INFORMATION FOR STUDENTS ON THE FIELD PLACEMENT PROGRAM

What You Need to Know to Sign-up for an Externship

Students locate their own placements, subject to professor approval. You can browse the extensive listings in Simplicity by searching in the job postings section for “field placement,” or you can create your own externship in conjunction with Prof. Kinsley.

Once you have located a placement, complete the Information Form and submit it to Prof. Kinsley by email or in the drop box located outside NH 507.

Your supervisor will be required to sign a contract permitting your externship. Prof. Kinsley will provide these documents to your supervisor once you return the Information Form.

Prof. Kinsley enrolls you in the field placement classes with the Registrar. You may not enroll yourself directly.

If you need assistance with seeking a limited student practice license, contact Kathy Molique, moliquek1@nku.edu.

How to Enroll in the Field Placement Program

There are 3 different field placement options. 1 credit = 50 hours of field work for all options. The clinics are pass/fail.

1. Field Placement Clinic (1-3 credits): For students participating in a first externship.

2. Advanced Field Placement Clinic (1-3 credits): For students participating in a second or subsequent externship.

3. Semester in Practice (4-12 credits): For students participating in a high-credit externship, which may be the first, second, or subsequent externship.

All students enrolled in the Field Placement Clinic, Advanced Field Placement Clinic, and Semester in Practice must also enroll in a 1-credit, graded Field Placement Seminar.

All Semester in Practice externships require a site visit by Prof. Kinsley before you begin working at your placement. Please allow at least 30 days (or longer for remote externships) for Prof. Kinsley to schedule and complete the site visit.
Field Placement Eligibility Policy

1. The student must have earned a minimum of 28 law school credits prior to the commencement of any field placement work and must be in good academic standing at the time the field placement is commenced;

2. The student must have satisfactorily completed both BLS-Research and BLS-Writing;

3. The student must be accepted at a pre-approved field placement location (pre-approved placements are listed in Simplicity) or obtain the field placement director’s approval before beginning a field placement that has not been pre-approved; and

4. The student must complete all registration enrollment forms required by the field placement director.\[1\]

Compensated Externships Policy

Effective as of the Spring 2017 semester, Chase does not prohibit a student from simultaneously earning academic credit for a field placement and being compensated by the placement or other outside funding source. Students may simultaneously earn academic credit in the field placement clinic, advanced field placement clinic, and/or semester in practice courses while also receiving compensation from the work site, subject to the following requirements:

1. The student must meet in advance with the Field Placement Director prior to enrolling in a field placement course and must disclose the fact that the student intends to receive compensation for the placement;

2. Prior to the commencement of the field placement, the Field Placement Director will communicate with the field placement supervisor regarding the nature of the field placement, the student’s educational goals and objectives, and the requirement that the placement exist primarily for the student’s education and not the supervisor’s organizational needs;

3. The student and the field placement supervisor must execute a written work contract indicating that the primary purpose of the placement is the student’s education and indicating the skills and substantive performance opportunities the student will obtain at the placement;

4. The student may not receive academic credit for work that is non-legal in nature or that is not attorney-level work within the field placement organization (i.e. copying files with no educational purpose, making coffee). In other words, if the student is asked to undertake a non-legal activity for compensation, the student may be paid for the activity but may not report the work on his or her weekly timesheet for the field placement program.; and

\[1\] The list of required forms is contained under the “Required Forms” section of this handbook.
5. In the event the student is terminated from employment prior to completing his or her field placement hours, the student will locate a substitute placement, which may or may not provide compensation to the student.