

# **GUIDELINES FOR PRACTICUM STUDENTS SPRING 2023**

Practicum requirements at a glance .....	2
The practicum experience .....	3

## PRACTICUM REQUIREMENTS AT A GLANCE

- Students enrolled in a 3-credit practicum must work an average of 10 hours per week over the 14 weeks of the semester
  - For a 2-credit practicum, students must work an average of 6.5 hours per week over the 14 weeks of the semester
  - These hours include meetings with and e-mails/logs for your faculty supervisor
- At the end of each week, students must send their faculty supervisor an e-mail or complete an online log detailing:
  - Hours worked
  - Work performed
  - A short (1-3 paragraph) reflection on their week
- Students must meet with their faculty supervisor every other week for self-evaluation and reflection.
- Students are responsible for (1) ensuring that their supervising attorney completes two evaluation forms and (2) returning those forms to their faculty supervisor:
  - A mid-semester evaluation in week 7: deadline of Friday, March 3
  - A final evaluation in week 14: deadline of Friday, April 28
  - The evaluation form is available here: [http://www.law.temple.edu/site/wp-content/uploads/Temple-Law\\_Practicum-Student-Evaluation-Form.pdf](http://www.law.temple.edu/site/wp-content/uploads/Temple-Law_Practicum-Student-Evaluation-Form.pdf)
- At the end of the semester, students must complete and submit the following practicum evaluations online:
  - Practicum Site Evaluation Survey: <https://forms.office.com/r/5t72WSaRYE>
  - Practicum Faculty Supervisor Evaluation: <https://forms.office.com/r/9mzthNw9Y7>

## THE PRACTICUM EXPERIENCE

Practicums provide Temple Law students with the opportunity to experience a variety of legal work environments under the supervision of a full-time faculty member at the law school and a supervision attorney at the placement. These brief guidelines provide a basic description of the program.

The law school takes seriously the importance of ensuring the educational quality of your experience. From your practicum placement, we expect that you will receive substantive work assignments that increase in complexity over the course of the semester, regular feedback provided in concrete detail, and regular opportunities for self-evaluation. From your faculty supervisor, we expect that you will receive regular opportunities for reflection and self-evaluation. (These practicum requirements are mandated by ABA Standard 304.)

As with other law school courses, beyond these supports, you are responsible for ensuring that you maximize the educational benefits you receive from a practicum. You should start by setting learning goals and discussing those with your faculty supervisor and your supervising attorney. Spend time thinking about the lawyering skills, components of substantive law, and aspects of professional identity and development that you'd like to grow through this practicum. You should then think through the potential obstacles that might prevent you from achieving those goals, and work with your faculty supervisor to craft effective strategies to overcome those obstacles and most effectively pursue your learning goals.

Learning goals and strategies to achieve them will likely be the topic of your first meeting with your faculty supervisor. It is a good idea to set the date, time, and place of all your meetings for the semester at this first practicum meeting. We have suggested that your faculty supervisor do so; feel free to remind them if they forget to do so.

You must submit an e-mail or complete an online log at the end of each week providing the number of hours you have worked that week, describing the work you've performed, and including a brief reflection on your experience at the practicum placement that week. The more effort you put into drafting thoughtful reflections on your work, the more benefit you will get from the practicum. Concrete and detailed learning goals will be a great help here, as they will provide a standard against which you can measure your efforts.

As a legal intern, you must abide by the professional obligations of a lawyer, including the duty of confidentiality to the client. You should not provide any identifying information about the client(s) in your weekly logs and biweekly discussions with your faculty supervisors. Any written work shared with your faculty supervisor should be redacted to remove any personal identifying information to maintain anonymity for the client(s). If you have any questions about confidentiality and/or the attorney-client privilege, you should speak to your site supervisor to ensure that your approach conforms with your placement's policies.

Developing a productive relationship with your supervisor is key to a good practicum experience. Your supervising attorney is a person with a busy full-time job who is taking on your supervision on top of their other work. Your practicum will work best if you set the terms of your supervision

at the beginning of the semester, delineating how you will get assignments, when and how often you will meet, and when and how you will receive feedback. Your faculty supervisor can help you to brainstorm strategies and is available as a last resort if your relationship with your supervising attorney goes awry (which a rare occurrence, but an important reason to have faculty supervisors). Your faculty supervisor may have an ongoing relationship with your placement site; if not, they will introduce themselves to your supervising attorney at the beginning of the semester. Either way, your faculty supervisor will be in regular contact with your supervising attorney.

You are responsible for ensuring that your supervising attorney completes two student evaluation forms, and for returning those completed forms to your faculty supervisor. The first mid-semester evaluation form must be completed and submitted to your faculty supervisor in Week 7, or the week ending on March 3. The final evaluation form must be completed and submitted to your faculty supervisor in Week 14, or the week ending on April 28. You will not receive credit for the practicum until your faculty supervisor receives this form.

At the last meeting, you will meet with your faculty supervisor one-on-one to reflect on your learning goals. You are required to complete a final Practicum Site Evaluation Survey summarizing the work you have performed at the placement and explaining why you would or would not recommend the placement to future students. You will also be required to complete a final Practicum Faculty Supervisor Evaluation to evaluate your faculty supervisor. The links to these evaluations can be found on page 2, above.