

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 Prof. Schmidt or the Career Services Office. 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 Faculty Advisor 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 Prof. Schmidt at schmidtj@ku.edu and to Yolanda Huggins at ylhuggins@ku.edu. It will be reviewed and you will be notified of your acceptance (or not). You will also be sent an enrollment code allowing you to enroll in Law 894.

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 he or she has read and agrees to the "Supervising Attorney, Student, and Faculty Advisor Agreement."

Field Placement Program Orientation and Professionalism Seminar

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

Field Placement Orientation

This session will cover the requirements of the course, course assignments, and other required information. It will be offered by Zoom if law school classes are not meeting.

Professionalism Seminar

Additionally, you must attend the professionalism seminar. *If you have already attended it due to enrollment in another clinic or field placement program, you do not need to attend it again.* Please consult the KU Laws email for the date and time that this seminar will be offered. It will likely be the first week of classes. If you previously attended it and would like a waiver, please contact Prof. Meredith Schnug.

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 and the Professionalism Seminar.**

Conflict of Interest

As a law student, you have the opportunity to enroll, work for pay, and volunteer in clinics, field placements, law firms, government offices, nonprofits, and for-profit entities, often at the same time. Conflicts of interest may and do arise. In order to prevent these conflicts, or even the appearance of conflicts, we require and recommend that you take certain steps. First, we recommend that you list all prior and current employment on your resume. Further, if you hope to work in more than one paid job, volunteer job, or participate in clinics or field placements concurrently, we **require** that you obtain prior written permission from all affected parties, including your clinic, field placement, employment, and volunteer supervisor.

APPLICATION AGREEMENT

Field Placement Program Orientation and Professionalism Seminar

I understand that in order to be fully accepted into the Field Placement Program (Law 894), I am required to attend both 1) a scheduled Field Placement Orientation with Prof. Schmidt; and, 2) if I do not receive a waiver from Prof. Schnug, a scheduled Professionalism Seminar. It is my responsibility to attend both meetings.

I understand that if I am enrolled in Law 894, failure to attend one or both of these meetings without prior permission may result in my enrollment in Law 894 being dropped. I further understand that I will therefore receive no law school credit for my field placement during the semester.

Review of Model Rules of Professional Conduct

I hereby certify that, if accepted into the Field Placement Program (Law 894), I will read and 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 hope or plan to work in two or more positions concurrently, I will obtain prior written agreement 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, such as waiting tables, working in a retail establishment, and teaching lessons are excluded from this requirement.

Supervising Attorney, Student, and Faculty Advisor Agreement

Finally, I have read and agree to meet the responsibilities articulated in the Site Supervisor, Student, and Faculty Advisor 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 Faculty Advisor Agreement to my supervising attorney.

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

Student Signature:

Date:

Printed Name: