

## Field Placement Supervisor Agreement

1. I, \_\_\_\_\_ (Professor) , agree to supervise \_\_\_\_\_ (Student) for fall/spring semester 20\_\_\_\_ for a field placement located at \_\_\_\_\_ (Site).
2. In accordance with Standard 304, I understand it is my responsibility to supervise Student and document the following actions:
  - Student must provide work schedule to faculty supervisor.
  - Student must provide the name and contact information for the field placement supervisor.
  - Student must provide a weekly written report on activities for the week. This may include research, court visits, document preparation, or anything related to the field placement. The reports must be verified by a supervisor. To avoid duplication, this may be satisfied by submission of the weekly journal to the faculty supervisor, if the weekly (reflective) journal includes a description of these activities.
  - Student must provide a reflective journal on his/her impressions of the work, lessons learned general thoughts about the area of law in which he/she is practicing.
  - Faculty must visit Student's placement site and meet with site supervisors through in-person or other methods of communication that will assure the quality of the student educational experience. When appropriate, a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program.
  - Each faculty supervisor shall document or maintain copies of communication with Student and site supervisor.
  - Communication with site supervisor is required to assure the quality of Student's educational experience. Email or telephonic communication with site supervisors should occur no less than twice per semester; telephonic communication should be noted in a written log maintained by each faculty supervisor. Email or telephonic communication requirements are in addition to the in-person site visitation requirement.
  - Communications with Student shall occur no less than biweekly.
  - All email copies and logs should be submitted to the Director at the end of each semester, no later than the last day to submit grades for the semester.

---

Signature