UNIVERSITY OF MASSACHUSETTS
SCHOOL OF LAW · DARTMOUTH

Application to Become a Field Placement Site Questionnaire

1.) What is your name:

2.) What is the name of the possible field placement site (office name, organization, etc.)

3.) I am

- ☐ interested in participating in the Field Placement Program on a reoccurring basis.
- ☐ interested in participating in the Field Placement Program when I have the demand by emailing the Clinic Coordinator at cliniccoordinator@umassd.edu to inform the FP staff of available opportunities.

4.) Name of the attorney who will be supervising the law student? (Please note that the field supervisor must be a licensed attorney, who is in good standing with at least five years of legal experience.

5.) Please list any other attorneys in your office (who are eligible) that are also interested in supervising field placement law students?

6.) Can you provide a law student with 130 or 170 hours of substantive, supervised legal work during the entire semester (approximately 10-12 hours per week)? (cirlce) Yes/No

7.) Please list all of the areas of law that your office practices.

8.) Please check the box beside each skill and value you expect your law student to develop during the course of his/her placement with your office.

- ☐ identifying legal issues and researching them thoroughly and efficiently;
- ☐ legal writing, memoranda, briefs, etc.
- ☐ drafting legal documents;
- ☐ interviewing and counseling clients;
- ☐ trial preparation;

- ☐ participating in factual investigations;
- ☐ representing a client consistently with applicable ethical standards;
- ☐ communicating effectively, orally and/or in writing;
- ☐ drafting legislation;
- ☐ participating in depositions;
- ☐ preparing and responding to discovery;
- ☐ negotiating in a dispute=resolution or transactional context;
- ☐ mediation between adverse parties;
- ☐ employing or advising a client about the option of litigation and alternative dispute resolution;
- ☐ representing a client consistently with applicable ethical standards.

9.) Please list your website url.

10.) Please supply a detailed job description for the law student.

11.) What would you like to receive from interested law students?

- ◯ Cover Letter
- ◯ Resume
- ◯ Unofficial Transcript
- ◯ Writing Sample
- ◯ Other: _____

12.) How do you prefer that the student contact you to apply and/or with any questions about placements with your office?

◯ I prefer that law students call me at _____ (telephone number) to discuss their interest and questions with me.

◯ I prefer email inquires with the above documents attached sent to _____ (email address).

◯ I prefer that law student call or email me at their preference at the following _____ Telephone Number

_____ Email Address

13.) I would like to receive any applications by the following deadlines:

can apply at any time before the semester begins.
must apply at least two weeks before the semester begins.
must apply at least one month or more before the semester begins.
Other, please describe.

14.) Applications should be addressed to (name of point of contact, address, email address, telephone number).

15.) Are there any other details that you would like us to know?

Date

Signature

Name (typed or printed)

Position Title

Name of Firm, Office, Organization, etc.

Address

Telephone/Email

Please return this completed questionnaire to:

Crystal Desirey, Clinical Program Coordinator

UMass Law

333 Faunce Corner Rd.

N. Dartmouth, MA 02747

Telephone: 508-985-1174

Email: cliniccoordinator@umassd.edu