

# Law Clerk- Students (LCK-Fall 24 & Winter 25)

Version 16

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## Important Dates

### Fall Semester 2024

- Tuesday, September 17, at 9:00 am - Field Placement Orientation & Information session.
- Tuesday, September 17 by 9:00 am: Submit Field Application Package: application form, résumé, copy of most recent transcript, and insurance declaration form.
- September/October – Be available for interviews - Generally scheduled on Wednesday
- \*Start Date:
- **1 Day a Week:** This will commence once a week after Thanksgiving (**October 15 – December 13**).
- Please note that the student will work 3 days during Study Week (Week of October 23). This will result in 10 placement days in the fall.
- Placement starts again on **January 6, 2025** and finishes during the week of **February 24**. This final week takes place over Study Week and the students will again work 3 days during this final week for a total of 20 days of placement over the fall and winter. **Please note that the student will work 3 days during Study Week (Week of October 23). This will result in 10 placement days in the fall.**
- **Within 2 business days of completion of placement:**
  - Submit required forms: Forms 2, 3, & 4 to Field Placement Coordinator/Assistant. Keep copies for yourself.

*\*Subject to host availability – some assignments may start later.*

### Next steps:

#### After You Complete Your Field Placement

Please submit your attendance forms to us via email and complete your evaluation form online within two business days of completing your placement. Please note the Host Evaluation Form must be sent directly from your host's email.

You must have the forms approved by the Field Placement Coordinator. We only accept signed copies of the forms.

After your forms have been approved by the Field Placement Coordinator, it will take approximately one week for the Registrar's Office to change the field placement grade to a SAT on your transcript.

You should continue to monitor your transcript, which can be found on the Student Centre. When you see the message below on your transcript you will be official graduated:

## Forms

- [Field Placement Application Form](#) – must be filled out and signed electronically
- [Insurance Declaration Form](#) – must be filled out and attached to the end of the application form. Complete only the Student Declaration Section
- [Student Attendance](#) Form 2 (excel) – must be filled electronically and have your supervisor host sign. Keep a copy
- [Student Evaluation](#) Form 3 (e-form) – must be completed online. This is your analysis of your experience.
- [Host Evaluation](#) Form 4 (excel) – Please provide this form to your host to complete and remind him/her to send it by e-mail to the Field Placement Coordinator by the deadlines; this form is our proof that you met the requirements and fulfilled your obligations of field placement.