



FIELD PLACEMENT APPLICATION

I. **STUDENT INFORMATION:**

Name: _____ Student ID Number: _____

FAMU Email: _____ Telephone Number: _____

Personal Email: _____

2L ___ 3L ___ 4L ___ FT ___ or PT ___ Expected Graduation Date: _____

Enrollment Semester Requested: ☐ Spring ☐ Summer ___ Fall 20___

Is this your first field placement? Y/N _____

If NO, list semester(s) enrolled in field placement and number of credits completed:

semester _____ number of credits completed _____

Externship site _____

semester _____ number of credits completed _____

Externship site _____

When did you complete Professional Responsibility? (Sem/year) _____

Do you have a CLI Clearance letter from the State Bar Y/N _____ (if yes, please provide)

How many credits are you seeking for this placement (1-6)? _____

II. **PLACEMENT SITE INFORMATION:**

Placement Site: _____

Site Supervisor: _____

Placement Site Address:

Street _____ City, State _____ Zip _____

Website: _____

Place Site Type:

____ Public Interest/Non-Profit/Government Agency ____ Private Firm
____ Private Corporation (In -House Counsel)

Have you received prior field placement credit for externing at this site? Y/N _____

*If yes, enrollment will only be permitted if you, in coordination with your site supervisor, **submit a memorandum with this application** demonstrating that you will engage in legal work that is different, unique, advanced, and more rigorous than the legal work undertaken in the previous externship. It is strongly encouraged that the second externship be in a different practice or department of the externship site, and if possible that you work under a different supervising lawyer.*

Is this a paid placement? Y/N _____

Specific Area(s) of Legal Practice:

Why have you chosen this placement?

What is your expected start date at site?* _____

(All field placement hours must be completed during the semester. If your expected start date is after the first day of class, please contact Prof. Dorosin mark.dorosin@famu.edu 407-254-4043 immediately. Delayed start dates may affect your ability to enroll in the course).

Are you currently employed at this placement? Y/N _____

*If yes, enrollment will only be permitted if you, in coordination with your site supervisor, **submit a memorandum with this application** demonstrating that you will engage in legal work that is different, advanced, and more rigorous from the work you are already doing at the site. Additionally, if you do not anticipate taking on additional hours at the site, there should be some accommodation of your current work schedule to allow for the new work of your externship.*

If so, how long have you been employed there? _____

How many hours per week do you currently work at the placement? _____

Will you take on additional hours on site for this placement? Y/N _____

If so, how many additional hours? _____

For ALL applicants ABA standards require that field placements provide a “**substantial lawyering experience,**” meaning you will be doing work that “**is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks.**” Field Placement credit cannot be earned by secretarial, administrative, or paralegal work ordinarily conducted by non-lawyers.

Given that criteria, include a detailed description of the substantial lawyering responsibilities of externship. **This section must be completed in consultation with and signed by your Site Supervisor:**

Site Supervisor – Signature

Date

FAMU COLLEGE OF LAW FIELD PLACEMENT PROGRAM

EXPERIENTIAL LEARNING AGREEMENT

Student:
Site:
Site Supervisor:
Years of Admission to Practice:
Number of Credits:
On Site Hours Required:

This Experiential Learning Agreement ("Agreement") sets forth the expectations of the Site Supervisor, the FAMU Law Extern ("student" or "extern"), and the FAMU Law Faculty Supervisor for the Field Placement Program.

Site Supervisor Responsibilities: The success of field placement programs depends on the willingness and ability of the on-site supervising attorneys to serve as teachers, role models and mentors. The Site Supervisor agrees:

- 1. Experience:** Site Supervisors must be a licensed attorney and have at least five years of practice experience.
- 2. Orientation:** On or before the student extern's first day on site, the Site Supervisor should provide a basic orientation covering workspace, office protocols, resources, and policies of the placement site.
- 3. Assignments:** The Site Supervisor is responsible for ensuring that the externship provides the student with a substantial lawyering experience that is reasonably like the experience of a lawyer advising or representing a client or engaging in other lawyering tasks, and that:
 - a.** The student's assignments are part of the site's regular workload and give the student some in -depth exposure to issues pertinent to the site's activities.
 - b.** The student's assignments are as varied as the site's workload and the student's abilities reasonably allow.
 - c.** The student is included in discussions of strategy and implementation that arise out of research, writing or other work in which the student has played a significant part, whenever reasonably feasible.
 - d.** The student is permitted to observe matters that are routinely handled by the organization, but which are beyond the scope of the student's capabilities.
 - e.** The student's assignments are reasonable in terms of the student's credit hour commitment to work for the placement site.
 - f.** Administrative or paralegal tasks (filing, library updating, photocopying, running errands, etc.) will occupy a minimal percentage of the student extern's workload.
 - g.** If the student already employed at the site, Field Placement assignments and responsibilities should be different from the student's current job duties.

4. **Regular Contact and Supervision:** The Site Supervisor agrees to speak with the Faculty Supervisor as needed, and at least once a semester, to discuss the student's performance. Site Supervisors must have regular contact with the student extern throughout the course of the semester, including:
 - a. **Developing Learning Goals** (form will be completed by student and Site Supervisor during the first two weeks of the externship).
 - b. **Weekly Meetings & Feedback** (in person or via phone or video conference)
 - c. **Mid Term Performance Evaluation** (in person or via phone or video conference)
 - d. **Final Evaluation** (form will be provided by Field Placement program)
5. **Site Supervisor acknowledges** that this is an educational experience primarily for the benefit of the extern and that the extern does not displace or substitute for any employees.
6. **Equal Employment Policy:** FAMU College of Law is committed to providing its students with equal opportunity to obtain employment, including externships, without discrimination based on an individual's race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression (hereinafter his/her "protected status"). The Site agrees to comply with this anti-discrimination policy.

Student Responsibilities:

1. The student agrees to perform the total number of on-site hours, based on the number of credits enrolled, as listed in the Field Placement course requirements and noted above. Failure to do so will result in the student not receiving credit for the externship. Students may not finish work at their site earlier than one week prior to the end of the semester without prior Faculty and Site Supervisor approval.
2. The student must follow the placement site's confidentiality, scheduling, dress code, and other professional requirements, the Rules of Professional Conduct, and carry out all externship assignments diligently and to the best of their abilities.
3. The student is required to attend and participate in all sessions of the Field Placement seminar, to attend individual conferences with the Faculty Supervisor, and prepare and timely submit reflective journal entries on established due dates as outlined in the syllabus. These journal entries may ask the extern to respond to specific questions posed by their Faculty Supervisor.
4. The student is also required to submit a weekly time log, documenting their time, and worked performed for site. Student acknowledges that weekly time logs will be accurate and truthful about the time worked on site. Inaccurate and/or false information is a violation of Student Honor Code.
5. No student may withdraw from an externship absent extenuating circumstances and only after consultation with the Director of Field Placements. Adequate safeguards for the handling of cases and/or client problems assigned to the student must be arranged with the Faculty Supervisor and the Site Supervisor prior to any withdrawal.
6. Failure to comply with these requirements may result in a grade of "Unsatisfactory" for the course.

Faculty Supervisor Responsibilities:

1. **Academic Requirements:** The Faculty Supervisor will establish the seminar requirements (including readings, class discussion, journals, and/or other assignments) designed to help the student's professional identity formation through the experience at their placement, including reflection, self-evaluation, and professional development.
2. **Site Evaluation:** The Faculty Supervisor will remain in regular contact with the Site Supervisor and the extern to ensure the quality of the educational experience.
3. **Training and Availability:** The Faculty Supervisor will be available as a resource to students and Site Supervisors should any concerns or issues arise and will provide additional support to Site Supervisors as needed.
4. **Evaluation:** The Faculty Supervisor will evaluate the student's academic performance during the externship. The assessment will be based on the Site Supervisor's evaluations of the student extern; the student's compliance with all seminar and site requirements; the quality of the student's submissions to the Faculty Supervisor; and the professionalism demonstrated by the student on site and in the course.

We have read and agree to act in accordance with the expectations set out above.

Supervising Attorney:
Signature:
Phone Number:
Email:
Date:

Student Extern:
Signature:
Phone Number:
Email:
Date:

Faculty Supervisor: _____

Phone Number: _____

Email: _____

(will be assigned by Field Placement Director after enrollment approval)