

FIELD PLACEMENT PROGRAM

COURSE HANDBOOK: Valid Fall of 2018 and Thereafter

COURSE OBJECTIVE:

The Field Placement Program aims to bridge the gap between the “law on the books” and the “law in action” for law students by affording them the opportunity to work on a personal basis with judges or practicing attorneys. “Field placements” are externship opportunities that involve: (1) immersion in the day-to-day inner workings of the office of a member of the federal or state judiciary, a particular governmental agency—federal, state or local—, not-for-profit organization, or a for-profit entity, such as a private law firm or in-house counsel for a corporation; (2) professional interaction and dialogue between the student-extern and the judge or attorney field supervisor, wherein the student attempts to grasp the myriad of legal problems a judge or attorney faces in his or her particular occupation; and (3) actual participation in particular legal problems and the resolution of those problems encountered in the field placement.

The student-extern will perform research for and provide other law-related assistance to the judge or attorney field supervisor, per the field supervisor’s requests. The student-extern’s duties may also include actual trial preparation and/or trial preparation assistance, as well as the presentation of pre-trial, trial, or post-trial arguments in a court of law as permitted by Illinois Supreme Court Rule 711. **Above all, the field supervisor is expected to involve the student-extern in meaningful legal work.** Student-externs must be assigned to a field supervisor who is (1) an experienced attorney that is employed on an in-house, full-time basis in the government office, not-for-profit organization, or for-profit entity where the field placement is to occur and (2) monitoring the student-extern’s responsibilities on a regular basis.

In addition, all students participating in the program are required to register for the 1-credit “Field Placement Seminar” that meets every other Thursday from 5 pm to 6:40 pm. The Field Placement Seminar is discussed in detail below.

The educational benefit of a field placement is derived from several types of experience: (1) immersion of the student in the lawyering experience while he or she is individually monitored by an experienced attorney in the field; (2) real world application of what students often regard as abstract concepts and rules; (3) provision of a means to reinforce the importance of legal analysis, process, principles and rules; (4) exposure to the interrelationship between “substantive law” and “procedure”; (5) engagement in critical evaluation of legal process and goals; (6) opportunity to more thoroughly focus on a given area of the law than may be possible in a traditional law school course; (7) exposure to recent legal developments or changes in the law that may have occurred in relation to a specific subject area since the student studied this subject in a traditional course; (8) opportunity to evaluate whether a particular area of law is worthy of his or her greater concentration as a student and, subsequently, as a practitioner; and (9) development of lawyering practice skills in a true legal environment, which builds on law school simulation exercises.

Fundamental legal skills include legal analysis and reasoning, legal research, problem solving, interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation., litigation and alternative dispute resolution, organization and management of legal work, and recognizing and resolving ethical dilemmas.

CREDIT:

Student-externs receive: two (2) credit hours for 120 hours of work; three (3) credit hours for 180 hours of work; or four (4) credit hours for 240 hours of work per semester. No student may receive more than three (4) hours of academic credit per semester at their placement. Students can work at the same placement during subsequent semesters. Students are limited to two (2) semesters of participation, but if a field placement takes place in summer, students may register for up to three (3) semesters of Field Placement credit.

Please note that students can only complete twelve (12) hours of out-of-classroom/ungraded credit total. Out-of-classroom credits include: editorial positions on law journals, moot court competitions, guided research, independent study, field placements, and LARC and ASP teaching assistants. Any hours above the twelve (12) credit limit do not count toward a student's graduation requirements.

APPLICATION:

The Field Placement Program is designed for students who have completed twenty-eight (28) or more credit hours, who are in good academic standing, and who have at least a 2.0 G.P.A. Twenty-eight (28) semester hours are the number of credits a student completes in his or her first full-time year at DePaul.

LL.M. students at DePaul can also participate in the Field Placement Program after the completion of their first semester of enrollment. LL.M. students should verify with their program director that the field placement counts toward their program requirements.

The decision as to whether students may extern will be made by the Field Placement Program director on a case-by-case basis with reference to the following criteria: (1) requests of participating agencies, judges, law firms, or corporations; (2) nature of responsibilities in externship assignment; (3) educational needs of the student-applicant; (4) training necessary for the particular career to which the student-applicant is aspiring; (5) whether Supreme Court Rule 711 licensing is required for the externship position; (6) quality and extent of student-applicant's elective course completion; and (7) student-applicant's prior work experience.

Students interested in applying for a position externing with a particular law office or judge must submit an application to the law office or judge with whom they expect to extern. Thereafter, students must apply to the Field Placement Program in order to receive course credit, and both (1) the student-applicant and (2) the contemplated externship must be approved.

(1) Application to Law Office or Judge:

Each semester, the availability of various externship openings can be found on Vincent using the search filter Position Type > Externship – Field Placement Program. Students should examine these notices and apply to an agency, judge, law office, or corporation of interest pursuant to the application procedures noted on the externship posting.

No advance approval by the Field Placement Program is required prior to applying for a posted position. Students with questions about the posted externship opportunities should discuss them with the Field Placement Program director. Students wanting to extern with an agency, judge, law office, or corporation not posted must

discuss the potential externship with the Field Placement Program director, who will set out the appropriate procedures required for placement, assuming such placement is feasible.

(2) Application to Field Placement Program:

After the student applicant has successfully obtained a placement with an agency, judge, law office, or corporation, he or she must apply to the Field Placement Program in order to receive credit for the placement. The Field Placement Program director must approve the student-extern applicant's qualifications for externship credit. The application consists of (a) a copy of the student-extern applicant's resume; (b) a letter of intent; and (c) an unofficial transcript. **These documents should be turned via email to the Field Placement Program Director.** The requirements for each of these documents are set out below:

- (a) **Resume:** Each student-extern applicant must submit a copy of his or her resume, which, at a minimum, reflects the applicant's address, phone number, and email address.
- (b) **Letter of Intent:** Each student-extern applicant must submit a letter of intent to the Field Placement Program. The student must include his or her (1) credit hours toward J.D. completion; (2) cumulative G.P.A. in the College of Law; (3) student identification number; and (4) full-time or part-time status. The letter of intent must also reflect (1) a written request for either two, three or four hours of externship credit (students must pick between the options); (2) a written commitment to abide by the Field Placement Program requirements; (3) an indication of the agency, judge, law office, or corporation with whom the student intends to extern; (4) anticipated start and end dates for the externship; (5) the name, address, phone number, **and email** of the supervising attorney or judge who has accepted the student for an externship; and (6) a list of coursework the student-extern has previously taken that has helped prepare them for the externship. In addition, the letter must reflect the applying student's reasons for participation in the program, educational goals, and possible strategies for achieving such goals. This statement of reasons/goals/strategies should be between fifty (50) words and one-hundred fifty (150) words in length. If the student's desired externship placement is somewhere that he or she has been previously employed, the student should also provide specific information as to how the externship responsibilities differ from the previous job responsibilities, and how these additional responsibilities will help the student gain legal knowledge/skills/experience. A sample letter of intent is provided at Appendix A.
- (c) **Unofficial Transcript:** Students do not need to wait until the previous semesters' grades are posted apply.

REGISTRATION:

After the student-extern applicant has completed the application procedures noted above, he or she will be notified if the request is approved. If the student is approved for externship credit and his or her field placement has been finalized, the Field Placement director will communicate approval and complete registration on the extern's behalf. At that time, the student may need to drop a class to make room for the Field Placement class.

Because the approval of the director is required, students cannot register for field placement credit using Campus Connect. Applying for externships is akin to applying for a job, so it is recommended that if any uncertainty exists about securing the position, a student should register for another class on the off chance that the field placement position is not obtained. If the position is obtained, this class can be dropped, and the student can then be registered for Field Placement credit.

Please note that once the last day to add a class for the registration period has closed, students cannot switch between the two credit and three credit course options.

If a full-time student is registered for less than twelve (12) credits or a part-time student is registered for less than nine (9) credits, the student also will want to register for an extra class initially to ensure that he or she receives all of his or her financial aid at the first distribution. (Note that class credit requirements are different for a student's last semester in law school.)

SPECIAL REQUIREMENTS IN SUMMER PLACEMENTS:

Per the Student Handbook, if a rising 2L student has a 2.2 G.P.A. or below, he/she cannot be registered for a summer course. Students must pay tuition for the summer Field Placement course. Students will need to register for at least three summer credit hours to trigger summer financial aid, and must apply for summer financial aid through Campus Connect. All other course requirements are the same. The official summer semester runs from early June to late July. Student-externs can either work longer hours per week during the official semester, or can work shorter hours during a more flexible schedule from any time in mid-May to mid-August. **Overall, students must work at least eight weeks at a site to earn credits in the field placement program.** Please note that student enrolled in the summer Field Placement course are eligible for a CTA U-Pass, but the U-Pass only works during the official summer semester.

SPECIAL REQUIREMENTS IN FOR-PROFIT PLACEMENTS:

Before approving a for-profit placement (a placement with a private law firm or in-house counsel with a corporation) the Field Placement Program director will speak with the supervising attorney to ensure they can provide substantive work, adequate supervision, and a mentoring relationship. A private law firm must have at least three full-time, licensed attorneys in good standing and malpractice insurance. The supervising attorney should have been licensed for at least five years as an attorney. **Private firms are not allowed to bill for the student's work or for the supervising attorney's time spent mentoring the student. Students are allowed to work on pro bono and contingency fee matters.** Students cannot obtain or use a 711 license in for-profit placements. The Field Placement Program director or faculty mentor may visit the law office or corporation during the course of the semester.

COURSE REQUIREMENTS:

A student must satisfy six principal requirements during his or her Field Placement Program externship: (1) attend a **mandatory orientation** session; (2) complete 120 hours, 180 hours or 240 hours of field work; (3) **enroll in the Field Placement Seminar**; (4) submit two progress reports; (5) keep and submit a documented log of hours worked; and (6) complete a final written report. All paperwork, unless otherwise indicated, should be typed and submitted through Dropbox on D2L.

a. **Orientation Session**

Each semester the Field Placement Program hosts a **mandatory**, orientation session for all student-externs. This meeting generally takes place during the second week of school. If a student-extern is unable to attend the meeting due to an emergency, he/she must schedule an individual meeting with the director. A student's work schedule conflict will not be excused, as you are a student first.

b. **Field Experience**

The student-extern is expected to work with and assist his or her judge or attorney field supervisor in meaningful legal work for either 120 hours (roughly 8-10 hours per week), 180 hours (roughly 12-15 hours per week) or 240 hours (roughly 18-20 hours per week). During this time the student-extern is expected to render whatever law-related assistance and research his or her field placement supervisor requests. Student-externs are not full-time attorneys working in the courtroom or agency where they are assigned; accordingly, they should not feel compelled to devote more than 120, 180 or 240 hours per semester to their externship unless they have specifically agreed in advance with their supervising attorney or judge to devote more time.

c. **Field Placement Seminar Course**

Starting fall of 2018 and later, students enrolled in 2, 3, or 4 credit hour field placement must concurrently enroll in the Field Placement Seminar. The seminar course meets every other Thursday from 5 pm to 6:40 pm. The course is broken up into sections and students are grouped by their type of field placement. Students will have an opportunity to link their field placement skills learning to topics in the law through case rounds, facilitated discussion and directed reading. Students will also explore legal ethics, professionalism and continue to learn about the practice of law. Students will earn one additional pass/fail credit for the seminar. For example, if a student enrolls in a 3 credit field placement, they will earn 4 credits total (3 credits for 180 hours of field work + 1 credit for the Field Placement Seminar).

d. **Progress Reports (First Report and Second Report)**

The student-extern must fill-out and submit to D2L two reports of his/her educational progress in his/her externship. These reports must be reviewed, approved, and signed by the site supervisor. The report forms are provided by the Field Placement Program.

Students will be required to set goals for themselves and self-critique how well they have met those goals. Students will be challenged to reflect on their experiences in the program and document those reflections in their monthly report.

e. **Daily Log**

It is the student's responsibility to complete on a continual basis the time "log" of his or her day-to-day externship experiences and responsibilities. These logs must be turned in every week on Mondays. The final time "log" must reflect at least 120 hours for the two credit option, 180 hours for the three credit option and 240 hours for the four credit option when submitted to the Field Placement Program at the conclusion of the externship.

f. **Final Report**

The last formal requirement of this program is the completion of a Field Placement Program Final Report. The final report must reflect the following:

- (1) A description of the externship activities the student-extern encountered over the course of the semester;
- (2) A critique of the externship (e.g. to what extent the externship was helpful to the student's professional development; to what extent the student's course work assisted in handling extern duties; etc.);
- (3) A critique of the judge or attorney field supervisor; and
- (4) A critique of the Field Placement Program generally.

The student *may* also attach as an appendix to the Field Placement Program Final Report copies of written research prepared for his or her supervising judge or attorney, provided that **NO** confidentiality rules or agreements are violated by providing them to the Field Placement Program director. Blotting out names of parties, docket numbers, etc. in the interest of confidentiality is acceptable. The Final Report should not contain any confidential information encountered by the student in the course of the externship.

EVALUATION:

The Field Placement Program course operates on a pass/fail basis. The student-extern will receive a passing grade after consideration of (1) attendance at the orientation meeting; (2) the progress reports; (3) the daily log; (4) the final report; (5) satisfactory attendance and participation in the Field Placement Seminar, and (6) the written and oral reports of the supervising judge or attorney to the Program.

The supervising judge or attorney will be asked at the middle of the semester and at the end of the semester to evaluate in writing the student-extern on (1) quality of analytical thinking; (2) quality of research; (3) ability to express ideas orally; (4) ability to express ideas in writing; (5) ability to work independently; (6) ability to work with others; and (7) reliability. Upon a request by the student-extern, these external supervisor evaluations will be made available for review by the student.

All DePaul academic and conduct policies remain in place during the Field Placement Program, including on-site at the externship. Students are expected to comply with all of the policies set forth by the externship site. Failure to comply with university policies or the policies of the externship site may result in sanctions, including removal from the externship and/or the course. It is a student's responsibility to immediately notify his/her instructor in the event that the student encounters problems with his/her supervisor or at the site generally.

IMPORTANT PROGRAM RULES:

- (1) Students **MUST** have completed 28 credit hours toward their J.D. at the College of Law in order to be eligible field placement credit – **NO EXCEPTIONS.**
- (2) Students may **NOT** receive more than four (4) **placement** hours of credit during any semester as an extern. When the companion Field Placement Seminar course is included, a student may **NOT** receive more than five (5) hours total (4 placement credits + 1 classroom credit).
- (3) Students may not complete more than three (3) externships for credit during their time at the College of Law. If a student elects to complete three (3) externships, one of those externships must take place during the summer. Students can only complete twelve (12) hours of out-of-classroom/ungraded credit total. Out-of-classroom credits include: editorial positions on law journals, moot court competitions, guided research, independent study, field placements, and LARC and ASP teaching assistants. Any hours above the twelve (12) credit limit do not count toward a student's graduation requirements.
- (4) Students may only receive credit with judges, government agencies, not-for-profit offices, and for-profit entities approved by the Field Placement Program director.
- (5) Students may receive compensation and course credit, as long as the field placement otherwise meets the criteria for the Field Placement Program (including being pre-approved) and that the placement abides by the restrictions on for-profit law firms which are that: private law firms are not allowed to bill for the student's work or for the supervising attorney's time spent mentoring the student. Students are allowed to work on pro bono and contingency fee matters.
- (6) Students may not gain academic credit in the program if they have not made arrangements for such credit with the Field Placement Program at least 3 business days prior to end of the add/drop period.
- (7) Credit is **NEVER** retroactively extended for work already undertaken.
- (8) If students have a job or volunteer position in addition to their field placement in the same semester, they must let their employer and field placement both know, so that the employer and field placement can be aware of any potential conflicts. If there are potential conflicts, the student may not be able to do both.

- (9) Once a student makes a commitment to extern with a law office or judge, he or she must abide by that commitment and cannot later drop the externship. An externship may only be dropped with the expressed, written permission of the Field Placement Program director.
- (10) Students can use their LexisNexis student account for research for all externship placements. Students can use their Westlaw student account for all research, except for for-profit placements.
- (11) Students interested in applying for the 3YP Program should register for no more than two field placements (one summer and one additional semester), so that they have at least one semester left to take additional field placement credits in the 3YP Program.

CONTACT INFORMATION:

David Rodriguez
Faculty Director, Field Placement Program
25 East Jackson Blvd., Room 818 O'Malley
Chicago, IL 60604
(312) 362-7630
drodri38@depaul.edu

Appendix A: Sample Letter of Intent

JULIE EXTERN

Student ID #7654321

Full-time student/3.4 GPA/70 hours toward J.D

1200 North Dearborn, Apt. 23

Chicago, Illinois 60614

email@email.com; (312) 555-1234

(Date)

Field Placement Program
DePaul University College of Law
25 East Jackson Boulevard, Room 944 OMP
Chicago, Illinois 60604

Dear Director:

Please consider this letter an indication of my intent to become a student-extern for the Fall Semester of 2018. As an extern-applicant, I request *two or three or four* hours of academic credit, in return for which I agree to complete at least *120 or 180* hours *or* 240 of field work and abide by all student-extern requirements as set forth in the Field Placement Program: Course Handbook, which I have already reviewed. I hereby apply for enrollment in the Field Placement Seminar, which meets on Thursdays from 5 pm to 6:40 pm, every other week.

I have applied for and been accepted as a student-extern at the State's Attorney Office for Cook County. I plan to start on (*beginning date*) and end on (*end date*). The following supervisor information is provided per Field Placement Program application requirements:

Lisa Prosecutor
Assistant State's Attorney
State's Attorney for Cook County
11-C-10 Criminal Courts Building
2650 South California
Chicago, Illinois 60608
(312) 890-7171
Lisa.Prosecutor@gmail.com (you must include an e-mail address)

The following coursework has helped me prepare for this externship: _____

My reasons for participating in the Field Placement Program are _____
_____. My educational goals are _____
_____. My strategy in
achieving such goals is _____

If you have any questions regarding this externship, please call Ms. Prosecutor at (312) 890-7171 or me at (312) 555-1234.

Sincerely,
Julie Extern

Appendix B: Participating Agencies

The following are non-comprehensive examples of judges and agencies that have previously participated in the Field Placement Program:

- (1) U.S. District Court and U.S. Court of Appeals judges
- (2) U.S. Bankruptcy Judges
- (3) U.S. Attorney's Offices
- (4) U.S. Federal Defender Program
- (5) U.S. Environmental Protection Agency
- (6) U.S. Trustee in Bankruptcy
- (7) U.S. Customs and Border Protection
- (8) Securities and Exchange Commission
- (9) Department of Homeland Security – Bureau of Immigration and Customs Enforcement
- (10) Internal Revenue Service
- (11) Federal Trade Commission
- (12) Equal Employment Opportunity Commission
- (13) Illinois Department of Labor
- (14) Illinois Educational Labor Relations Board
- (15) Illinois Attorney General*
- (16) Illinois Circuit Court Judges
- (17) Illinois Department of Financial and Professional Regulation
- (18) State's Attorney for Cook County**
- (19) Public Defender for Cook County**
- (20) Public Guardian for Cook County**
- (21) City of Chicago – Department of Law
- (22) National Immigrant Justice Center
- (23) American Civil Liberties Union
- (24) American Dental Association
- (25) Cabrini Green Legal Aid Clinic
- (26) Council on American-Islamic Relations
- (27) Chicago Volunteer Legal Services
- (28) Legal Assistance Foundation of Chicago
- (29) American Medical Association
- (30) Rush University Medical Center
- (31) Ann & Robert H. Lurie Children's Hospital of Chicago
- (32) Advocate Health Care
- (33) Presence Health

** A 711 license is required OR preferred (a student have accumulated 43 credit hours toward his or her J.D. to qualify for a 711 license according to Illinois Supreme Court Rule 711).

PLEASE NOTE: The list above is limited. Many other placements are available. If you are interested in receiving Field Placement credit for a position that is not listed above, please check with the Field Placement Program director to see if it qualifies for approval.