**NORTHEASTERN UNIVERSITY SCHOOL OF LAW  
FIELD PLACEMENT  
MEMORANDUM OF UNDERSTANDING**

Name of Seminar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Field Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Faculty Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of Field Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date/Fieldwork**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
**End Date/Fieldwork**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This externship consists of a seminar and supervised field placement at a not-for-profit organization, government agency, or court. The following is a written understanding among the site supervisor(s), the student extern, and the seminar instructor setting forth the minimum standards expected of one another for the student to successfully complete the program and setting forth agreements that are necessary to ensure compliance with the relevant American Bar Association (ABA) Standards and Rules of Procedure for Approval of Law Schools, specifically those found in Chapter 3, Standards 303 and 304. To formalize the field placement, the ABA requires:

a written understanding among the student, faculty member, and a person in authority in the field placement that describes…the substantial lawyering experience and opportunities for performance, feedback, and self-evaluation; and …the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student[.] **ABA Standard 304 (d)(i).**

1. **Site Supervisor’s Agreement**

Thank you for your support, supervision, and mentoring. Please fill in the necessary information below and add any comments on this form. As a site supervisor, I agree to the following (initial each standard):

* + **Orientation:** I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.
  + **Supervision:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney who will actively direct, monitor, and mentor them throughout the semester.
  + **Communication:** I will inform the extern of the system for assigning work projects and ensure the extern is given clear deadlines and will receive ongoing guidance for managing the workload.
  + **Skills Development:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.
  + **Assignments**: The extern 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 documents and pleadings, researching and writing legal and/or policy memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum. Assigned workloads should be consistent with the number of hours the student has committed to this field placement, as reflected in this memorandum of understanding.
  + **Feedback:** The extern will receive specific, individualized, and timely feedback.
  + **Observation:** The extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and other relevant professional activities.
  + **Opportunities for Reflection:** The extern will have the opportunity to meet with his or her supervisor, other attorneys, and staff to discuss the extern’s observations, experiences, and other issues relevant to the profession.
  + **Supervisor Accessibility:** The extern and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be available to meet with the extern as needed to provide support and feedback on assignments.
  + **Forms:** I will comply with the school’s evaluation requirements, including reviewing any student self- assessments, completing evaluations, and providing feedback to the extern in a timely manner.
  + **Logistics:** In situations where the extern will be working at my organization’s physical location, I will verify that the extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.
  + **Legal Compliance**: My organization is responsible for ensuring that our labor and employment practices comply with all applicable state, local, and federal laws, including the Federal Labor Standards Act and state wage and hour laws, related to the field placement.
  + **Bar Admission/Status:** I certify that I, and the extern’s other direct supervisors if applicable, are licensed attorneys.

1. **Student Extern’s Agreement**

The extern should fill in the necessary information and add any comments on this form. As an extern, I agree to the following (initial each standard):

* + **Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity. I will comply with the Rules of Professional Conduct of the jurisdiction in which the field placement is located and also with the known applicable rules, guidelines or policies of the field placement.
  + **Completion of Work:** I will establish and adhere to a weekly schedule for fieldwork even when fieldwork is remote.
  + **Academic Component:** I agree to complete all required readings, evaluations, and other assignments required by my faculty. I will attend all class meetings and appointments as directed by my faculty supervisor.
  + **Opportunities for Reflection:** I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my field placement. As directed by my faculty supervisor, I will submit reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.
  + **Self-Evaluation:** I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty and site supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

My field placement Start Date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the End Date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am enrolled in a field placement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ credit(s). I understand that to receive credit I must work a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours during the semester, based on the formulation of 50 hours of work per credit.

1. **Faculty Supervisor’s Agreement**
   * **Academic Requirements:** I will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the extern’s experience in their placement, including encouraging self-evaluation and reflection.
   * **Site Evaluation**: I will remain in regular contact, including possible visits, with the field placement site and the extern to ensure the quality of the educational experience.
   * **Training and Availability:** I will be available as a resource should any concerns or issues arise.
   * **Evaluation:** I will provide evaluations of the extern’s performance in both the seminar and the field placement. For the field placement, I will take into account site supervisor evaluations and extern self-evaluations in assessing professionalism and other relevant aspects of student performance.

**Agreed upon by:**

Student Extern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Placement Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_