

## **UMASS LAW SCHOOL FIELD PLACEMENT REMOTE PLACEMENT MOU**

Considering the COVID-19 coronavirus pandemic, UMass Law School Field Placement will permit students to receive course credit for a fully remote placement for this semester. Remote placements are not typically favored, and we encourage placements and students to do in-person placements whenever possible, practical, and safe.

In the event a fully remote placement occurs, all parties involved in such a placement – the student, the field placement supervisor, and the UMass Law faculty member involved in that placement – must agree to all of the below supplements to the Law Center’s standard field placement memorandum of understanding:

1. The remote placement experience must be comparable to the experience that student would have had if the student had been working in person at the host organization.
2. Students must complete the same minimum hours as usual for a UMass Law field placement. 130 hours over the semester for a 3-credit experience and 170 hours for a 4-credit experience.
3. Students will meet frequently with their placement supervisors throughout the semester (the minimum frequency to be once per week). These meetings will be held, whenever possible, in a virtual meeting space, Face Time.(i.e.; via Zoom, Skype, Microsoft Teams, etc.). If those options are not available, telephone conversations will suffice.
4. Placement hosts will endeavor whenever possible to give students opportunities to observe court proceedings, client interviews, participate in client/staff/strategy meetings, and other appropriate and timely professional activities via conference call, web-conference, or other similar remote work tools.
5. Students will be able to have access to necessary documents and systems in a way that protects confidentiality and security concerns.
6. The student, with the guidance of their supervisor, will develop and write a plan that outlines the student’s goals, planned or anticipated work projects/assignments for the semester, and the ways in which the student and supervisor will interact. This plan will be submitted to the UMass Law faculty member supervising that student’s course. This plan is necessary so that we know that the student and supervisor are in alignment with expectations.
7. Supervising attorneys will continue to provide students specific, individualized, and timely feedback on each assignment. Supervising attorneys will be asked to conduct an oral, mid-term evaluation with the student and a final written evaluation for each student.

8. UMass Law Field Placement faculty will be available during regular business hours throughout the semester to provide mentoring to students and guidance to field placement supervisors.
9. The “course component” of the field placement will be held fully online. Students must participate in the course component and any orientations as normal and must complete all coursework as assigned.

The professor teaching the seminar component of the Field Placement Seminar is the first line of contact with any problems that arise during the semester or other concerns.

Should you have any administrative questions or concerns, Crystal Desirey is our Clinic and Field Placement coordinator and is available at [cdesirey@umassd.edu](mailto:cdesirey@umassd.edu).

The below parties accept the conditions of the UMass Law Field Placement Program’s remote field placement requirements as set forth above Memorandum of Understanding:

**For the Placement Organization:**

Placement Organization: \_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: X \_\_\_\_\_

**For the Student:**

Student’s Name: \_\_\_\_\_

Signature: X \_\_\_\_\_

**For UMass Field Placement**

Signature: X Prof. \_\_\_\_\_

*Please email the completed form to the professor teaching the seminar component.*