

University of Kansas School of Law
Field Placement Program
Supervising Attorney, Student, and Faculty Advisor Agreement

General Terms

1. The term of this agreement is the date the student begins work at Supervisor's agency until the student's last day of work.
2. Student is a student in good academic standing at the University of Kansas School of Law.
3. Site Supervisor is a licensed attorney providing direct supervision to Student.
4. Communication is essential to the success of the Field Placement for the student, the agency, and to KU Law School. If there are any questions or concerns, please direct them immediately to Jennifer Schmidt, Field Placement Program Director.

Site Supervisor's Responsibilities

1. The Site Supervisor is the student's primary teacher in the Field Placement and plays a central and instrumental role in educating the student. We appreciate all attention and assistance you give the 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, Student will be provided 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 Agency. 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:
 1. Provide Student with information about the organization, its mission, and the legal work expected of the student.
 2. Inform Student about the way in which work will be assigned.
 3. Inform Student about office procedures and policies in the same way any new hire would be informed.
 4. Discuss procedures for maintenance of client confidentiality.
 5. 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 ways in which Student can improve.
6. Supervisor will discuss Student's progress and performance with Faculty Advisor at least once during the Field Placement term, and will notify Faculty Advisor as soon as possible if Student is not meeting expectations or causes Supervisor concern in any way.

7. Supervisor will complete the written student evaluation at the conclusion of the field placement and return it to Faculty Advisor.
8. If Student works on-site, Supervisor will facilitate appropriate work space and equipment in the office, including a desk or other secure workspace that is their own, 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.

Student's Responsibilities

1. Student understands that this Field Placement is a professional work environment and will at all times comport himself or herself in a manner befitting a professional. This includes, but is not limited to:
 1. Student will arrive at work on time and will work the agreed upon schedule and complete the agreed upon hours.
 2. If the student is to be absent from or tardy to Agency, he or she will alert Supervisor or Supervisor's designee in advance or as soon as is practicable.
 3. Student will do his or her 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.
 4. 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 employment, paid or unpaid, during the term of the field placement in Agency, without the express consent of both Supervisor and Faculty Advisor.
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 journal to Faculty Advisor weekly.
7. Student will bring any concerns about the Field Placement to Faculty Advisor's attention as soon as possible.

Faculty Advisor's Responsibilities

1. The Faculty Advisor 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. Faculty Advisor will review weekly Student Journals.

3. Faculty Advisor 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. Faculty Advisor will meet with Student at least once during the Field Placement to discuss Student's Field Placement experience and review Student's progress.
5. Faculty Advisor will be in communication with and available to Agency Supervisor and Student.
6. Faculty Advisor will determine whether student receives credit for Field Placement based on the Student's written work, number of hours Student worked, and Student's attendance at Programming Events.

We agree to the above terms.

Site Supervisor:

Name and Date

Signature

Student:

Name and Date

Signature

Faculty Advisor:

Name and Date

Signature