University of Kansas School of Law Field Placement Program  
Course Description and Summary of Requirements

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Program Description  
The Field Placement Program allows students to earn credit for performing legal work under the supervision of a practicing attorney at approved governmental agencies, non-profit legal services organizations, and non-profit international organizations. Students will work a specified number of hours per week under the supervision of a practicing attorney, complete a goals memo, maintain weekly journals of their experience, and write a reflective paper.

Course Goals  
Students will develop lawyering skills and practice readiness in three ways:  
- Observing lawyers and other legal professionals at their daily work  
- Performing legal work under close supervision and receiving meaningful feedback on that performance  
- Reflecting on their observations, experiences and impressions

The Field Placement Program is part of a progression of practice readiness from first-year Lawyering Skills. Participation in a field placement should allow students to build on skills they have begun learning in classroom simulations, clinics, other field placements, and other legal work experiences.

Academic Considerations and Requirements  
To participate in the Program, students must have completed the equivalent of two semesters of law school and be in academic good standing.

Students may earn three credit hours during each of the fall and spring semesters. During the summer, students may choose to earn either three or six credit hours.

A student may earn a maximum of six credit hours of Field Placement Program credit toward graduation.

Each credit hour requires forty hours of work. All work must be completed during the academic term in which the student is enrolled in the Field Placement Program. The particular work schedule is up to each student and his or her supervising attorney, and should be discussed before beginning work at the placement.

The Program is graded on a credit/no credit basis.

If approved, a Field Placement will consist of two components:

1. A work experience in the approved field placement (a “job” at the organization), which consists of working a specified number of hours of work per week at the approved field placement.

AND

2. An academic experience, which consists of:  
   - Attendance at a mandatory orientation class session;  
   - Meetings with the Program Director;  
   - Completion of a goals memo;  
   - Submission of weekly journal entries to the Program Director; and  
   - Completion of a reflective paper.
**Jobs that qualify for Field Placement Program credit**

A student may receive academic credit for legal positions with approved government agencies, non-profit legal services organizations, and non-profit international organizations. All placements must be approved by the Program Director.

Placements appropriate for credit are those that involve work assisting one or more clients with legal matters. Such placements should include the opportunity to practice lawyering skills such as legal research, analysis, and writing; advocacy; and client communication. Placements should also afford students the opportunity to observe at least one lawyer in his or her daily work.

Positions with private, for-profit law firms or other for-profit entities do not qualify for Field Placement Program credit.

A student may not gain academic credit for work in which he receives monetary compensation of any kind, including scholarship assistance contingent on the placement. Reimbursement for expenses such as mileage may be permitted. Students may not receive Field Placement Program credit at placements where they have previously been employed for pay, or where they have received an offer of paid employment.

Students may not receive Field Placement Program credit in a placement for which there is an existing specialized KU Law clinic or field placement without prior permission from both the director of the affected specialized clinic or field placement and the director of the Field Placement Program. As a general rule, students with prosecution placements should participate in the Prosecution Field Placement Program; students with judicial placements should participate in the Judicial Field Placement; and so forth.

**Obtaining a Field Placement**

The Field Placement Program is self-placing, meaning that students find their own placements and apply to receive credit through the program. Some, but not all, field placement opportunities are posted on Symplicity, which is an online database used by the Career Services Office. Students may, of course, seek assistance and guidance from the Program Director.

**Applying for the Field Placement Program**

An application for participation in the Field Placement Program must be submitted for each academic term (fall, spring, or summer) in which the student wishes to participate in the Program. Applications should be submitted to the Program Director by the deadline prescribed by the Program Director.

For a Field Placement Program application to be processed:

- The student must obtain a placement with a qualified employer.
- The student must complete and submit an application, which can be found and downloaded from the KU Law website (go to Academics/Experiential Learning/Programs, click Field Placement Program).
- The supervisor at the placement must be a licensed lawyer. He or she must submit a letter of interest, specifying what the student will do for the organization and addressing how the organization will ensure an excellent legal learning experience for the student. The letter of interest can be included with the application packet or can be submitted separately to the Program Director.