

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

PLEASE PRINT

Semester: _____

Month & Year of Graduation: _____

NAME: _____
(Last) (First) (Middle)

E-mail _____
Telephone: _____

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 who are approved for a summer placement will be supervised by a faculty member over the summer but 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 Application 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 in advance starting work, attend the Field Placement seminar and fulfill the educational supervision requirements below.

NOTE: Applications must be submitted by the course ADD deadline for the semester in which you will be doing the work and You MUST line up an academic advisor and obtain all the necessary approvals BEFORE you start at the placement.

You must obtain approval before you start work because you can obtain credit only if your educational objectives have been approved and your work is supervised by a faculty member. Prior approval is also necessary because we must coordinate with your placement to ensure that your work there will be eligible for credit. **This requirement applies whether the placement is during the fall, spring or summer.** Credit can be granted only for work approved and supervised as required below. Leave ample lead time to get this done. The approval process takes time. Please note that any forms required to be certified by the Law School by the placement that says your work will be for credit or part of an academic program will be signed after approval is granted.

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 state what you hope to learn describe how the work at the placement will permit you to learn it and what guidance, feedback and supervision you will be receiving. Do not just state what you will be working on, set forth what you hope to learn by doing that work, how your work at the placement will permit you to learn it and the feedback and guidance you will be receiving.
- (4) Providing the number of credits you seek the placement [at least 60 hours per credit hour].

B. Get approval as follows:

1. 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.
2. Your faculty advisor must contact the placement prior to signing the form to ensure that your educational objectives will be met and will supervise your progress throughout the placement.
3. Once Approved by the Faculty Advisor, the Form should be submitted to Associate Dean Andrew Rossner. This must be done by the course ADD cut off date for the semester in which you will be doing the work. You will be contacted if any additional information is needed for approval and notified when the application has been approved. **Approval must be obtained before your placement starts.** 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 completed time sheets to your faculty advisor setting forth the date, hours worked each day, 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. It may be helpful for you to combine your time sheets and reflection journal so that you can make entries each day.

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.