



### REQUEST TO TAKE A SUPERVISED PRACTICUM

NAME \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Practicum Site & Field Supervisor: \_\_\_\_\_

Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_

Field Supervisor Approval/Date \_\_\_\_\_ Faculty Supervisor Approval/ Date \_\_\_\_\_

Vice Dean Joy Approval/Date \_\_\_\_\_ Clinic Dean Kuehn Approval/Date \_\_\_\_\_

A student may earn one to three units of academic credit in a Supervised Practicum by working on a clinical project under the supervision of a member of the faculty and a field supervisor, who may also be a faculty member. Students must work a minimum of four hours per week at the site for each hour of academic credit, e.g., a three-hour course generally means twelve site hours per week for 13 weeks. Supervised Practicum is graded on a Credit/No Credit basis. The student must submit this form and an attached application essay (and preferably a proposed learning contract) to the Vice Dean and Clinic Dean no later than the end of the second week of classes of the semester during which the student seeks credit.

The student must meet with the field supervisor to discuss the parameters of the placement and the field placement supervisor must make a commitment to meet weekly with the student and to provide feedback on the student's work to both the student and the faculty member throughout the semester. The supervised practicum also must include regular contact between the student and a full-time faculty member, submission of weekly hours and weekly progress reports (or weekly journals) to the faculty member, and bi-monthly meetings. The faculty member must have expertise in or related to the field. The faculty member will determine the appropriate form and scope of reports, submissions, and meetings, and may modify the weekly report requirements for practica within the university, for example those directly supervised by law school faculty.

A student may enroll in only one Supervised Practicum during her/his law school career. A student may not be enrolled in a clinic and a Supervised Practicum in the same semester. Faculty members may supervise no more than a total of six students in an academic year through Supervised Research, Supervised Practicum or both. After securing the approval of the field placement supervisor, faculty instructor, and the Vice Dean and Clinic Dean, the student must return this request form to the Registrar's Office in Room 303.

**On a separate sheet attached to this form**, the student must describe in detail the following: (1) your specific educational goals for the practicum, e.g., research and writing development of or exposure to particular legal skills, practices, or proceedings, or expertise in an area of law practice, how attainment of those goals will be measured, e.g., via number of hours worked, weekly progress reports, review of non-confidential written work, meetings with field placement supervisor and faculty instructor, etc.; (3) the specific nature of your anticipated work, preferably a learning agenda (also known as a learning contract) tailored to the student and placement (see the clinic website <http://law.wustl.edu/clinicaled/index.aspx> for links); 4) how this placement fits into your overall educational program; and 5) why a comparable learning opportunity is not available in the established curriculum.

For more information regarding Supervised Practicum Requirements and for help in formulating your goals and drafting this application, review the Supervised Practicum page on the clinic website at <http://law.wustl.edu/clinicaled/index.aspx>.