PLACEMENT OPPORTUNITY

Sponsoring Organization/Agency/Firm _____________________________

Date: _____________________________

Type of Organization (please check)

□ Bar Association
□ Government
□ Public Interest
□ Community Legal Education
□ Legal Aid
□ Faculty Project
□ Public Defenders
□ Legislator
□ Other:
□ Firm/Private Attorney (Pro Bono Work)
□ Non-Profit

Contact Person and Title: __________________________________________

Address: ______________________________________________________________________________________

City: _____________________________ State: __________ Zip: __________

Phone: __________________________ Fax: __________________________ Email: __________________________

Supervisor Name and Title (if different from above): __________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

DESCRIPTION OF PLACEMENT

Briefly describe the work of your organization

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Briefly describe the pro bono assignment (include substantive area and tasks, if known in advance)

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Subject Area (please check all applicable categories)

□ AIDS/HIV
□ Death Penalty
□ Immigration
□ Bankruptcy
□ Disability Rights
□ International Law
□ Children’s Rights
□ Education Law
□ Labor Law
□ Civil Rights/Civil Liberties
□ Elder Law
□ Legislative or Policy Analysis
□ Community Economic Development
□ Employment Law
□ Non-Profit
□ Constitutional Law
□ Environmental Law
□ Poverty Law/Public Benefit
□ Consumer
□ Family Law
□ Prisoners’ Rights
□ Criminal Law
□ Health
□ Tax
□ Housing/Homeless
□ Women
□ Human Rights
□ Other: __________________________
Type of Work (please check all applicable types)

- Administrative Hearing
- Advocacy
- Community Legal Education
- Client Intake/Counseling
- Court Experience
- Discovery
- Drafting Documents
- Factual Investigation
- General Case Preparation
- Interviewing
- Legislative
- Mediation
- Negotiation
- Legal Writing
- Teaching
- Training
- Community Legal Education
- Interviewing
- Legal Writing
- Client Intake/Counseling
- Legislative
- Other
- Court Experience
- Mediation
- Drafting Documents
- Discovery
- Negotiation
- Legal Research

Is this a one-time placement opportunity or will it be an ongoing opportunity? 

If this is a one-time opportunity, number of students needed? 

If this is an ongoing opportunity, number of student placements available per semester? 

Per summer? 

What level of students are appropriate for this work? (check all that apply) 1L  2L  3L/4L

Any special qualifications needed to do this assignment? (e.g., courses taken, languages, previous work experience)

Will special training be provided?

How many hours of training are involved? 

Minimum number of hours (excluding training) students must commit to the assignment? 

Preferred allocation of hours: flexible minimum hours: per week per day 

Are evening or weekend hours possible? 

Any application process that student should follow? (phone call, email resume, letter of interest, interview)

Any deadline for applying? 

Comments:

Please mail, fax or email this form to Jane Underwood at 859-572-6302 or underwoodj2@nku.edu

FOR OFFICE USE ONLY

Date approved: Approval Letter Sent: