



New Field Placement Registration Form

ORGANIZATION

<i>Name:</i>	
<i>Website:</i>	
<i>Description:</i>	
<i>Legal Practice Area(s):</i> Example: civil rights, corporate, judicial, criminal defense, immigration, etc.	

CONTACT PERSON

<i>Name:</i>	
<i>Email:</i>	
<i>Phone:</i>	
<i>Fax:</i>	
<i>Address:</i>	

OPPORTUNITY

<i>Please describe the type of work the student will engage in if selected for a field placement with your organization.</i>	
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APPLICATION DETAILS

<p><i>What is the maximum number of students you will accept per semester?</i></p>	
<p><i>Is there a minimum or maximum amount of hours you will accept per semester?</i> Students must work 50 hours per academic credit. Students may earn between 1 and 12 credits per semester, requiring between 50 and 600 hours at their placement.</p>	<p>_____ No restriction on hours _____ Yes, students must work a minimum of ___ hours per semester _____ Yes, students may work a maximum of ___ hours per semester</p>
<p><i>Student Practice License</i></p>	<p>_____ Not Required _____ Required _____ Preferred</p>
<p><i>Is this placement appropriate for a part-time/night student?</i></p>	<p>_____ Yes, students may work at night or on weekends _____ Yes, but students must be available between 8:30AM and 5PM weekdays _____ No</p>
<p><i>Any Additional Requirements?</i> All students must have completed 30 credit hours & must have taken or be taking Professional Responsibility. Additional Requirements could include a minimum GPA, completed course work, etc.</p>	
<p><i>All students applying for a placement will submit a cover letter and resume to the potential placement Are there any additional documents you would like?</i></p>	<p>_____ No additional documents _____ Transcript _____ Writing Sample _____ Recommendation/References _____ Other: _____</p>
<p><i>How far in advance should students submit their application materials to you?</i></p>	
<p><i>Any other information you would like students to know?</i></p>	