REQUEST TO TAKE SUPERVISED PRACTICUM

NAME ____________________________ ID# ____________ Date ____________

Practicum Site & Field Supervisor: __________________________________________

Semester __________________________ Credit Hours _________________________

Field Supervisor Approval/Date __________________________ Faculty Supervisor Approval/Date __________

Vice Dean Approval/Date ____________ Clinical Dean 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 full-time faculty member 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 3-credit practicum requires a minimum of 12 hours per week for 13 weeks). Supervised Practicum is graded on a Credit/No Credit basis. Credits earned in the practicum are considered non-Law Classroom Units (non-LCU's).

Under Faculty Rules, a student may enroll in only one Supervised Practicum during her/his law school career. A student may not be enrolled in a law clinic or externship and a Supervised Practicum in the same semester. Faculty members may supervise no more than six students in an academic year through Supervised Research, Supervised Practicum, or both.

The student must meet with the field supervisor to discuss the parameters of the placement, and the 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 practicum also must include regular contact between the student and faculty member, submission of weekly hours and weekly progress reports (or 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 report requirements for practica directly supervised by law school faculty.

The student must submit this form and an attached application essay (and preferably a proposed learning contract) to the Vice Dean and Associate Dean for Clinical Education no later than the end of the second week of classes of the semester during which the student seeks credit. After securing the approval of the field placement supervisor, faculty instructor, and Vice Dean and Associate Dean for Clinical Education, return this form to the Registrar’s Office.

On a separate sheet attached to this form, describe in detail: (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); (2) 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 contract (also known as a learning contract) tailored to the student and placement; (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 clinical program website at http://law.wustl.edu/clinicaled/pages.aspx?id=8204.

updated: Jan. 2015