

Baylor Law School Field Placement Program

Student, Site Supervisor, and Faculty Supervisor Memo of Understanding

Student Name: _____

Email Address: _____ Contact Phone Number: _____

Field Placement: _____ Quarter/Year: _____
(e.g., Fall 2023)

At the time of the placement, will you have completed one academic year of law school? Yes ___ No ___

Field Placement Prerequisite: *Students must complete one academic year—three quarters—to enroll in a field placement.*

Site Supervisor(s): _____

Email Address: _____ Contact Phone Number: _____

Faculty Supervisor: _____

Email Address: _____ Contact Phone Number: _____

The following is a memo of understanding among the student, site supervisor, and faculty supervisor outlining the assignments that the parties expect to complete for the student to successfully receive academic credit for the field placement.

Describe the manner in which the student will have an opportunity to participate in a substantial lawyering experience and have opportunities for performance in the field placement. The faculty supervisor, site supervisor, and the student need to all be aware of this description.

I. Student

Thank you for registering to participate in Baylor Law School's field placement program. We expect all Baylor Law students to act professionally, work hard, and take every opportunity to actively learn from their site supervisor(s) and to reflect upon the work performed.

The student should meet each of the following standards:

Professionalism: Follow directions, seek clarification and advice in a timely fashion, and comport oneself with professionalism and integrity throughout the placement.

Academic Component: Complete all assignments, academic or otherwise, required by the faculty supervisor or by the site supervisor(s).

Opportunities for Reflection: Reflect upon the observations, experiences, ethical considerations, and other issues that arise during the placement. As directed by the faculty supervisor, participate in a classroom

instructional component, attend regularly scheduled tutorials, and/or submit reflection papers or journals analyzing the experiences that will be submitted to the faculty supervisor at reasonable intervals throughout the quarter to ensure ongoing, contemporaneous faculty-guided evaluation. The student needs to pre-clear all submitted papers or journals through a site supervisor to protect confidentiality.

Self-Evaluation: Evaluate each assignment to determine any areas for improvement based upon the field placement experience. When possible and appropriate, the student should discuss the self-assessment with the faculty supervisor and site supervisor(s), remain open to feedback from the faculty supervisor and site supervisor(s), and consider how their feedback can be applied, specifically and globally, to future professional work.

Field Placement **start date** is: _____ . The **end date** is: _____ .

Student is enrolled in _____ (#) course hours for this field placement. To receive credit for this field placement, Student must work a total of _____ (#) hours during the quarter. (One course hour requires 45 hours of work, and two course hours requires 90 hours of work.) Students are required to submit a time log to the faculty supervisor that contemporaneously documents the hours worked.

***Please note:** A student may take no more than three credit hours in any one approved field placement without approval from the Academic Standards Committee.*

Student previously participated in the following field placement(s) for credit: Yes ____ No ____

***Please note:** Credit is not available for a second field placement unless the experience is substantially different from the experience gained in the first placement. The maximum number of field-placement hours a student may earn is six hours.*

Field Placement

Hours of Credit Earned

During the quarter, Student has the following classes and commitments in addition to the field placement:

Name of Class/Commitment

Day/Time/# Hours per Week

II. Site Supervisor

Thank you for your support, supervision, and mentoring of a Baylor Law student. We appreciate the time and energy you will devote to supervising this student. We hope the list below will provide clear guidance on the expectations placed upon each site supervisor.

The site supervisor should meet the following expectations:

Supervision: Site Supervisor has the authority, ability, and resources to ensure that the student has a supervising attorney or attorneys who will actively train, supervise, and mentor him or her throughout the quarter.

Orientation: Site Supervisor will ensure that the student receives an orientation that will cover the following topics:

1. The function of the office, agency, or organization.
2. The nature of the legal work to be performed and the student's role in the office.
3. Relevant office policies and the chain of command.
4. Ethical requirements, including the confidentiality rules governing the student's work and written products.
5. The best methods for communication between the student and the site supervisor.
6. The student's work schedule.
7. How the site supervisor will provide opportunities for performance, feedback, and self-evaluation throughout the field placement.

Communication: Site Supervisor will ensure that the student is given clear deadlines and ongoing guidance for managing the workload.

Skills Development: The student will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

Assignments: The student will be assigned work that is similar to that of a law clerk, or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include, but are not limited to, drafting or reviewing documents, researching and writing memoranda, interviewing clients and witnesses, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

Feedback: Site Supervisor, or another attorney or staff member, will provide the student with specific, individualized and timely feedback on his or her work, attitude, professionalism, and fulfillment of other field placement requirements.

Observation: The student will have opportunities to observe court proceedings, client/staff/strategy meetings, or other appropriate professional activities.

Opportunities for Reflection: The student will have the opportunity to meet with Site Supervisor and other attorneys and staff to discuss the student's observations, experiences, and other issues relevant to the profession.

Supervisor Accessibility: The student and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be available to meet with the student as needed to provide support and feedback on assignments.

Contact with Faculty Supervisor: Site Supervisor will maintain contact with the student's faculty supervisor.

Evaluation: Site Supervisor will complete Baylor Law School's evaluation form at the conclusion of the field placement and provide a clear and honest assessment of the student's performance.

Logistics: Site Supervisor will provide the student a designated workspace and access to the resources and

support reasonably necessary to complete assignments.

Bar Admission: Site Supervisor and the student’s other direct supervisors if applicable, are practicing attorneys licensed by the highest court of _____ (state).

Faculty Supervisor

Thank you for supporting our Baylor Law students in their efforts to gain real-world experience. ABA Standard 304 requires that faculty supervisors take an active role in supervising students in field placements.

The Faculty Supervisor should meet the following expectations:

Academic Requirements: Faculty Supervisor will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the student’s experience in their placement, including encouraging self-evaluation and reflection.

Ongoing, Contemporaneous, Faculty-Guided Reflection: In compliance with ABA Standard 304, Faculty Supervisor will provide the student with ongoing, contemporaneous, faculty-guided experiences as noted below:

- A classroom instructional component,
- regularly scheduled tutorials, or
- reflection papers or a journal on which Faculty Supervisor will provide feedback.

Site Evaluation: Faculty Supervisor will remain in regular contact, including a visit, when practicable, with the field placement site, the student, and the site supervisor(s) to ensure the quality of the educational experience.

Availability: Faculty Supervisor will serve as a resource for the site supervisor(s) and staff should any concerns or issues arise.

Evaluation: Faculty Supervisor will evaluate the student’s academic performance during the placement. The assessment will be based on the supervisor evaluation, timely compliance with requirements, the quality of academic and work assignments, and professionalism. Based upon this evaluation, Faculty Supervisor will determine whether credit should be granted.

III. Signatures

We acknowledge that we received a copy of Baylor Law School’s Student, Site Supervisor, and Faculty Supervisor Memo of Understanding, and we understand the expectations placed on each party for the student to successfully receive academic credit for the field placement experience.

Signature of Student: _____

Signature of Site Supervisor: _____

Signature of Faculty Supervisor: _____

Each should keep copies for your records, and the student must return this form to:

Ms. Lauren Porter
Baylor Law School Academic Services Coordinator
Lauren_Porter@baylor.edu
One Bear Place #97288
Waco, Texas 76798