

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

**NOTE:** A student may earn a maximum of six hours of credit toward graduation through LAW 894. In addition, LAW 894 hours count toward the 16-credit hour limit on field placement and clinic credit hours that may be applied to graduation. **It is each student's responsibility to ensure graduation requirements are met and these limits are not exceeded.** If you are unsure of how many credits you may enroll in, please check with the registrar before applying.

Once you have accepted a 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 email it to Janette Roundy at [janetteroundy@ku.edu](mailto:janetteroundy@ku.edu). After it has been reviewed, 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.

### **Deadlines and Orientations**

The application deadline is 5 p.m. on the day below for each semester. Each student must attend orientation in person. The orientation usually takes place the first week of classes and the exact date for each semester will be sent out in an email a week prior.

Fall Semester – The Friday before the first week of classes.

Spring Semester – The Friday before the first week of classes.

Summer Semester – The Friday before graduation.

### **Student Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Number of Law School Credit Hours you expect to have earned before starting this 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 financial support for this work, including stipends and public service grants? If so, what financial support will you receive? \_\_\_\_\_

Have you previously been employed for pay by this employer? \_\_\_\_\_

Has this employer given you an offer of paid employment to begin after this field placement? \_\_\_\_\_

Would this field placement be in person, hybrid, or remote? \_\_\_\_\_ (remote internships are disfavored but may be approved in certain circumstances).

## **Short Answer Questions**

Please answer the following questions with at least a paragraph:

- 1) How will this placement contribute to your legal education?
- 2) 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; and
  - b. Includes a substantive plan for how you will learn from this experience and how you will receive feedback on your work.
- 3) A copy of the “Supervising Attorney, Student, and Director Agreement” signed by you and your supervising attorney.

## **Field Placement Program Orientation**

**Your acceptance into this program is conditional on your attendance, in person, 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 the orientation. 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, you must 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 your supervising attorney, the Field Placement Director, and each place of professional employment.

## **Other Field Placement Requirements**

In addition to working at your field placement, students are required to:

- Complete online coursework;
- Attend three scheduled, weekly classes at the start of the semester (fall and spring – not summer);
- Meet with Prof. Jewell at least once during the semester; and
- Submit a goals memo, keep a weekly reflection journal, and submit a final reflective paper.

# APPLICATION AGREEMENT

## Field Placement Program Orientation

I understand that to be fully accepted into the Field Placement Program (Law 894), I am required to attend the Field Placement Orientation, in person.

I further understand that I cannot begin counting work hours for Law 894 credit until after I have attended the required orientation.

Failure to attend the orientation 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 my supervising attorney, the Field Placement Director, and 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.)

## Deadlines

The application deadline is stated above. I understand that this is a firm deadline. All requirements for course credit must be completed and submitted by no later than the last day of final exams (for summer semesters, the last day of finals exams for second session). 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 the last day of final exams (for summer semesters, the last day of final exams for the second session).

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_