UNIVERSITY OF MINNESOTA
LAW SCHOOL

INDEPENDENT FIELD PLACEMENT (IFP) ENROLLMENT FORM

*Under Law School Academic Rule 10.5(b), students may enroll for up to three field placement credits per semester under the supervision of a faculty supervisor and a qualified field supervisor. To register, students must (1) complete and sign this IFP Form, (2) obtain approval from the faculty supervisor (signature on form or written confirmation of approval after reviewing form), (3) sign and have the field supervisor sign the IFP Field Supervisor/Student Acknowledgement of Responsibilities, and (4) **submit all materials to the faculty assistant in room N216 or electronically to** choms001@umn.edu **for review and approval by the Associate Dean for Academic Affairs**. If approved, the Registrar will enroll the student.*

Student Information

Name: _____ Student ID: _____ 2L or 3L: _____

Phone: _____ Email address: _____ Expected Grad Sem/Yr: _____

Faculty Supervisor (name and email): _____

Placement Supervisor Information

Name: _____ Firm or Organization: _____

Phone: _____ Email address: _____ Title/Position: _____

Address: _____ City: _____ State: _____ Zip: _____

STUDENT CERTIFICATION (MUST BE SIGNED BELOW):

I have read Academic Rule 10.5 and the IFP Guide for Independent Field Placements and in accordance therewith I certify that:

1. This IFP Enrollment Form has been reviewed and approved in its entirety by the faculty supervisor.
2. I want to register for _____ credits (no more than 3). The number of anticipated hours of field placement work is ____ hours (at least 50 hours required per credit). I understand I am responsible for any applicable tuition. If I want to change the number of credits, I will inform the registrar and the faculty and field supervisors and I will work at least 50 hours per credit earned.
3. I understand that I may enroll in no more than one IFP in any term and that the total number of field placement credits I may earn is governed by Rule 3.1(c)).
4. The semester/term of enrollment is: _____ (Summer, Fall, Spring) _____ (Year).
5. The IFP completion deadline, including field hours and documentation, is no later than the last day of exam period for the term, unless an extension is granted under Rule 12.4.
6. I understand that the IFP will be evaluated on a Satisfactory/No Credit basis unless noted otherwise below and approved by the faculty supervisor and Associate Dean.
7. I understand that I may not receive compensation for my field placement work and that the placement host may not be compensated for work I perform in the placement. I am permitted to receive reimbursement for reasonable expenses associated with the placement; if I receive reimbursement, I will keep records of the associated expenses.

Signed: _____ _____
Student signature *Date*

FACULTY SUPERVISOR APPROVAL

- I have reviewed this IFP Enrollment Form and recommend that the IFP be approved. I will provide appropriate supervision in accordance with the IFP Field Placement Guide, including review of time logs and contemporaneous journals or response papers and regular contact with the field supervisor.
- The grading basis for the IFP will be _____ (if other than S/N, I will have access to and will review the student's substantive work and will provide the heightened oversight necessary to have an independent basis for providing a grade).

Signed: _____ Date: _____
Faculty Supervisor

To be completed by Registrar's Office Staff:
Date Received: _____ Date Processed: _____ Completed By: _____

Associate Dean of Academic Affairs _____ Date _____

Independent Field Placement Description

Pursuant to Academic Rule 10.5(b), you must provide the following information

My specific learning goals for the Field Placement (with respect to substantive law, legal skills, professional values, career perspectives, etc.):

Description of Field Placement setting and activities (including description of opportunities for observation and discussion as well as performance of law-related tasks) and how they will help you attain your learning goals:

Arrangements for Feedback and Instruction in the Placement: