

# Law Clerk- Students (LCKA - Winter 2024)

Version 8

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## Important Dates

### Winter 2024

- Tuesday, February 6, at 9:00 am - Field Placement Orientation & Information session.
- Tuesday, February 13 by 9:00 am: Submit Field Application Package: application form, résumé, copy of most recent transcript, and insurance declaration form.
- February/March/April – Be available for interviews
- \*Start Date:
  - **One Month Block:** Monday, April 22 - Friday, May 17 for a total of 20 days of placement
- 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.