

DIRECTED Clinical Practicum

APPLICATION AND APPROVAL FORM

(To be reviewed by students and faculty supervisors)

General Student Information

Name _____

Rutgers ID number: _____

Email Address: _____

Telephone Number: _____

Topic: _____

(Students are additionally required to submit a typewritten practicum proposal as set forth below)

Please circle semester and fill in year

FALL

SPRING

SUMMER

20____

Eligibility:

Participating in a directed clinical practicum is a way to gain experience with real clients before graduation. The clinic is actually a public interest law firm that provides (primarily) 3L students (and the equivalent) the opportunity to directly represent actual clients. Students enrolled in a directed clinical practicum may be assigned a variety of tasks. For example, expungement cases (where the student will meet with the client and prepare the expungement motion for filing in court). In order to register for a clinical practicum a student must be in good academic standing and have successfully completed the following requirements:

1. 54 credits
2. Evidence and professional responsibility
3. All required first year courses¹

Guidelines for Completion of the Application and Approval Form²

¹ Note, these eligibility requirements may be modified depending upon clinical faculty approval and the specific project proposed. For example, a student may be eligible if they are currently enrolled in evidence or professional responsibility, or if a student does not have to be certified by the New Jersey Supreme Court for court appearances, a 2L student may be eligible.

Registration for any directed clinical practicum is handled by the individual clinical faculty.

Curriculum Requirements for Directed Clinical Practicum

The following are the *minimum requirements* that must be satisfied in order for any student to receive credit for a directed clinical practicum. However, students and faculty are encouraged to meet and/or confer at more frequent intervals as necessary for the full development and completion of the directed clinical practicum:

The student shall submit a typewritten clinical practicum proposal of *not less than* 250 words, together with the Application and Approval Form, to the faculty supervisor for approval before beginning the directed clinical practicum. Please attach the typed proposal directly to this executed form. Students should spend approximately 2-4 hours conducting background research on the proposed practicum topic prior to completing this Approval Form. Prior to meeting with the Clinical Professor, students should have a basic understanding of the issue and the relevant New Jersey law (unless the practicum involves law in another jurisdiction, then students should understand the standards of that jurisdiction). Students should notify the faculty supervisor in advance if the directed practicum project is intended for any use beyond the receipt of academic credit.

The student must expect to meet with the faculty supervisor at least four times. Those meetings are detailed below:

- **Meeting 1:** *Prior to the submission of the Approval Form*, the student shall have met with the faculty supervisor at least once to discuss the proposed practicum and to solicit guidance on the drafting of the proposal.
 - **Meeting 2:** *Prior to the end of the add/drop period*, (approximately Week 2) of the semester, the student shall have met with a faculty supervisor to develop a plan for the directed clinical practicum.
 - **Meeting 3:** By approximately Week 6 of the semester, the student shall have met with the client, gathered documents and be in the process of drafting the document. At meeting 3 the student and faculty can discuss the draft.
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- **Meeting 4:** By approximately Week 10 of the semester, the student shall be well into the practicum with drafts of the motions, pleadings, etc. for review. The student shall have met with the faculty supervisor to discuss the final details of the practicum and be prepared to file on behalf of the client (if necessary).

Signatures

Clinical Faculty Supervisor:

I agree to supervise this directed clinical practicum project for 1 /2 credits (circle one).

Name of Clinical Faculty Member:

Signature of Clinical Faculty Member:

Student's Signature _____ Date: _____

This form must be completed and submitted to Victoria Chase, Associate Dean, for final approval by no later than 4:00 p.m. on the day of the Add Course deadline of the semester in which you desire to do Directed Clinical Practicum.