



## FIELD PLACEMENT APPLICATION INSTRUCTIONS

Field Placement is a semester-long opportunity to leave the traditional classroom setting and assist lawyers and judges in the real-life practice of law and the administration of justice. Field Placement is part of the experiential education program at FAMU and enhances your law school education by providing practical, hands-on learning under the close supervision of a College of Law Clinic faculty supervisor and a practicing lawyer site supervisor.

Students may receive up to 4 credits during Fall and Spring, and up to 6 credits in Summer. Grading is satisfactory/unsatisfactory. You cannot earn more than 9 total credits for Field Placement. **Professional Responsibility is a mandatory pre-requisite for enrollment.**

There are two components of the Field Placement course, and both must be completely satisfactorily to earn any credit. **The field (on-site) component** is your work at the placement site, which must be supervised by a licensed attorney at a site approved by the Field Placement Program Director. The required on-site hours vary by number of credits for which you enroll. There is also a **seminar (academic) component** of the course, as required by ABA standards for credit-earning externships. The seminar consists of mandatory attendance at four class sessions throughout the semester, as well as weekly completion of time logs, learning goals, and additional reflective writing assignments concerning their field experience.

The number of on-site hours varies based on the number of credits enrolled

<u>CREDITS</u>	<u>HOURS/WEEK</u> <u>(average for 13 weeks)</u>	<u>TOTAL ONSITE</u> <u>HOURS REQUIRED</u>
1	5 hrs./wk.	56 hrs.
2	9 hrs./wk.	112 hrs.
3	13 hrs./wk.	168 hrs.
4*	18 hrs./wk.	224 hrs.
5	25 hrs./wk	252 hrs.
6**	28 hrs./wk	280 hrs.

\* Maximum credits for Fall and Spring semesters.

\*\* Maximum credits ONLY for Summer academic session. Hours per week based on 10 week Summer term

**Field Placement is limited to 30 students per semester. Enrollment is only permitted by approval of the Field Placement Director, and all applications are subject to the following enrollment priority:**

1. Designated sites and Judicial Externships
2. Public interest/ non-profit/government agency
3. Private law firm or corporation

**Enrollment limitations and prioritization means that not everyone who applies for a Field Placement will be selected to enroll. Submission of an application form will not guarantee approval or/and enrollment in the course.**

Enrollment for a second Field Placement at the same site will only be permitted if you, in coordination with your site supervisor, submit a memorandum with your 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 at the site. 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.

Enrollment at site where you are currently employed 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, the memo should indicate some accommodation of your current work schedule to allow for the new responsibilities of your externship.

Students are not permitted to change externship sites after being accepted into the Field Placement program. If you decide to withdraw from the externship you were accepted for, your seat will be declared vacant and potentially given to another student. You may submit a new application, but it will be placed at the end list for enrollment.

All required Field Placement hours must be completed during the semester. Any hours spent at your externship before the first day of the semester CANNOT count for purposes of Field Placement. It is strongly preferred that your externship starts on the first day of classes. **If your expected start date is after the first day of class, please contact Prof. Dorosin immediately. Delayed start dates may affect your ability to enroll in the course or the number of credits you will be permitted to seek.**

## **HOW TO APPLY**

There are two Designated Field Placement sites: **The Office of Regional Conflict Counsel (5<sup>th</sup> Circuit)** and **the 9<sup>th</sup> Circuit Office of the Public Defender**. Both agencies represent indigent people accused of crimes and ensures that all people, regardless of income, are entitled to not just effective, but skilled and compassionate representation (the Regional Conflict Counsel handles cases that the Public Defenders' offices cannot represent due to a conflict of interest). Students will be engaged in all aspects of criminal litigation, including investigation, client counseling, negotiation, and court appearances. **CLI is strongly preferred but not required.**

*If you are applying to extern at a Designated site:*

- Complete the application forms but leave the Site Supervisor portions blank
- Submit current resume, unofficial law school transcript, the signed copy of these rules, CLI clearance letter (if applicable) and a cover letter *addressed to Prof. Dorosin* describing your interest in the placement.

*For placement at any other site:*

You are responsible of contacting the site and securing an externship offer **before** submitting a Field Placement application. Our [Field Placement Site List](#) includes **high priority sites that are very interested in hosting FAMU law students**. If you need assistance identifying potential civil rights or social justice placement sites, contact the Clinic Director. You may pursue an externship that is not on the Field Placement list; but any new externship site must be reviewed by the Clinic Director before enrollment will be approved.

Once you secure an externship, complete the Field Placement application. The application and the Experiential Learning Agreement must be signed by BOTH you and by the attorney who will be your primary (direct) supervisor at the placement site. *By signing and submitting the application, you are affirming that all the information is correct, that you have met with the attorney supervisor and discussed the scope of the placement, including that you will be given substantial lawyering responsibilities. Inaccurate or misleading information or misrepresentation may result in you be denied enrollment or being dropped from the course.*

Submit the completed application, your current resume, unofficial law school transcript, the signed copy of these rules, and CLI clearance letter (if applicable) to [col-legalclinic@famuedu](mailto:col-legalclinic@famuedu). Incomplete applications will NOT be accepted or considered and returned to you for revision.

For all applications, be sure to indicate the requested number of credits you are seeking. Remember that in Fall and Spring the course is limited to four credits (in Summer you can enroll for up to six credits).

### **Application Review and Notifications**

All applications will be reviewed and approved at the same time. If approved, you will receive an email notifying you and asking you to confirm the number of credits. Once you reply, we will notify the Registrar and you will be enrolled automatically. Students not selected will be placed on a waiting list.

### **Application Checklist:**

- ☐ Read and sign these rules
- ☐ Completed Field Placement Application Form, including the Experiential Learning Agreement
- ☐ Current resume
- ☐ Unofficial transcript
- ☐ CLI clearance letter (if applicable)

I have read, understand, and agree to comply with these Field Placement Application Instructions.

---

Signature

---

Print Name

---

Date