

University of Kansas School of Law
Criminal Prosecution Field Placement Program
Course Description and Requirements

Please read this carefully before applying for the Criminal Prosecution Field Placement Program. It explains the commitments you must make if you are selected to participate in this program. To be considered for the Criminal Prosecution Field Placement Program you must submit a complete application (a fillable PDF application), a copy of your **resume** and your **unofficial law school transcript**. These documents will be reviewed by me and prosecutors in the various field offices participating in the program. By submitting an application, you are giving your consent to review of the information you provide and you are also indicating your understanding of the requirements set out below and your intent to abide by them. If you have questions or need additional information, please contact me (Office 315A, 864-9268, suzmac@ku.edu).

Eligibility

To enroll in the Criminal Prosecution Field Placement Program during the academic year, students must qualify under Kansas Supreme Court Rule 719, and must have completed legal studies amounting to at least four (4) semesters. For the summer program, a student must have completed the equivalent of two semesters of law school and be in academic good standing (a GPA of 2.0 or better). For more information about the requirements of Kansas Rule 719, please go to: <http://www.kscourts.org/pdf/attorney-admissions/legalinternappl.pdf>. For information about the requirements of Missouri Rule 13, please go to: <https://www.mble.org/appinfo.action?id=9>.

Please refer to Clinic Rules in the Law School catalog (or view the rules on the Law School website under Academic Regulations) for further information on these requirements.

Academic Considerations and Requirements

Students may earn between three and six credit hours during each of the fall and spring semesters. During the summer program, students may earn between three and six credit hours. However, a student may only earn up to a total of nine credit hours in the Criminal Prosecution Field Placement Program.

Each credit hour requires 42.5 hours of work. All work must be completed during the academic term in which the student is enrolled in the Criminal Prosecution Field Placement Program. The particular work schedule is up to each student and his or her supervising attorney, and should be discussed before beginning work at the placement. The Program is graded on a credit/no credit basis.

If approved, the Criminal Prosecution Field Placement will consist of two components:

(1) A work experience in the approved field placement (a “job” at the prosecutorial office), which consists of working a specified number of hours per week at the approved field placement, AND

(2) An academic experience, which consists of:

- Attendance at a mandatory Professionalism training session;
- Attendance at a mandatory program orientation session;
- Meetings with the Program Director;
- Completion of a goals memo;
- Submission of weekly journal entries to the Program Director; and
- Completion of a Reflection Paper

You may not enroll concurrently in the Criminal Prosecution Field Placement Program and another Law School clinic or field placement program without my permission and that of the other clinic or field placement you wish to enroll in. Also, you may not be able to hold a law clerk position with a law firm, public interest organization, or governmental agency while you are enrolled in this field placement program. As part of the placement process, you must disclose on the application for the program any prior criminal convictions or honor code charges. Once you are assigned a field placement, you must disclose to me and the assigned field supervising prosecutor any potential conflicts of interest. You must disclose to me and the assigned supervising prosecutor any criminal convictions, arrests, or honor code charges that occur while enrolled in this Field Placement Program.

Placements in the Criminal Prosecution Field Placement Program can be arranged by you or with my assistance.

Thank you for your interest in the Criminal Prosecution Field Placement Program.