



Public Interest Practicum (PIP) Student Guidelines

These Guidelines apply to students who elect to satisfy the Public Service Requirement through completion of a Public Interest Practicum for one or for zero academic credits.

Public Interest Practicum for One Academic Credit

A student who chooses to do the Public Interest Practicum for one academic credit can only commence the practicum upon completion of TWENTY-EIGHT academic credit hours. First year day students will be eligible to do the practicum for credit in the summer after their first year and evening students in the fall of their second year. It is preferable, but not required, for the student to satisfy the requirement before his or her last semester of law school.

In order to complete the Public Interest Practicum for One Academic Credit, a student must complete:

1. The number of hours that they have agreed to work for their supervisor. At least 50 hours of work must be completed, but depending on the agreement between the student and their supervisor, the number of required hours might be greater.
2. All the required forms for the Public Interest Practicum.
3. The Public Interest Practicum Online Seminar, including the required online submissions.

The Public Interest Practicum Online Seminars have four parts addressing the value of law-related public service; professional responsibility, and professionalism in the workplace. For each session of the Online Seminar, a student is required to respond to an online question. The student must submit completed responses to each question before completing his or her practicum work. Additional information regarding access to the Public Interest Practicum Online Seminar will be emailed to every practicum student taking a Public Interest Practicum for one credit.

Public Interest Practicum for Zero Academic Credit

A student who chooses to do the Public Interest Practicum for zero academic credit in satisfaction of the Public Service Requirement should preferably commence the practicum after completion of 28 academic credit hours. A first year evening student may, however, satisfy the Public Service Requirement through the Public Interest Practicum in the summer following his or her first year,

provided that the Public Interest Practicum is NOT for academic credit. No students, day or evening, may enroll in a Public Interest Practicum during their first two semesters of law school. It is preferable, but not required, for the student to satisfy the requirement before his or her last semester of law school.

In order to complete the Public Interest Practicum for Zero Academic Credit, a student must complete:

1. The number of hours that they have agreed to work for their supervisor. At least 50 hours of work must be completed, but depending on the agreement between the student and their supervisor, the number of required hours might be greater.
2. All the required forms for the Public Interest Practicum.
3. Students taking the PIP for zero credit are NOT required to complete the Public Interest Practicum Online Seminar.

Further Information Regarding Public Interest Practicum Requirements

Forms and Documents

Practicum students should submit all of the preliminary paperwork required for registration as early in the semester as possible. Preliminary paperwork includes the *Intent to Satisfy* form, the *Student Disclosure* form, the *Supervisor Acceptance* form, and, in some cases, the *Supervisor Application* form and *Pro-Bono* form. If any of these required documents are submitted after the drop/add period has ended, students must additionally complete a drop/add form. This form must be signed by both the Dean of Student Affairs and the Director of Public Interest. Students who have questions regarding the drop/add period should contact Alexi Freeman, Director of Public Interest, at afreeman@law.du.edu.

Students are encouraged to complete their practicum work in one academic semester, although students may request permission to complete the work over more than one semester. Completed documents are due at the end of the semester. These documents include *Weekly Timesheets*, the *Student Final Report*, the *Supervisor's Final Report* and, if applicable, three *Online Seminars*. These forms are described in more detail below.

All forms related to the Public Interest Practicum can be found here: <http://law.du.edu/index.php/public-interest-practicum/forms-and-documents>

Timesheets: Reporting Practicum Hours

Practicum students must complete a minimum of 50 hours of practicum work to complete the Public Interest Practicum and to satisfy the Public Service Requirement.

Each student is required to submit an online timesheet to the Public Interest Office each week. The timesheet includes category names of specific tasks performed and the extent of contact with the Practicum Supervisor. The timesheet must not provide identifying

information about clients or cases, confidential information or any information that might violate the attorney-client privilege, or any information that the Practicum Supervisor has reasonably asked the student to keep confidential.

Mid-Practicum Review

Before a practicum student has completed 25 (twenty-five) hours of his or her practicum work, the student must set up a telephone or in-person appointment with the Director of Public Interest to discuss the practicum experience to date, including the nature of the practicum work, interaction with and feedback from the Practicum Supervisor, and if doing the PIP for one academic credit, completion of the Public Interest Practicum Online Seminar.

Student's Public Interest Practicum Final Report

At the end of the Public Interest Practicum, every student, whether completing the PIP for one or zero academic credit, will be asked to complete a final report, which reflects upon the student's practicum experience and its benefits. The Student's Public Interest Practicum Final Report is available online for completion and is due within two weeks of completion of the practicum work. (In addition, students doing the practicum for one academic credit must also complete submissions for the Online Practicum Seminar within two weeks of completion of the practicum work.)

In the event that a student chooses to do the PIP for zero academic credit and complete the practicum work under the supervision of more than one official PIP supervisor, the student must complete a Final Report for each segment of Practicum work.

Supervisor's Performance Evaluation of Practicum Student

At the end of the student's practicum, the Practicum Supervisor is required to complete a Supervisor's Performance Evaluation of Practicum Student form. This evaluation is to be discussed with the student and then submitted to the Director of Public Interest within two weeks of completing practicum work under the supervisor. It is the responsibility of the student to ensure that the Practicum Supervisor has completed and submitted the performance evaluation.

In the event that a student chooses to do the PIP for zero academic credit and complete the practicum work under the supervision of more than one official supervisor, the student must ensure that each Practicum Supervisor completes and submits the performance evaluation.

Email

Email will be the primary notification method regarding the Public Interest Practicum and it is the student's responsibility to check his or her email account on a regular and timely basis. All emails regarding the Public Interest Practicum will be sent to the student's law school email account.

Using Lexis and Westlaw for Research

Both *Lexis* and *Westlaw* will allow students who are performing practicum work to use their respective passwords for research.

Practicum Grading

The Director of Public Interest as Lecturer will determine a grade of Pass or Fail for a Practicum Student, as appropriate.

Completed Files

A student must have all paperwork completed and submitted to the Public Interest Office *no later than the last day of classes in the academic semester he or she is completing the practicum, unless the Director of Public Interest has approved a different deadline.*

A completed file includes:

1. A signed Practicum Supervisor's Acceptance of Practicum Student Agreement
2. A signed Disclosure Statement indicating any work, volunteer, externship, or clinical participation.
3. Pro Bono Form and Supervisor Application Form, if necessary.
4. Time sheets: Indicating the completion of the requisite number of practicum hours
5. If for one academic credit, complete online written submissions for each session of the PIP Online Seminar
6. Practicum Supervisor's Performance Evaluation of Practicum Student
7. Student's Final Report of Practicum

Failure to Meet Practicum Requirements

Any student unable to fulfill the above requirements will be issued a fail grade and will have not satisfied the Public Service Requirement. Any student in this situation will be contacted by the Director of Public Interest to determine the best option for him or her to complete the Public Service Requirement.

Public Interest Practicum Code of Conduct

No Compensation

Students may not receive any monetary compensation for the work performed while doing a Public Interest Practicum. There are no exceptions or waivers to this rule.

Code of Professional Responsibility

All students are expected to conform to the standard of the Code of Professional Responsibility and the Judicial Code, as applicable.

Students are prohibited from discussing confidential case information with anyone other than personnel at the practicum placement. Students should not discuss confidential case information in the course of completing time sheets, written submissions for the Online Seminar or the Student's Final Report, nor should they discuss such information with any student who is not working at the same practicum placement, as authorized by the Practicum Supervisor.

In particular, practicum students must read and agree to be bound by the Colorado Rules of Professional Conduct, all of which may be found [here](#).

Professional Conflicts of Interest – Required Disclosures of Activities

A student's request to do a Practicum will be denied if a student's activities create a potential professional conflict of interest which cannot be reconciled.

All practicum students must disclose to the Practicum Supervisor and to the Director of Public Interest the name of any current employer of the student and any current legal externship, current volunteer legal work, and clinic legal representation in which the student is presently engaged (through either current enrollment in a clinical program or through completion of cases in a prior enrollment). The student is responsible for discussing any potential conflict of interest with his or her Practicum Supervisor; the Director of Public Interest does not conduct conflict checks.

Students must also update the Public Interest Practicum Supervisor and the Public Interest Office if any of these relationships change during course of the practicum.

Students must also disclose their practicum to their employer, clinical program director, externship mentor, and volunteer supervisor. All disclosures must be in writing.

Failure to fully disclose work, volunteer, internship, and clinic activities will result in expulsion from an existing practicum and a grade of fail. Failure to fully disclose these or any other potentially conflicting activities will also be considered a violation of the Student Honor Code and will subject students to disciplinary actions.

Public Interest Practicum Contact Information

The Public Interest Practicum is managed by the Director of Public Interest within the Legal Externship Office.

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