

APPLICATION FOR FIELD PLACEMENT - JUDICIAL, NON-PROFIT or GOVERNEMENTAL

PLEASE PRINT

Semester: _____

Month & Year of Graduation: _____

NAME: _____

E-mail: _____

(Last)

(First)

(Middle)

Placement Organization/Judge: Name _____ Address (Street) _____ (City, State, Zip) _____ Telephone: _____ E-mail address: _____	Placement Supervisor:* Name: _____ Telephone: _____ E-mail address: _____ * Must be an attorney admitted to the bar.
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Number of Credits: _____ [120 hours of work at the placement = 2 credits, 180 hrs = 3 credits].

Placement seminar: Must attend during semester of placement, except students earning summer placement credit will be supervised by faculty over the summer and attend the seminar in the Fall .

Educational Objectives: Please set forth you educational objectives for the placement on a separate sheet and attach.

Supervising Faculty Member:	
I will supervise this student for the Placement and have communicated with the Placement Supervisor to ensure that the student's educational objectives as set forth in the attached can be met and that the student's work will be evaluated and feedback given.	
_____ (Print name of Faculty Member)	
_____ (Signature of Faculty Member)	DATE: _____

Approval of Dean Rossner: _____
(Signature of Dean Rossner)

DATE: _____

NOTE: This form is to be returned with your registration material. Be sure to register for this course via the web registration system. Since this is a "By Arrangement" course, you must also enter the number of credits for which you are registering.

PLEASE READ REVERSE SIDE

Field Placement Instructions:

To receive credit for Field Placement with a Judge, non-profit or governmental organization under the ABA and Rutgers Law rules, you must follow the requirements set forth below. You must complete this Application form, obtain approval, attend the Field Placement seminar and fulfill the educational supervision requirements below. **NOTE:** You MUST line up an academic advisor and obtain all the necessary approvals BEFORE you start in order to get credit for all the time you spend at the placement. This also must be done before we can coordinate with your placement to ensure that your work there will be eligible for credit. Credit can be granted only for work approved and supervised as required below. Leave ample lead time to get this done. This also must be done before we can sign any forms for the placement that says your work will be part of an academic program.

A. Completing this Application requires:

- (1) Identifying a Rutgers Faculty Advisor
- (2) Identifying a licensed Attorney within the Placement Organization or Chambers to act as Placement Supervisor and providing the supervisor's contact information [some placements have one already in place.]
- (3) Describing your educational objectives - your objectives must be what you hope to learn and describe how the work at the placement will permit you to learn it. Do not just state what you will be working on, set forth what you hope to learn and how your work at the placement will permit you to learn it.
- (4) Providing the number of credits for the placement [at least 60 hours per credit hour]

B. Get approval as follows:

The completed Field Placement Application Form must be submitted to your Faculty Advisor for approval. Each student should discuss the placement details with the Faculty Advisor to ensure that there are clear educational goals and that there is sufficient, supervision and educational and instructional work, including a legal writing assignment, to warrant academic credit. Your faculty advisor will contact the placement to ensure that your educational objectives will be met and will supervise your progress throughout the placement. Once Approved by the Faculty Advisor, the Form should be submitted to Associate Dean Andrew Rossner for Approval. This must be done before your placement starts. Once this is done, we can certify to the placement that you are working as part of an academic program. The completed form is to be submitted to Dean Garbaccio when registering for the Field Placement Seminar.

C. Academic and Work Requirements:

To satisfy the academic requirements for credit, a student must:

1. Work at the Placement Location:

- (A) Complete the required number of hours at the placement by the last day of classes [at least 60 hours for each credit sought]. Work outside the placement should not be included in this total.
- (B) The type of work must involve lawyering skills, which may include client interviews, counseling, negotiation, court appearances, participation in administrative hearings, legal research, legal analysis, drafting legal documents or pleadings and developing case strategy. Administrative, clerical or purely paralegal work does not satisfy the legal work requirement.
- (C) Complete at least one written assignment.

(D) Receive evaluation and feedback from the Placement Supervisor and discuss progress on meeting the educational objectives with the faculty advisor.

2. Submit complete time sheets to your faculty advisor setting forth the date, time, the nature of the work assignments, subject to the confidentiality and other requirements of the Rules of Professional Conduct and the Placement.

D. Reporting and Reflection:

1. You must maintain and submit to your faculty advisor a journal with reflections upon the legal work and evaluating the overall effectiveness of the experience to the your intellectual and professional development and to your academic goals for the placement, subject to the confidentiality and other requirements of the Rules of Professional Conduct and the Placement.

2. You must engage in periodic meetings or discussions during the placement with the Placement Supervisor to obtain individualized feedback on the work conducted. Such feedback should be reflected in the journals.

3. You must engage in periodic meetings during the placement with the Faculty Advisor to reflect upon the experience

4. You must submit written work as required by the Faculty Advisor and subject to the confidentiality and other requirements of the Rules of Professional Conduct and the Placement.

E. Class Component

You must attend the Field Placement seminar [in the Fall for a summer placement], as scheduled.