

FIELD PLACEMENT PROGRAM STATEMENT OF COURSE EXPECTATIONS

I. Introduction

This Statement of Course Expectations articulates the general roles and responsibilities of participants in the UConn Law School Field Placement Program (“Program”), consistent with the ABA Standards for Approval of Law Schools.* *Participants must execute a separate Placement Approval Form incorporating the terms of this Statement of Course Expectations.*

II. Responsibilities of Site Supervisors

1. **Supervision:** The Site Supervisor will supervise the Student’s experience with a view to ensuring that the Student has a substantial lawyering experience that is reasonably similar to the experience of a lawyer in the field placement sponsoring organization, as set forth in further detail in subsection 3 below.
2. **Work Schedule and Office Space:** The Site Supervisor will ensure that the Student has a designated workplace at the sponsoring organization and access to office resources and support reasonably necessary to complete assignments. The Site Supervisor will confer with the Student to establish a work schedule that ensures the Student is present in the office to observe and participate in projects and activities that will enhance the Student’s educational experience and provide insight into the nature of the sponsoring organization’s legal practice.
3. **Substantial Lawyering Experiences:** The Site Supervisor will endeavor to ensure that the Student has the opportunity to perform, to the maximum extent possible, substantial lawyering tasks that are both useful to the sponsoring organization and educational for the Student; that the Student has opportunities to observe lawyers and/or other professional staff in their daily activities; that the Student receives feedback on the Student’s performance (including the professionalism of their comportment and/or work product); and that the Student has opportunities to discuss the Student’s observations and experiences with sponsoring organization staff.
4. **Individualized Learning Goals:** When required by the field placement course in which the Student is enrolled, the Site Supervisor will meet and confer with the Student early in the semester to agree upon realistic learning goals. To the extent feasible, consistent with the needs of the sponsoring organization, the Site Supervisor will select and prioritize

* ABA Standards and Rules of Procedure for Approval of Law Schools 2016-2017, Standard 303(c)(iii).

assignments and other experiences designed to help the Student achieve the agreed upon learning goals.

5. Assessment Meetings and Evaluation: The Site Supervisor will meet with the Student at the mid-term and end-of-term to discuss the Student's performance and, when required by the field placement course in which the Student is enrolled, will complete a final written evaluation of the Student's performance at the semester's end.

III. Responsibilities of Faculty Supervisors

1. Selection of Field Placement Sponsoring Organization and Site Supervisor: Except in the case of Individual Field Placements, the Faculty Supervisor will select, and assign the Student to, an appropriate field placement sponsoring organization and Site Supervisor. (For Individual Field Placements, the Student selects the field placement sponsoring organization in consultation with, and subject to the approval of, the Law School's Field Placement Program Director.)
2. Reflection: Through a concurrent seminar and/or individual tutorials, the Faculty Supervisor will ensure that the Student engages in ongoing, contemporaneous faculty-guided reflection throughout the term. The Faculty Supervisor will engage the Student in reflection on such topics as the organizational structure and operational dynamic of the organization in which the Student is working; the legal/policy/political context in which that organization operates; the professional and ethical norms that guide the practice of professionals in this realm; career opportunities that are or may be open to the Student in that area; and the Student's own professional goals and values.
3. Communication with Site Supervisor and Student: The Faculty Supervisor will maintain regular contact, including site visits where appropriate, with the Site Supervisor and Student to ensure the quality of the Student's educational experience.
4. Availability: The Faculty Supervisor will be available as a resource to the Site Supervisor and Student should any concerns or issues regarding the field placement arise.
5. Evaluation: The Faculty Supervisor will evaluate the Student's academic performance and, except in the case of Individual Field Placements, award the Student a grade. (In the case of Individual Field Placements, the Faculty Supervisor will recommend a grade to the Field Placement Program Director.) The Faculty Supervisor's assessment will be based on some or all of the following: (a) the Student's academic performance in the course seminar or individual tutorial; (b) consultation with the Site Supervisor; (c) written evaluations of the Student's performance in the field placement provided by the Site Supervisor and Student; and (d) the Student's compliance with the reflection, reporting, and record-keeping requirements of the field placement course in which Student is enrolled.

IV. Responsibilities of Students

1. No Compensation: The Student will comply with the UConn Law School policy prohibiting the receipt of compensation for work performed in connection with a credit-bearing field

placement course. Reimbursement of the Student's reasonable out-of-pocket expenses is permitted, but must be reported to the Field Placement Program Director.

2. Work Schedule: The Student will confer with the Site Supervisor at the outset of the course to establish a work schedule that ensures the Student is present in the office to observe and participate in substantial lawyering experiences. The Student will ensure that the work schedule reflects the number of hours of weekly field work required by the field placement course in which Student is enrolled.
3. Individualized Learning Goals: When required by the field placement course in which the Student is enrolled, the Student will confer with the Site Supervisor early in the semester to develop realistic and mutually agreed upon learning goals and identify assignments and other experiences designed to help the Student achieve the learning goals.
4. Professionalism and Confidentiality: In all matters connected with the field placement, the Student will act with professionalism, civility, integrity, and in accordance with the Rules of Professional Conduct. The Student will invite guidance and feedback on professionalism and work ethic, as well as on performance of legal projects. In preparing reflections, journals and reports, and in engaging in class discussion and meetings with the Faculty Supervisor, the Student will comply with confidentiality obligations and will raise with the Site Supervisor any questions or concerns about confidentiality.
5. Reflection: The Student will reflect on observations and experiences at the field placement and explore such topics as the organizational structure and operational dynamic of the organization in which the Student is working; the legal/policy/political context in which that organization operates; the professional and ethical norms that guide the practice of professionals in this realm; career opportunities that are or may be open to the Student in that area; and the Student's own professional goals and values.
6. Academic and Field Placement Record-keeping Requirements: The Student will complete and submit in a timely manner all time logs, reflections, journals, evaluations, and any other reporting and record-keeping requirements of the field placement course in which the Student is enrolled.
7. Self-Evaluation: The Student will engage in self-assessment throughout the field placement course and, where appropriate, discuss self-assessment with the Site Supervisor and Faculty Supervisor. At the end of the semester, the Student will complete a written evaluation of the Student's field placement performance and experience, using a form provided by the law school for this purpose.

V. Compliance with University Non-Discrimination Policy

All participants in the UConn Law School Field Placement Program shall comply with the University of Connecticut Policy Against Discrimination, Harassment and Related Interpersonal Violence (<http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence>), which requires that students, including those engaged in field placement programs, are afforded an educational environment free from discrimination, harassment, and inappropriate romantic relationships.