

**TEMPLE UNIVERSITY BEASLEY SCHOOL OF LAW
2018-2019 PRACTICUM AGREEMENT**

Temple Law School values experiential learning. In many of our experiential programs, we partner with field placements to provide students with a quality educational experience. The following requirements have been developed to help achieve high academic standards. We ask that each field placement supervisor, student, and supervising full time faculty member review and acknowledge agreement to follow these requirements. Students should return this form to the Law School Office of Student Affairs (via email to Ms. Kathy Wilson: kilson@temple.edu) before 12:00 pm on Friday, January 4, 2019 for the Spring 2019 semester. (Students, Field Placement Supervisors, and Faculty Supervisors may type their name in lieu of a hand-written signature and return the form electronically.)

TO BE FILLED OUT BY THE STUDENT:

Student Name: _____

TU ID Number: _____

Student Email: _____

Semester: Fall Spring Summer 20__

Practicum Topic (see information at end of this form): _____

Field Placement Organization Name: _____

School-Designed Practicum: Yes No

If Not, Dean Ramji-Nogales Has Approved Independent Placement: Yes No

First Practicum or Work Experience with this Organization: Yes No

If Not, Dean Ramji-Nogales Has Approved Repeat Placement: Yes No

For-Profit Placement: Yes No

If So, Dean Ramji-Nogales Has Approved For-Profit Placement: Yes No

Field Placement Address: _____

Field Placement Supervisor Name and Title: _____

Field Placement Supervisor E-Mail: _____

Faculty Supervisor Name: _____

Credits: _____

STUDENT RESPONSIBILITIES

1. The student must complete a minimum of 10 hours of experiential work each week (not including travel time) for a 3 credit Practicum *OR* 6.5 hours of experiential work each week (not including travel time) for a 2 credit Practicum.
2. The student will engage in work throughout the 14 week semester and will follow the academic calendar of Temple Law School.
3. The student will not receive compensation for this experiential work.
4. The student agrees to meet with a supervising faculty member at least every two weeks throughout the semester to discuss the experiential work at the placement, engage in contemporaneous and on-going reflection, and engage in both self-evaluation and review of evaluation from supervisors.
5. Students enrolled in a judicial placement practicum agree to attend three classes over the course of the semester. These classes may replace three of the required meetings with the supervising faculty member. The times and dates of these classes are available on the law school's website.
6. The student agrees to submit a weekly email to the supervising faculty member that includes hours completed, a description of all work, and a self-evaluation of any work completed.
7. The student agrees that a Practicum is graded on a pass/fail basis.
8. The student agrees to provide the field placement supervisor with the Student Evaluation form (available on the law school website) and to submit the completed evaluation to the faculty supervisor during Week 7 (mid-semester evaluation) and Week 14 (end of semester evaluation).
9. The student understands that in any one semester, students may not enroll in (1) more than one Practicum; (2) a Guided Research and a Practicum; or (3) more than one Guided Research.
10. The student understands that a student shall receive no more than a total of 12 units of course credit for any combination of Guided Research and Practicums during Law School enrollment. No student may register more than twice for any combination of Guided Research or Practicums with the same professor.
11. The student understands that the supervising faculty member may require submission of drafts or other written work at intervals prior to the final date for completion of requirements.
12. The student understands that failure to meet the standards may result in an F, FA, or Cancellation of Matriculation, in accordance with applicable Faculty Regulations.

STEP 1: STUDENT SIGNATURE

Student Signature

Date

FIELD PLACEMENT SUPERVISOR RESPONSIBILITIES

13. The field placement agrees to designate at least one licensed attorney or other individual otherwise qualified to supervise the student.
14. The field placement supervisor will provide on-going supervision, including clear assignment of work and responsibility, reasonable accessibility for the student to ask questions and clarify issues, and timely feedback on performance or work product that includes what the student did well, what needs to be improved, and any issues of professionalism that the student should address.
15. The field placement supervisor agrees to provide the student with challenging, varied, and increasingly complex legal projects that allow the student to develop legal skills, judgment, and problem-solving abilities.
16. The field placement supervisor agrees to select assignments that include research and writing, drafting documents and/or pleadings; interviewing clients and witnesses; and/or participating in conferences, negotiations or mediations. Students may observe meetings, depositions, or court proceedings, usually where the student is involved in the preparation of the case, but these observations should not be for more than twenty percent of the student's hours.
17. The field placement supervisor agrees to include training in legal doctrine, ethics, and skills.
18. The field placement supervisor agrees to provide multiple opportunities to perform legal tasks.
19. The field placement supervisor agrees to include opportunities to participate in the decision making process concerning matters on which they are working and provide an opportunity to develop communication skills through oral presentations to clients or other lawyers and staff.
20. The field placement supervisor agrees to provide the participating student with an opportunity for self-evaluation and to provide the student with a written evaluation twice during the semester (midsemester and at the semester's conclusion). The student will provide a form to assist in this process.
21. The field placement supervisor acknowledges review of the Temple Law School's Field Placement Supervisor Handbook which includes Temple Law School's Statement of Educational Objectives, Goals and Methods and Training Materials.
22. The field placement agrees to maintain regular contact with the supervising Law School faculty member.
23. The field placement agrees to allow the student to submit examples of redacted written work product to the Law School for review (to be held in strict confidence). If internal policies prohibit doing so, the field placement agrees that the Law School faculty supervisor may discuss the general nature and quality of the student's work with the student and the supervising faculty member.
24. The field placement agrees to call the supervising faculty member in the unlikely event that the student fails to report to work.

25. In accordance with the Department of Labor Fact Sheet #71, the field placement agrees that this experiential project is an educational experience and that the following apply: the experiential project, even though it includes participation in the actual operations of an organization, is similar to training which would be given in an educational environment; the experiential project is primarily for the benefit of the student, rather than for the organization's, and on occasion operations may actually be impeded; the participating student will not displace regular employees, but will work under close supervision of existing staff – the field placement agrees and the student understands that the student is not entitled to wages for the time spent in the credit-bearing experiential project.¹
26. The field placement agrees not to bill for the student's work and time.
27. The field placement agrees that the student may not use a school Lexis or Westlaw account in completing assignments for you.
28. The field placement agrees to comply with the limits of the Pennsylvania Board of Law Examiners Rules 321-322 regarding the authorized activities of certified legal interns.²

STEP 2: FIELD PLACEMENT SIGNATURE

Field Placement Supervisor Signature

Date

A brief description of anticipated work, opportunity for performance, and opportunity for feedback and self-evaluation is as follows: [check all that apply]

_____ Legal Research	_____ Legal Writing	_____ Fact Analysis
_____ Drafting	_____ Advocacy	_____ Client Contact

Any additional description:

¹ See United States Department of Labor Fact Sheet #71 - <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

² See Pennsylvania Board of Law Examiners Rule 321-322 – www.pabarexam.org/bar_admission_rules/321.htm

FACULTY SUPERVISOR RESPONSIBILITIES

- 29. The supervising faculty member agrees to meet with the student every other week, or at least seven times during the semester, to supervise the academic integrity of the course. The supervising faculty member may create a joint practicum supervision group with one or more other member(s) of the full-time faculty, with whom they may share responsibility for student meetings.
- 30. The supervising faculty member agrees to maintain regular contact with the field placement. If the practicum is an independent placement (i.e. not a school-designed practicum), the supervising faculty member agrees to contact the field placement supervisor before the placement starts to discuss the student’s assignments.
- 31. The supervising faculty member agrees to provide the student with opportunities for contemporaneous and on-going reflection.
- 32. The supervising faculty member agrees to evaluate the student’s academic performance.

STEP 3: FULL TIME FACULTY SIGNATURE

Full Time Faculty Supervisor Signature

Date

AVAILABLE PRACTICUM TOPICS

Administrative Law
 Alternative Dispute Resolution
 Bankruptcy Law
 Civil Rights
 Commercial Law
 Constitutional Law
 Consumer Law

Corporate Law
 Criminal Law
 Death Penalty
 Employment Discrimination
 Environmental Law
 Family Law
 General

Health Law
 Immigration Law
 Intellectual Property Law
 International Law
 Judicial Placement
 Law and Public Policy
 Non-Profit Organizations

Property Law
 Public Interest
 Securities Law
 Sports Law
 Tax Law
 Tort Law

Office of Student Affairs Use Only

Accepted _____

Registered _____