SEMESTER IN DC
STATEMENT OF PROGRAM EXPECTATIONS

I. Introduction

This Statement of Program Expectations articulates the general roles and responsibilities of participants in the UConn Law School Semester in DC Program (“Program”), consistent with ABA Standards for Approval of Law Schools.* Participants must execute a separate Field Placement Approval Form incorporating the terms of this Statement of Program Expectations.

II. Responsibilities of Site Supervisors

1. Supervision: The Site Supervisor will supervise the Student’s experience with a view to ensuring that the Student has a substantive lawyering experience that is reasonably similar to the experience of a lawyer in the supervisor’s organization, as set forth in further detail in subsection 3 below.

2. Work Schedule and Office Space: The Site Supervisor will ensure that the Student has a designated workplace at the field placement host organization and access to office resources and support reasonably necessary to complete assignments. The Site Supervisor will confer with the Student to establish a work schedule that ensures that the Student is present in the office to observe and participate in projects and activities that will enhance the Student’s educational experience and provide insight into the nature of the Field Placement Sponsor’s law or policy practice.

3. Substantial Lawyering Experiences: The Site Supervisor will endeavor to ensure that the Student has the opportunity to perform, to the maximum extent feasible, substantial lawyering tasks that are both useful to the host organization and educational for the Student; that the Student has opportunities to observe lawyers and/or other professional staff in their daily activities; that the Student receives timely and specific feedback on the Student’s performance (including the professionalism of their comportment and/or work product); and that the Student has opportunities to discuss his or her observations and experiences with field placement staff.

4. Individualized Learning Goals: The Site Supervisor will meet and confer with the Student early in the semester to agree upon realistic learning goals. To the extent feasible, consistent with the needs of the placement, the Site Supervisor will select and prioritize assignments and other experiences to help the Student achieve the agreed-upon learning goals.

5. **Assessment Meetings and Evaluation:** The Site Supervisor will meet with the Student at the mid-term and end-of-term to discuss the Student’s performance and will complete a final written evaluation of the Student’s performance at the semester’s end.

**III. Responsibilities of Faculty Supervisor and Program Instructor**

1. **Reflection:** By teaching two concurrent seminars held in Washington, DC, the Program Instructor will ensure that the Student (a) has, or promptly gains, the basic knowledge of administrative law and legislative process needed to succeed in their placement; (b) acquires an understanding of the legal, policy and political context in which the Student and their placement organization is operating, and (c) is offered opportunities to reflect on their experience with the Program Instructor and with other students in the Program.

2. **Communication with Site Supervisor and Student:** The Faculty Supervisor will maintain regular contact with the Site Supervisor, including through site visits where appropriate, and also will maintain regular contact with the Student to ensure the quality of the Student’s educational experience at the field placement.

3. **Availability:** The Faculty Supervisor and Program Instructor will be available as resources to the Site Supervisor and Student should any concerns or issues regarding the field placement arise.

4. **Evaluation:** At the end of the semester, the Program Instructor will evaluate the Student’s academic performance in the evening seminars and award the Student a grade based upon their performance in those seminars. Meanwhile, the Site Supervisor will fill out and return to the law school their evaluation of the Student’s performance in their field placement, using the law school form provided for that purpose. The Site Supervisor may elect, in their discretion, to share that written evaluation with the Student. The Faculty Supervisor will then award the appropriate number of academic credits to the student based upon (a) the number of hours worked and properly documented by the Student in the placement, and (b) the Student’s satisfactory completion of other program requirements.

**IV. Responsibilities of Students**

1. **No Compensation:** The Student will comply with the UConn Law School policy prohibiting the receipt of compensation for work performed in connection with a credit-bearing field placement course. Reimbursement of the Student’s reasonable out-of-pocket expenses is permitted, but must be reported to the Field Placement Program Director.

2. **Work Schedule:** The Student will confer with the Site Supervisor at the outset of the program to establish a work schedule that ensures the Student is present in the office to observe and participate in substantial lawyering experiences. The Student will ensure that the work schedule reflects the number of hours of weekly field work required by the Semester in DC Program.
3. **Individualized Learning Goals:** The Student will confer with the Site Supervisor early in the semester to develop realistic and mutually agreed learning goals and identify assignments and other experiences designed to help the Student achieve the learning goals.

4. **Professionalism and Confidentiality:** In all matters connected with the field placement, the Student will act with professionalism, civility, integrity, and in accordance with the Rules of Professional Conduct. The Student will invite guidance and feedback on professionalism and work ethic, as well as on performance of legal projects. In preparing reflections, journals and reports, and in engaging in class discussion and meetings with the Program Instructor and Faculty Supervisor, the Student will comply with confidentiality obligations and will raise with the Site Supervisor any questions or concerns about confidentiality.

5. **Reflection:** On designated occasions, in keeping with course and program requirements, the Student will reflect upon and share with the Program Instructor and other students the Student’s observations and reflections upon their experiences at the field placement. These reflections may explore, for example, the organizational structure and operational dynamic of the organization in which the Student is working; the legal/policy/political context in which that organization operates; the professional and ethical norms that guide the practice of professionals in this realm; career opportunities that are or may be open to the Student in that area; and the Student’s own professional goals and values.

6. **Self-Evaluation:** The Student will engage in self-assessment throughout the field placement experience, and, where appropriate, discuss their self-assessment with the Site Supervisor and Faculty Supervisor. At the end of the semester, the Student will complete a written evaluation of the field placement experience, using a form provided by the law school for that purpose.

7. **Academic Requirements and Field Placement Record-keeping Requirements:** The Student will complete the course requirements for both evening seminars in which the student is enrolled as part of the Semester in DC Program. The Student also will complete and submit in a timely manner a log of hours worked and a general description (subject to confidentiality rules) of the type of activity in which the student was engaged during those hours. Finally, the Student will fill out and submit at the end of the semester an evaluation of their field placement and classroom experience in the Semester in DC Program.

V. **Compliance with University Non-Discrimination Policy**

All participants in the UConn Law School Field Placement Program shall comply with the University of Connecticut Policy Against Discrimination, Harassment and Related Interpersonal Violence ([http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence](http://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence)), which requires that students, including those engaged in field placement programs, are afforded an educational environment free from discrimination, harassment, and inappropriate romantic relationships.

*(Effective August 2017)*