



## Student-Selected Field Placement Program Policies

Students must successfully complete one academic year of legal education prior to participation in the field placement program. Field placements are available in a number of local courts, government entities, and public service agencies. To accommodate students interested in health law and entertainment law (areas of the law with limited non-profit options), field placements are also available in the offices of corporate (in-house) counsel.

### Overview:

1. A student may apply a **maximum of six hours of academic credit towards graduation for participating in field placements** (i.e., up to 3 field placements each worth 2 academic credits).
2. Students may apply credits earned during the summer to either the following fall or spring semester. A student who participates in a field placement during the summer and applies the credits to the following fall or spring semester must still take a practicum course each semester. Students may not participate in more than one field placement each semester (but applying credit from a summer field placement does not count towards this limitation).
3. Students may not participate for credit hours towards graduation in:
  - a. more than 1 judicial field placement, defined as a field placement where the student works in the chambers of a federal or state judge,
  - b. more than 1 field placement where the student primarily performs client intake interviews to determine client eligibility for legal services, or
  - c. the same field placement more than once.

The field placement director may, at the director's discretion, waive the limitations in section (3) for good cause (e.g., professional development, different positions with different responsibilities within the same organization), upon application for waiver by a student. The field placement director's waiver decision is final and not subject to appeal.

4. To earn two academic credits, the Extern must spend **100 hours on the job** and complete the two field placement **classroom components**, which are offered in the fall and spring semesters. The classroom components cover a variety of topics and issues related to field placements.
5. The organization must be **governmental, non-profit, or an in-house counsel's office**.
6. Private, for-profit law firms **do not** qualify for field placement job locations.
7. The Extern must not be paid for the work performed during the field placement, but may be reimbursed for reasonable expenses.
8. **The Extern must be supervised at the organization by a licensed attorney** (i.e., Field Placement Supervisor).
9. The **Field Placement Supervisor** must sign a **written agreement** to participate in the program and meet all program requirements.

10. The **Extern** must sign a **written agreement** to participate in the program and meet all program requirements.
11. Students select their own field placement site locations with the assistance and approval of the Director of Field Placements, Ellen Black. Site locations must be approved before registering for the course.
12. Students may not enroll in more than 17 credit hours per semester.

#### Program Paperwork and Evaluations:

1. The Field Placement Supervisor will complete **written mid-term and final evaluations** on the student in addition to signing an agreement to participate.
2. The Extern will complete a **placement schedule** and **weekly timesheets** during the semester or summer and complete an **evaluation** at the end of the field placement. The student will be required to establish **written goals** at the beginning of the semester and submit a **weekly reflective journal** describing how these goals are being met. All of these materials must be submitted to the Faculty Supervisor (Director of Field Placements or another faculty member). Extern will complete the **classroom components** on a date to be determined at the beginning of the semester.
3. The student's academic achievement will be **evaluated** by the **Faculty Supervisor** at the College of Law. *To enable the Faculty Supervisor to evaluate the student's field placement experience and to ensure that the student is receiving pedagogically valuable work assignments at the placement, the Faculty Supervisor must be in regular communication with the student and the Field Placement Supervisor.*
4. There are no exams or letter grades assigned to field placement students upon completion of their field placement. Field placement is a pass/fail course of study.

#### To Participate:

1. Print off field placement application from the College of Law website (under Live Client Experiences).
2. Complete and sign the **Student Field Placement Application**.
3. Get Field Placement Supervisor's Agreement completed and signed, and return to the Director of Field Placements. The employer must agree to participate in the program, which includes the Field Placement Supervisor signing the **Field Placement Supervisor's Agreement** prior to beginning the field placement, approving **Extern Timesheets** throughout the field placement, and completing the written **Mid-Term and Final Evaluations**.
4. Gain employer approval by the Director of Field Placements.
5. Register for the course prior to the start of the field placement.

**All forms must be completed by the student and the Field Placement Supervisor and approved by the Director of Field Placements prior to beginning the field placement.**



**STUDENT FIELD PLACEMENT APPLICATION**

**BUID Number:** \_\_\_\_\_ Are you a 1L\_\_\_\_ 2L\_\_\_\_ 3L\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #:( ) \_\_\_\_\_ Work #:( ) \_\_\_\_\_ Cell #:( ) \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Summer Contact Information if different from current address and telephone:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #:( ) \_\_\_\_\_ Work #:( ) \_\_\_\_\_ Cell #:( ) \_\_\_\_\_

**Field Placement Site Name and Address for which you are applying:** \_\_\_\_\_  
\_\_\_\_\_

The above-listed Field Placement Site is to be considered for a placement in:  
Summer Semester \_\_\_\_\_ Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_

If Summer Field Placement, I want the academic credits to be applied in: \_\_\_\_ Fall or \_\_\_\_ Spring

Have you successfully completed all required first-year, first-semester courses and have you successfully completed or are you currently enrolled in all required first-year, second-semester courses? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you seek a law student limited practice license for this field placement? (The Associate Dean for Academic Affairs handles these licenses.) Yes \_\_\_\_\_ No \_\_\_\_\_

Will this field placement be used to satisfy the requirements for participation in the Practical Issues in Criminal Law Practicum? Yes \_\_\_\_ No \_\_\_\_

Have you previously participated in the Field Placement Program? Yes \_\_\_\_ No \_\_\_\_ If yes, which one(s) and what semester(s)/year(s)? \_\_\_\_\_

I certify that the information reported on this Field Placement Application is accurate.

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

Signature: \_\_\_\_\_

Why do you want to participate in a field placement? How do you see participation in a field placement serving your learning/career goals?

What specific lawyering work would you most like to learn about and practice during this coming semester? (e.g., interacting with clients; drafting and arguing motions; fact investigation and witness preparation; etc.) Why?

What concerns, if any, do you have about participating in a field placement?

Write a brief statement of what you would like a colleague or client to say about you after you have been in practice for a few years (e.g., "\_\_\_\_\_ can always be relied on to get things done with time to spare and has all the patience in the world" or "\_\_\_\_\_ really knows how to get people to work out their differences so that everyone is happy with both the outcome and the process").

Do you plan to work (paid or volunteer) during the semester?

YES

NO

If yes, please indicate name of employer, hours per week and location:

For conflict of interest reasons, it is important that you identify all legal employers, securities brokers or investment firms that you have worked for during the past two years. Please list employers and dates below (include both volunteer and compensated employment, full-time and part-time):

Do you understand that the field placement programs continue to operate during academic vacation and exam periods?



**FIELD PLACEMENT SUPERVISOR AGREEMENT**  
**BELMONT LAW FIELD PLACEMENT PROGRAM**

**PLEASE PRINT OR TYPE:**

**Student's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Field Placement Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Field Placement Site Name/Address:** \_\_\_\_\_

**Field Placement Start/End Dates:** \_\_\_\_\_

**TO THE SUPERVISOR:**

Thank you for your participation in the education of Belmont law students. Your role is an important one in the professional training of our students. Please take a minute to read what we consider to be the goals of the program.

The Belmont Law Field Placement Program seeks to provide students with practical experience under the supervision of practicing attorneys and judges and a faculty supervisor from the College of Law. The Program is an opportunity to improve and develop lawyering skills, incorporate the values of the profession and develop responsible habits in a practical and educational environment. All work for academic credit must be unpaid.

Listed below are activities that the law faculty considers to be worthwhile goals for a field placement experience. While it is understood that various field placement sites offer different levels of exposure to these activities, it is the expectation that students will engage in most of these activities to some degree during the course of the semester. The degree to which a student is involved in these activities, under the close supervision of the Field Placement Supervisor, usually determines the value of the program for that student. In order to meet the goals of the program, a student is expected to have extensive, supervised involvement in most of the following activities:

- Engage in challenging legal work
- Receive constructive feedback from supervisor
- Engage in legal research
- Gain exposure to situations involving issues of professional ethics
- Write legal memoranda or briefs; draft other legal documents
- Engage in case investigation
- Meet with clients
- Observe/participate trials or hearings
- Observe/participate with judges/attorneys/clerks in conferences
- Observe most aspects of chambers/agency/office operation
- Interact with other externs and with lawyers other than supervisor
- Develop a new understanding of the different roles played by lawyers

## *Field Placement Supervisor's Agreement – Page 2*

In addition, the Field Placement Supervisor is expected to participate in the work of the program by conducting regular reviews of the student's work and submitting mid-term and final written evaluation forms. We ask for your help in making sure that the student receives regular constructive feedback about his or her work. To aid in this process, please complete the required evaluation forms and meet with your student to discuss his or her work.

While the evaluation process is often the hardest part of your task as a supervisor, it is also the most worthwhile aspect of the field placement experience for the student. Law student externs should be given responsibilities similar to those of a practicing attorney and are to be included in strategic decision-making involved in the assigned work.

If you are unable to help meet these objectives of Belmont Law's field placement program, we ask that you not engage the student as an extern. If you are able to do so, we thank you and welcome you in our educational mission. You will play an important role in what could be one of the most significant experiences in the student's law school career. If you have any questions or problems, please call our Director of Field Placements, Professor Ellen Black, at (615) 460-8245 or contact her by email at [ellen.black@belmont.edu](mailto:ellen.black@belmont.edu). The faculty does not review or evaluate any student work product completed through the Field Placement Program. The students do submit timesheets and reflective journal entries to the faculty supervisor each week, and student submit a student evaluation to the faculty supervisor at the end of the field placement. Clients are not represented by the College of Law, its faculty or its administration as a result of student participation in the Field Placement Program.

### **Time Requirements:**

A student in Belmont Law's Field Placement Program may register for two hours of extern credit in a given semester. The student is required to work a minimum of 100 hours for two credits over the course of the semester.

Externs are notified that there may be times when additional hours are necessary. However, since most students have substantial additional responsibilities outside of their field placements, we recommend that students not be assigned regularly to tasks that would require more than 15 hours per week during the academic year.

**GOALS STATEMENT – Supervisor and student extern: Please complete the table below.**

<b>STUDENT: Please list three goals that you seek to accomplish during this field placement.</b>	<b>SUPERVISOR: Please describe how this experience will assist the student in achieving these goals.</b>
1)	1)
2)	2)
3)	3)
<b>Student's Signature:</b>	<b>Supervisor's Signature:</b> Title: _____ Email: _____ Telephone: _____

**Director of Field Placements' Signature:** \_\_\_\_\_

**Students: This form is due at the time you apply for a field placement. Make a copy of it for yourself and your Field Placement Supervisor.**



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**STUDENT'S FIELD PLACEMENT SCHEDULE**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Placement Site** \_\_\_\_\_

**Placement Site Address** \_\_\_\_\_

**Placement Start/End Dates** \_\_\_\_\_

**Field Placement Supervisor** \_\_\_\_\_

**Please note below your work schedule for your field placement.**

**Monday:** \_\_\_\_\_

**Tuesday:** \_\_\_\_\_

**Wednesday:** \_\_\_\_\_

**Thursday:** \_\_\_\_\_

**Friday:** \_\_\_\_\_

**The Field Placement Supervisor has received a copy of the Belmont University College of Law Field Placement Supervisor Handbook.**

**Student / Date** \_\_\_\_\_

**Faculty Supervisor / Date** \_\_\_\_\_

**Field Placement Director / Date** \_\_\_\_\_

**Field Placement Supervisor / Date** \_\_\_\_\_

**RETURN FORM TO THE DIRECTOR OF FIELD PLACEMENTS**



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## Belmont University College of Law Field Placement Program

### WEEKLY TIME LOG

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

Placement: \_\_\_\_\_

Week Number: \_\_\_\_\_

Date	Total Hours Worked	Supervising Attorney	Brief Description of Work Performed

Weekly Total: \_\_\_\_\_

Field Placement Supervisor Signature: \_\_\_\_\_



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## Field Placement Supervisor Mid-term Evaluation

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Name of Extern (student):

Site Name:

Field Placement Supervisor:

Address:

Phone:

E-mail Address:

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1. Has the student attended regularly and promptly? YES or NO
2. Describe the legal work the student has done thus far during his/her placement.
3. What are the extern's identified/demonstrated strengths?
4. In what area(s) can the extern improve?
5. What actions can be taken to help the extern identify and implement improvement strategies?
6. Additional comments:

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**Field Placement Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Field Placement Supervisor's Name: \_\_\_\_\_



## Field Placement Supervisor Final Evaluation

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Name of Extern (student):

Sponsoring Agency/Organization:

Field Placement Supervisor:

Address:

Phone:

E-mail Address:

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1. State the average number of hours the extern worked per week.
2. State the total number of hours worked during the semester.
3. Describe the legal work the student did during his/her placement.
  
4. Please rate each extern's performance in the following areas by circling a number ranging from 1 to 4 according to the categories described below. You may attach additional sheets to this evaluation if needed.

<b>Inadequate</b>	<b>Developing</b>	<b>Competent</b>	<b>Exemplary</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Student's demonstration of this skill is not yet sufficient for practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Student's demonstration of this skill needs practice in order to be equivalent to the average practicing lawyer.</li> </ul>	<ul style="list-style-type: none"> <li>• Student's demonstration of this skill would be average compared to practicing lawyers.</li> </ul>	<ul style="list-style-type: none"> <li>• Student's demonstration of this skill would be strong compared to practicing lawyers.</li> </ul>

<b>PROFESSIONALISM</b>	<b>Inadequate</b>	<b>Developing</b>	<b>Competent</b>	<b>Exemplary</b>
Reliability/Responsibility	1	2	3	4
Self-Motivated/Self-Initiative	1	2	3	4
Cooperative/Responsiveness	1	2	3	4
Effort/Enthusiasm	1	2	3	4

**LAWYERING SKILLS****Adequate****Developing****Competent****Exemplary**

Research

1

2

3

4

Legal Analysis

1

2

3

4

Writing Skills

1

2

3

4

Oral Communication

1

2

3

4

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5. Would you consider hiring another extern in the future?

6. Additional comments:

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**Field Placement Supervisor's Signature:** \_\_\_\_\_

Field Placement Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Student Evaluation of Field Placement Site

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Student Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Semester:    Fall    Spring    Summer    Site: \_\_\_\_\_

1. What were your field placement duties?

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2. Were you given adequate instructions, supervision and resources to complete assignments?

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3. Was the field placement a good learning experience? Why or why not?

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4. Are there any advanced skills a student should have to be successful at this field placement site?

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5. Would you recommend this site for other students? Why or why not?

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Other comments:

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Please return this form to:

Belmont University College of Law  
1900 Belmont Boulevard  
Nashville, TN 37212  
Attn: Ellen Black  
Director of Field Placements  
Or fax (615) 460-6004