the following questions (attach additional pages, as needed).

1. How will the externship relate to and advance your legal education?

ANSWERS ON ATTACHED DOCUMENT.

2. Describe your anticipated opportunities for performance, observation, and feedback during this externship. Discuss with your supervisor to list specific experiences, projects, and mentoring anticipated during your placement.
  
3. Describe your specific goals and objectives for this externship. What professional skills and competencies are you looking to explore and improve?