

Cardozo COVID-19 Field Placement Policy

As public health officials have made clear that community spread of COVID-19 is likely to continue, Cardozo School of Law made the decision to institute remote online classes starting from March 16th to March 27th.

Cardozo is committed to helping safeguard students' health and safety while ensuring they receive the educational benefits of the course and earn the credits they are registered for. Accordingly, the law school has instituted the following policy.

Agreement for Remote Field Work

Due to the extraordinary circumstances, the usual requirement for students to complete their hours on site at their field placement is waived. If students are comfortable with continuing working on site, and it is the policy of the field placement, they are permitted to do so. For students who choose to work remotely, **they must make specific arrangements with their field supervisor and inform their program director and seminar professor.** Specifically, students must have a detailed conversation with their supervisor to determine what the remote work will consist of and when and how supervision conversations will occur. Students should strive to maintain existing supervision schedules, when possible, and must keep a written record of their remote work hours in terms of both the time and substance of work performed.

1. Provisions for Assignments

- a. The preferred arrangement would allow the student to telecommute to complete work on ongoing matters for the site. Students and field supervisors should arrange for the extern to have enough remote work to fulfill their field hours, and it should continue to include substantive legal work such as drafting of legal documents and memoranda.
- b. Alternatively, if a site determines that a student may not work on ongoing matters outside of the office/chambers, accommodations should be made to assign the student research projects that can be completed off site.
- c. Students and field supervisors must work together to ensure that students have the technological capacity and information necessary to work remotely.

2. Provisions for Communication

- a. Students and field supervisors must agree upon a plan for regular communication. The plan must include substantial opportunities for students to meet remotely with their field supervisor to ask questions, discuss tasks and assignments, and get specific feedback.
- b. These meetings should be conducted via live person-to-person contact, such as video conference or telephone.

3. Completion of Hours

- a. If a student is unable to complete the requisite number of field placement hours by the end of the semester due to COVID-19 related illness or travel restrictions, the Cardozo program director will assess each situation on a case-by-case basis.
- b. If the Cardozo program director determines that a student has substantially completed the requirements of the program, they may be provided with a research assignment or short writing assignment to complete required hours. If a student has not substantially completed the requirements of the program, they may be given an incomplete and given additional time to complete the field placement and course requirements.