

**LOYOLA LAW SCHOOL
PRIVATE FIELD PLACEMENT
INFORMATION AND APPLICATION PROCESS**

WHAT IS A PRIVATE FIELD PLACEMENT?

It is an opportunity for students to work in a private law firm or corporate setting (i.e. in-house in a corporate legal department), to experience the day-to-day operations of the firm or corporate office and observe lawyers in practice. Private Field Placements are available during the academic year and during the summer session, although students participating in the summer session must pay for the units on a per-unit basis.

HOW DO STUDENTS IDENTIFY A PRIVATE FIELD PLACEMENT?

A student interested in a Private Field Placement is responsible for identifying both the law firm or corporate office and an attorney at the firm or office who is willing to serve as a supervisor. The supervisor must agree to meet all law school requirements for the Private Field Placement, including providing assignments and feedback, signing timesheets, assisting the student in identifying field placement goals, and completing an evaluation.

In addition, some law firms/companies have been “pre-approved” for a private field placements, subject to a site visit to be performed by the Program Director for Private Field Placements. These firms are listed on Symplicity. Students can apply to these firms directly.

All Private Placement Field Placements must be approved in advance by Professor Grace Nguyen. Thus, students should submit their applications for the Private Field Placement prior to the beginning of the semester in which the student seeks to extern. Applications should be submitted via email to grace.nguyen@lils.edu.

WHO IS ELIGIBLE FOR A PRIVATE FIELD PLACEMENT?

Students who have completed the first year of law study, either day or evening [a student must have a minimum of 28 units completed], are eligible if they are in good academic standing (not on probation) with a GPA of **2.33** or higher.

WHAT ARE THE UNIT AND TIME REQUIREMENTS?

All students participating in a private field placement must enroll in a concurrent course taught by the Program Director for Private Field Placements during the same term in which they are completing the field placement units. All private field placement externs must also attend a mandatory orientation at the beginning of the semester.

Students may take a maximum of 6 units between a Private Field Placement and a Semester-in-Practice Field Placement, subject to the following limits:

Private Field Placement

- A Private Field Placement requires a minimum commitment of 2 units and is limited to a maximum commitment of 4 units in a semester or summer session.
- Students may choose to do a Private Field Placement for **2, 3, or 4** units.
- Students may do more than one Private Field Placement provided they do not exceed the 6-unit maximum described above.
- Students may do a Private Field Placement at the same law firm or office in more than one semester or summer session if approved in advance by Professor Nguyen.

Semester-in-Practice Field Placement

- Students are generally limited to one Semester-in-Practice Field Placement.
- Semester in Practice is generally a 2-unit course only.

Each field placement unit requires 52 hours of supervised legal services over a semester or summer session. These field placement units will be graded pass/fail. Of the 87 units that are needed to graduate, 20 may be ungraded and 14 may be field placement units [6 units total for private firms/corporations]. Students are also required to complete the classroom component course requirements in each semester that they are enrolled in a private field placement.

HOW DO STUDENTS APPLY FOR A PRIVATE FIELD PLACEMENT?

A student interested in a Private Field Placement should begin planning *at least* one semester before the student intends to participate in the field placement. The application process is as follows:

- Identify the firm or office for the field placement and an attorney at that firm or office who will serve as a supervisor.
- Complete the Private Field Placement Application form, **including attaching a resume and transcript.**
- Complete the Private Field Placement Contact Sheet, including the information identifying the supervising attorney, and attach it to the Application form.
- **Submit the completed documents to Prof. Grace Nguyen** within the following deadlines:
 - By week six of the Fall semester for a Spring field placement
 - By week six of the Spring semester for a Summer field placement
 - By August 10 for a Fall field placement
- Prof. Nguyen will contact the supervising attorney to confirm the field placement, conduct a site visit, and ensure that the supervising attorney will agree to the Duties of Supervising Attorneys for off-campus field placements.
- If the field placement is approved, Prof. Nguyen will assist you with enrollment and externship procedures.

WHERE CAN STUDENTS FIND THE APPLICATION FORMS?

Applications are attached here, are available online and are also available from Prof. Grace Nguyen and her assistant, Christine Zeimantz.

LOYOLA LAW SCHOOL

PRIVATE FIELD PLACEMENT CONTACT SHEET

This form must be complete and must be attached to the Private Field Placement Application. When you have completed your application, attached your resume and transcript, and have completed this contact sheet, please submit the application to Prof. **Grace Nguyen, FH227; grace.nguyen@lls.edu**.

Your Name: _____ Student ID: _____

Date: ____/____/_____
mm/dd/yyyy

This proposed field placement is planned for: Fall, 20____ Spring, 20____ Summer, 20____

Name of Proposed Firm: _____

Name of Designated Supervising Attorney:

Mr.

Ms. _____

Complete Mailing Address for Supervising Attorney:

Name: _____

Firm Name: _____

Address: _____

Telephone Number of Supervising Attorney: (_____) _____ - _____

Email Address of Supervising Attorney: _____

Prof. Grace Nguyen will use this information to contact your supervising attorney and confirm your field placement, so be sure she has **accurate and complete information** on this contact sheet.