

# Field Placement Program (Law 894) Application

## **Directions:**

Prior to completing this application, you should have arranged for a field placement. If you need assistance finding or applying for a field placement, please reach out to the Career Services Office or Glenn Jewell. We are always happy to help.

Once you have accepted the field placement offer, please send your supervising attorney: 1) the Supervising Attorney, Student, and Director Agreement, and 2) the Supervising Attorney Handbook. Both are available on the KU Law website under the Field Placement application tab.

Finally, please complete this application and send it by email to Glenn Jewell at [gjewell@ku.edu](mailto:gjewell@ku.edu) and to Yolanda Huggins at [ylhuggins@ku.edu](mailto:ylhuggins@ku.edu). It will be reviewed and you will be notified whether you have been accepted into the program. If accepted, you will be sent an enrollment code allowing you to enroll in Law 894.

The deadline for this application is January 9, 2023.

## **Student Information**

Name:

Phone:

Email:

Expected date of graduation:

Cumulative GPA:

Anticipated Law School Credit Hours Earned at beginning of field placement:

## **Field Placement Information**

Placement:

Placement Address:

Placement Supervising Attorney Name:

Placement Supervising Attorney Job Title:

Placement Supervising Attorney Phone:

Placement Supervising Attorney Email:

Number of Credit Hours You Are Applying For:

Hours of Work Per Week:

Start Date:

End Date:

Will you be paid by the employer for this work?

Will you receive any other financial support for this work, including stipends and public service grants? If so, from where?

Have you previously been employed for pay at this employer?

Do you have an offer of paid employment at this employer following this field placement?

### **Short Answer Questions**

Please answer the following questions with at least a paragraph:

- 1) How will this placement contribute to your legal education?
- 2) Please list and discuss five substantive learning goals for this placement.

### **Attachments**

- 1) A current resume.
- 2) A letter from your supervising attorney that:
  - a. Articulates your responsibilities and the types of assignments you will be given;
  - b. A substantive plan to make this a learning experience for you and to give you feedback on your work, ***including where and how you will be working in case of a stay-at-home order, a plan for and method to give student feedback, and the technology that will be used;*** and
  - c. Verification that the supervising attorney has read and agrees to the “Supervising Attorney, Student, and Director Agreement.”

## **Field Placement Program Orientation**

**Your acceptance into this program is conditional on your attendance at the Field Placement Orientation.** The Field Placement Program director reserves the right to remove you from the course, even if you are enrolled, if you fail to attend. Please plan accordingly.

### **Field Placement Orientation**

This session will cover the requirements of the course, course assignments, and other required information.

## **Model Rules of Professional Conduct and Conflict of Interest Agreement Review Requirement**

Most jurisdictions have adopted the ABA Model Rules of Professional Conduct as the ethical standards attorneys are required to follow. Those few jurisdictions that have not adopted these rules have adopted similar rules.

As a participant in the Field Placement Program, we expect, and your employer will expect, you to know these rules and to abide by them. **For this reason, you must read and review them before attending the Field Placement Orientation.**

### **Conflicts of Interest**

Conflicts of interest may arise for law students. In order to prevent these conflicts, or even the appearance of conflicts, we require that: you list all prior and current employment on your resume; and, if you hope to work in more than one paid job, volunteer job, clinic, or field placement concurrently, you obtain prior written permission from all affected parties.

# APPLICATION AGREEMENT

## Field Placement Program Orientation

I understand that in order to be fully accepted into the Field Placement Program (Law 894), I am required to attend a scheduled Field Placement Orientation with Glenn Jewell.

I understand that if I am enrolled in Law 894, failure to attend this meeting without prior permission may result in my enrollment in Law 894 being dropped, in which case I would receive no credit.

## Review of Model Rules of Professional Conduct

I hereby certify that, if accepted into the Field Placement Program (Law 894), I will study the ABA Model Rules of Professional Conduct prior to attending the Field Placement Orientation. Further, I agree to abide by these rules during the duration of my participation in this program.

## Conflict of Interest Disclosure

I certify that, if I plan to work in two or more positions concurrently, I will obtain prior written permission from each place of professional employment. Professional employment for these purposes includes all paid and unpaid professional work, and enrollment in field placements and clinics. Positions at entities that do not involve professional or legal services are excluded from this requirement.

## Deadlines

The deadline for this application is January 9, 2023. I understand that this is a firm deadline. All requirements for course credit must be completed and submitted by no later than May 5, 2023. I understand that if I do not meet this deadline I will not have earned credit and, therefore, will not receive credit.

## Supervising Attorney, Student, and Director Agreement

I have read and agree to meet the responsibilities articulated in the Supervising Attorney, Student, and Director Agreement.

## Documents to Supervising Attorney

I certify that I have given a copy of the Supervising Attorney's Manual, and the Supervising Attorney, Student, and Director Agreement to my supervising attorney. I further certify that I have informed my Supervising Attorney that I must complete all requirements for course credit by no later than May 5, 2023.

The information in this application and, including the attachments, is true to the best of my knowledge.

Student Signature:

Date:

Printed Name: