

**University of Kansas School of Law**  
**Field Placement Program**  
**Supervising Attorney, Student, and Director Agreement**  
**Spring 2024**

This agreement is between the law student (“Student”), Student’s supervising attorney for the field placement (“Supervisor”), and the Field Placement Program Director (“Director”).

**General Terms**

1. The term of this agreement is the date Student begins work at Supervisor’s agency (the “Agency”) until Student’s last day of work.
2. Student is a student in good academic standing at the University of Kansas School of Law.
3. Supervisor is a licensed attorney providing direct supervision to Student.
4. Communication is essential to the success of the Field Placement for Student, the Agency, and to KU Law School. If there are any questions or concerns, please direct them immediately to the Director, Glenn Jewell (gjewell@ku.edu).

**Supervisor’s Responsibilities**

1. The Supervisor is Student’s primary teacher in the Field Placement and plays a central and instrumental role in educating Student. We appreciate all the attention and assistance you give Student.
2. The primary goal of the program is for students to improve their practice readiness through observation and supervised, hands-on experience. To that end, you will provide Student with a working environment, assignments, and opportunities for observation that closely resemble that of a senior law clerk or entry-level attorney working in the same office. Student should be asked to spend no more than a minimal amount of time on menial tasks, unless it is work that would otherwise be completed by an attorney.
3. Supervisor will meet with Student near the beginning of the field placement to provide an orientation to Student. As appropriate, Supervisor will:
  - a. Provide Student with information about the organization, its mission, and the legal work expected of the student.
  - b. Inform Student about how work will be assigned.
  - c. Inform Student about office procedures and policies in the same way any new hire would be informed.
  - d. Discuss procedures for maintenance of client confidentiality.
  - e. Review student’s goals for the Field Placement.
4. Supervisor will give Student timely, specific, and constructive feedback on assignments to the greatest extent practicable.
5. Supervisor will meet with Student at least once at mid-semester and once at the end of the field placement to discuss Student’s work, Student’s strengths, and areas where Student can improve.
6. Supervisor will discuss Student’s progress and performance with Director at least once during the Field Placement term and will notify Director as soon as possible if Student is not meeting expectations or Supervisor has any other concerns or questions about this program.

7. Supervisor will complete the written student evaluation at the conclusion of the field placement and return it to Director.
8. If Student works on-site, Supervisor will facilitate appropriate workspace and equipment in the office, including a desk or other secure workspace, appropriate office supplies and equipment for completion of assigned work, including easy access to a phone and a computer, access to adequate legal research materials to accomplish assigned tasks, and access to support staff, if necessary to accomplish a task.
9. If Student works remotely, Supervisor will provide instruction on appropriate measures to secure client files and other confidential information.
10. Supervisor will ensure that student acts as an intern, at all times, and does not engage in the unauthorized practice of law.

### **Student's Responsibilities**

1. Student understands that the work for this Field Placement will take place in a professional work environment and promises to act in a professional manner at all times. This includes, but is not limited to:
  - a. Student will arrive at work on time and will work the agreed upon schedule and complete the agreed upon hours.
  - b. If Student is to be absent from or tardy, Student will alert Supervisor or Supervisor's designee in advance or as soon as is practicable.
  - c. Student will do Student's best work at all times. Student will strive to meet all deadlines. If unable to meet a deadline, Student will inform Supervisor as soon as possible.
  - d. Student will conform to the Rules of Professional Conduct for attorneys applicable in the jurisdiction where Student is working.
2. Student will not receive compensation for work at the Field Placement.
3. Student will not hold any other professional employment, paid or unpaid, during the term of the field placement, without the express written consent of both Supervisor and the Director.
4. Student will complete 42.5 hours of Field Placement work for each hour of academic credit earned. Student will keep track of and report hours worked.
5. Student is enrolled in Law 894 at the University of Kansas School of Law and agrees to complete all assignments and attend all meetings associated with this class.
6. Student will submit a reflective journal entry to Director weekly.
7. Student will bring any concerns about the Field Placement to Director's attention as soon as possible.
8. Student will complete all requirements, and submit all required documents, by no later than May 3, 2024, in order to receive course credit.
9. Student will act as an intern, at all times, and will not engage in the unauthorized practice of law.

### **Director's Responsibilities**

1. Director will create reading and writing assignments that broaden and deepen Student's knowledge and understanding of legal practice and the process of learning from a Field

Placement.

2. Director will review weekly Student's weekly reflective journal entries.
3. Director will create and provide educational programming for students to attend at the beginning of the Field Placement, with the goal of preparing students for successful completion of the Field Placement.
4. Director will meet with Student at least once during the Field Placement to discuss Student's Field Placement experience and review Student's progress.
5. Director will be in communication with and available to Supervisor and Student.
6. Student will receive credit for the Field Placement only if Student has met all course requirements.

It is so AGREED.

**Supervisor:**

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Name and Date

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Signature

**Student:**

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Name and Date

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Signature

**Director:**

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Name and Date

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Signature