

## **Supervised Externship Placement (SEP)**

### **What is SEP?**

The Supervised Externship Placement (SEP) allows students to earn academic credit for experiential learning done in conjunction with a field placement with an entity for which there is no relevant existing externship or existing program with the Law School. Students may identify placements on their own or in conjunction with a full-time faculty member. Enrollment in a SEP is by permission only. SEP is available for 1 to 3 non-graded (S/F) credits and is subject to the restriction on the number of non-classroom credits which may be counted to satisfy the credit requirement for graduation. Students will spend 60 hours at the placement for each credit hour earned. The placement must be approved by the SEP Administrator and accepted by a full-time faculty member who commits to supervise the placement in the same manner that externships are supervised. The faculty supervisor assumes all necessary coordination, supervision and pedagogical responsibilities in monitoring the student's progress for the duration of the SEP.

A SEP may only be done for one semester at each placement. Before the same student or any other student may earn credit at the same placement, a formal externship must be proposed and approved by the faculty. The proposal and approval process for a new externship is not automatic and may take up to a semester before being implemented into the curriculum.

### **What types of placements might work for a SEP?**

SEP placements should be at entities (i.e. non-profits, law firms, corporations, etc.) where there is no relevant existing externship program or existing program with the Law School. To review existing externships please follow the link [HERE](#).

### **What are the requirements for a SEP?**

To obtain permission to enroll in a SEP, a student must do the following:

- 1) Identify a placement (or work with a full time faculty member on identifying a placement) where the student wants to earn academic credit for experiential learning and identify a full time faculty member (who commits to supervise the placement in the same manner that externships are supervised).
- 2) Contact, or work with the supervising full time faculty member on contacting, the field placement. Please note that the field placement entity must commit to having a licensed attorney act as a direct field supervisor for the placed student, and must recognize the pedagogical emphasis of the placement. The field placement entity must also complete a [Standard Placement Agreement](#).
- 3) Together with the supervising faculty member, complete all information needed on the [SEP Placement Proposal Form](#).
- 4) Complete and attach a copy of a SEP proposal to the SEP Proposal Form.
- 5) By the deadline, submit the SEP Proposal Form with a copy of both the SEP Proposal and the signed Standard Placement Agreement to the SEP Administrator.
- 6) Wait for approval by the SEP Administrator and enroll in the course once permission is given.
- 7) Complete all SEP requirements, including time logs, meetings with faculty supervisors, reflections or additional requirements as expected by either the SEP Placement or faculty supervisor.
- 8) Following completion of the SEP (typically at the end of a semester), both the student and the faculty supervisor need to sign off on the work done where designated on the [SEP Evaluation Form](#). The SEP Administrator will then advise the Registrar of the completion and award credit as indicated by the faculty supervisor.

**DEADLINE:** SEP Proposals must be complete and submitted to the SEP Administrator no later than three (3) days before the deadline to add/drop classes for the semester for which credit is being sought. Any proposals turned in after the deadline will not be considered.

**Questions about SEP?** Should a student or faculty supervisor have any questions about SEP, please contact the SEP Administrator, Professor Carrie Hagan, by email at [chaganr@iupui.edu](mailto:chaganr@iupui.edu)

**SUPERVISED EXTERNSHIP PLACEMENT (SEP) PROPOSAL FORM**

The Supervised Externship Placement (SEP) allows students to earn academic credit for experiential learning done in conjunction with a field placement with an entity for which there is no relevant existing externship or existing program with the Law School. Students may identify placements on their own or in conjunction with a full-time faculty member. Enrollment in a SEP is by permission only. SEP is available for 1 to 3 non-graded (S/F) credits and is subject to the restriction on the number of non-classroom credits which may be counted to satisfy the credit requirement for graduation. Students will spend 60 hours at the placement for each credit hour earned. The placement must be approved by the SEP Administrator and accepted by a full-time faculty member who commits to supervise the placement in the same manner that externships are supervised. The faculty supervisor assumes all necessary coordination, supervision and pedagogical responsibilities in monitoring the student's progress for the duration of the SEP. A SEP may only be done for one semester at each placement. Before the same student or any other student may earn credit at the same placement, a formal externship must be proposed and approved by the faculty. The proposal and approval process for a new externship is not automatic and may take up to a semester before being implemented into the curriculum.

**DEADLINE:** SEP Proposals must be complete and submitted to the SEP Administrator no later than three (3) days before the deadline to add/drop classes for the semester for which credit is being sought. Any proposals turned in after the deadline will not be considered.

**STUDENT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**SEP PLACEMENT:** \_\_\_\_\_

**ON-SITE SEP LEGAL SUPERVISOR:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**SEMESTER ENROLLED IN SEP:** \_\_\_\_\_ **NUMBER OF CREDITS (1-3):** \_\_\_\_\_  
(SEP credits are subject to limitations in the Student Handbook in regards to non-classroom credits.)

**FULL TIME FACULTY SUPERVISING SEP:** \_\_\_\_\_

**SEP PROPOSAL:** In addition to the completed SEP Proposal Form, attach a detailed description of the placement and the work to be done (no more than two pages).

**NEXT STEPS:** Once the SEP proposal and SEP Standard Placement Agreement Form are complete and signed, submit a completed copy of this form with the stated attachments to the SEP Administrator either via email or as a hard copy. The student, Faculty Supervisor and SEP supervisor should keep a copy of the completed forms for their records. Once received, should all requirements be met, the student will be given permission to enroll and both the student and Faculty Supervisor notified by email. The student and Faculty Supervisor are then expected to communicate with the placement about SEP implementation.

**CERTIFICATION:** We hereby certify that we have read and understand all of the SEP expectations and agree to comply.

\_\_\_\_\_  
Signature of Student Date Signature of Faculty Supervisor Date

\*\*\*\*\*  
FOR ADMINISTRATIVE USE ONLY:  APPROVED FOR ENROLLMENT  DENIED/RETURNED FOR EDITS  
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# SUPERVISED EXTERNSHIP PLACEMENT (SEP) STANDARD PLACEMENT AGREEMENT

The following represents an agreement between \_\_\_\_\_ (“SEP Placement”), \_\_\_\_\_ (“The Student”), \_\_\_\_\_ (“The Faculty Supervisor”) and \_\_\_\_\_ (“The SEP Supervisor”) for the SEP to be approved for \_\_\_\_\_ (semester) of \_\_\_\_\_ (year):

## **Student Responsibilities:**

The student will work 60 hours per credit. The work will primarily involve \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Neither the student nor the Faculty Supervisor will be compensated for any work done in connection with the SEP placement. The student will keep written time logs of their hours either separately or in conjunction with any relevant time keeping systems in place at the placement to fully document the time spent there. The student will also comply with any meetings, reflections, or additional requirements as needed by their Faculty Supervisor.

## **SEP Placement and SEP Supervisor Responsibilities:**

The SEP Supervisor must be a licensed attorney in good standing and must supervise the student on all aspects of work done. In addition, the supervisor must provide feedback to the student on their progress throughout the semester through arranged meetings with the supervisor and review/sign off on time spent and evaluate the student’s work at the conclusion of the placement. The SEP Supervisor will discuss assignments with the student and provide supervision in performing their tasks. The SEP Supervisor and SEP Placement shall be responsible for monitoring all legal work of the student, and shall assume liability for all work done by the student. In addition, the SEP Placement and SEP Supervisor agree to comply with all relevant laws and regulations including the Fair Labor Standards Act. The SEP Supervisor shall be responsible for assigning work to the student, and shall make certain the work assigned is designed to carry out the educational objectives of the SEP. The SEP supervisor will agree to notify the faculty supervisor immediately if there is a problem with the student’s performance. The SEP Placement will not bill clients for any activities performed by the student, and the student will not be considered an employee nor receive employee benefits.

## **Faculty Supervisor Responsibilities:**

The Faculty Supervisor shall be responsible for the overall coordination and administration of the SEP, including the development, monitoring and maintenance of SEP placement and student expectations. In addition, the Faculty Supervisor will communicate regularly with the student and the SEP Supervisor about progress, time spent, quality of work and placement experience. At the end of the semester, after receiving documented time logs and continued monitoring of student progress, the Faculty Supervisor will assess whether the student should receive a pass, fail or incomplete grade for their work.

**By signing below we acknowledge that we have read and understood all of the foregoing obligations with respect to ourselves and anyone else involved in this SEP Placement. We agree to perform all duties expected of us, and to fully comply with all SEP administrative requirements.**

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of SEP Supervisor Date

\_\_\_\_\_  
Signature of Faculty Supervisor Date

**SEP/ACRE END-OF-SEMESTER EVALUATION**

At the conclusion of the semester for any approved SEP/ACRE, both the student and law faculty supervisor must sign and certify that all work was completed and hours documented as required for credit awarded. Please fill in all information as listed below and route the completed form to the SEP/ACRE administrator so that the indicated grade may be awarded.

**STUDENT NAME:** \_\_\_\_\_

**FULL TIME FACULTY SUPERVISOR:** \_\_\_\_\_

**SEMESTER ENROLLED IN SEP/ACRE:** \_\_\_\_\_ **NUMBER OF CREDITS (1-3):** \_\_\_\_\_

**CERTIFICATION:** I hereby certify that I have read and understood all of the SEP/ACRE expectations and have complied with all SEP/ACRE program and law faculty supervisor expectations and requirements.

\_\_\_\_\_  
\*Signature of Student Date

\*After signing, the student must route this form to the Faculty Supervisor for their signature and approval

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**For Faculty Supervisor to fill out:**

**Time log documentation received/reviewed for hours corresponding to credits?** **Yes** **No**  
(60 hours per credit is required – i.e. 60 for one credit; 120 for two credits; 180 for three credits)

If “No” please indicate issues regarding and the number of credits to be awarded, if different: \_\_\_\_\_

\_\_\_\_\_

**Grade for SEP/ACRE:** **S (Pass/Satisfactory)** **F (Fail)** **I (Incomplete)**

If “I” please state why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\*\*Signature of Faculty Supervisor Date

\*\*After signing, the Faculty Advisor must route this form to the SEP/ACRE Administrator, via email or hard copy, for the designated grade to be entered with the Registrar.

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FOR ADMINISTRATIVE USE ONLY:  DOCUMENTATION COMPLETE  GRADE SUBMITTED TO REGISTRAR

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## Advanced Course-Related Experience (ACRE)

### What is ACRE?

The Advanced Course Related Experience (“ACRE”) allows for students to earn academic credit for experiential learning done in conjunction with a classroom course that they have taken, or are taking, for credit. Students work in conjunction with full-time faculty members to design and execute proposals for learning how law and theory learned in the classroom operates externally. Some projects may present opportunities for collaboration between faculty teaching clinical and classroom courses. ACRE also may be used to provide opportunities for students to assist faculty with pro bono representation of community groups or clients.

ACRE is available for 1 to 3 non-graded (S/F) credits. ACRE is subject to the restriction on the number of non-classroom credits which may be counted to satisfy the credit requirement for graduation. Students spend 60 hours working on the project for each credit hour earned. Credits are awarded commensurate with hours worked at 60 hours per credit hour unless a different basis is established beforehand by the faculty supervisor and accepted by the ACRE Administrator. The faculty supervisor approving the project is responsible for monitoring the student’s learning and awarding of credit. Neither the student nor faculty supervisor may receive financial compensation for work done on an ACRE project. ACRE enrollment is by permission only. A student cannot obtain ACRE credit for work done in the past and/or for courses taken at other universities or professional schools.

### What types of projects might work for an ACRE?

ACRE projects flow from a course students have taken, or are taking, for credit. Projects include, but are not limited to, the following: research and development of materials in support of litigation; work on proposed legislation or regulation related to the class; or a factual research project to gather data concerning a legal issue related to the Course. Note that other projects may be proposed, the above are only a few illustrative examples. Students may not use ACRE to be a faculty teaching assistant or research assistant. ACREs may only be supervised by full time faculty members.

### What are the requirements for an ACRE?

To obtain permission to enroll in an ACRE, a student must do the following:

- 1) Identify lessons/material of interest from a classroom course taught by a full-time faculty member that they have taken, or are taking, for credit that they want to learn more about in an experiential way.
- 2) Approach the full-time professor teaching the course and ask if they would be willing to supervise the student for an ACRE project.
- 3) Working with the faculty supervisor, identify a project that would best assist the student in furthering their learning and have the student create a one to two page proposal regarding the project.
- 4) Fill out an [ACRE Proposal Form](#), making sure to sign where indicated, and attach a copy of the project proposal.
- 5) By the deadline, turn in the ACRE Proposal Form (with the project proposal attached) to the ACRE Administrator.
- 6) Wait for approval by the ACRE Administrator and enroll in the course once permission is given.
- 7) Following completion of the ACRE project (typically at the end of a semester), both the student and the supervising professor need to sign off on the work done where designated on the [ACRE Evaluation Form](#). The ACRE Administrator will then advise the Registrar of the project completion and award credit as indicated by the faculty supervisor.

**DEADLINE:** ACRE Proposals must be complete and submitted to the ACRE Administrator no later than three (3) days before the deadline to add/drop classes for the semester for which credit is being sought. Any proposals turned in after the deadline will not be considered.

**Questions about ACRE?** Should a student or faculty supervisor have any questions about ACRE, please contact the ACRE Administrator, Professor Carrie Hagan, by email at [chagangr@iupui.edu](mailto:chagangr@iupui.edu).