

Overview

A Project-Based External Placement (PBEP) is a for-credit, unpaid opportunity for law students to engage in law-related activity that addresses needs identified by the community and that benefits community, particularly Black, Indigenous and racialized communities. They give students a chance to demonstrate/develop their contextual understanding of law and legal process by exposing them to clients and communities with real legal problems in context including marginalization, colonization, privilege, poverty, disability, racism, resistance and resilience. They are also an opportunity for students to gain hands on experience in a practical setting and to explore different legal fields and work environments. Student observe ethical and professional behavior and are exposed to a range of competencies important for legal work, particularly in social justice environments. Students will identify and critically assess various approaches to lawyering, as well as the broader structures of social justice advocacy and anti-oppression work. Students are encouraged to consider law's imperative to challenge and resist institutional violence grounded in histories of slavery and settlement.

Roles and Responsibilities

- **Students** are expected to abide by the *Rules of Professional Conduct* and will be required to maintain the confidences of placement clients at all times.
 - During the term, students must submit their hours online through a process specified by the Clinical and Experiential Learning Coordinator.
- **Placement Supervisor:** Students work under the close supervision of an on-site supervisor and receive regular feedback on assignments that increase in responsibility over time.
 - The Placement Supervisor will review the nature of the student's work and the student's schedule.
 - The Placement Supervisor must have legal training or formal/informal experience. In some circumstances, the placement supervisor may not be a lawyer. In most cases, the Placement Supervisor will hold a valid L1 license to practice law and to include the student(s) under their license and hold LawPro insurance (or fall under an exemption).
 - The Supervising Lawyer must have had no recent disciplinary action.
 - The work assigned to the student must be law related.
- **Academic Supervisor:** The Academic Supervisor will be responsible for coordinating, overseeing and guiding the academic research and reflective aspects of the placement.
 - Academic Supervisor will support the Supervising Lawyer in providing the participating students specific, individualized, and timely feedback on legal work conducted.
 - The Academic Director must be a member of faculty at Windsor Law.
 - The Academic Supervisor will meet with the students on a regular basis during the term, typically on a bi-weekly basis.
- **Supervising Lawyer and/or Academic Supervisor** will meet with the participating students at least weekly. In addition to any standing meetings, the Supervisors will be available to meet with the students as needed to provide support and feedback on assignments. The Supervising

Lawyer and Academic Supervisor will ensure that the participating students receive an orientation, including a discussion of confidentiality.

- The **Externship Director** and the **Clinical and Experiential Learning Coordinator** will be available as a resource to the student, Supervising Lawyer and Academic Supervisor should any concerns or issues arise.

Eligibility

- PBEPs can be completed by students in their 2L or 3L third year. Students from combined programs, including MSW/JD program, are encouraged to apply and seek academic advice about their prospective participation.
- Placements will usually last for one term, but may continue for the full academic year. Students with approved placements scheduled for the Fall term may, on an exceptional basis, complete their hours in the Summer before. Placements are intended to be short term and responsive to emergent priorities.
- Pre- or co-requisites may be set ahead of participation in the placement. Preference will normally be given to students who have not participated in other experiential learning opportunities at Windsor Law.
- Placements are always in social justice settings, including but not limited to, not-for-profit organizations, legal clinics, Indigenous governments, community collectives or non-governmental organizations.
- Students will not be involved with any profit-making activities of the placement organization.

Conflict Resolution

- Placement Supervisor will notify the Academic Supervisor if the student is not performing competently at any time during the term.
- If the student has demonstrated unprofessional conduct or is not completing assigned tasks, the Placement Supervisor will contact the Academic Supervisor to discuss next steps and what appropriate measures can be taken.
- See the Enrolment and Withdrawal Policy for Clinical and Experiential Learning Placements for more detail: https://www.uwindsor.ca/law/academic-coordinator/sites/uwindsor.ca.law.academic-coordinator/files/withdraw_policy_for_clinical_and_experiential_learning_courses.pdf
- Students may approach the Academic Supervisor about their concerns with their work with the Placement Supervisor.
Students are also responsible for clearing any other potential conflicts with past, present or future
- The Externship Director and Clinical and Experiential Learning Coordinator will provide support and intervene where appropriate.
- Any substantial change in a Placement proposal must be approved by the Placement and Academic Supervisors, the student and the Clinical and Experiential Learning Committee.
- To avoid possible conflict of interest, PBEPs cannot be undertaken under the supervision of a student's past, present or future employers or volunteer supervisors. For example, if students work on an appeal against a future employer which is ongoing when they begin for that employer, will they be conflicted out and will this cause complications for their summer or articling employment responsibilities. Students will not be permitted placement at an organization if they have worked there in the past in the same position.

- Students will not be permitted to complete placements with family members in positions of authority.
- Students will not take placements that would otherwise be held by articling students.
- Students shall not submit work which has been done in another context, such as for-credit activities (including clinical and experiential learning opportunities) or for which financial reward is or was received (such as a Social Justice Fellowship, summer employment). The PBEP requirements may, however, be satisfied by the submission of work representing a further development (which is independent, substantive and meriting academic credit on its own account) of work done in another context. The student must clearly disclose this previous work to the Academic Supervisor in order to avoid conflicts.
- No Academic Supervisor shall use the outcome of the fruit of student labour to his/her own use without the expressed consent of that student and, further, if student work is, with permission, subsequently used by the instructor, proper acknowledgment shall be given. The PBEP shall not be used as a device to provide research assistance as an alternative to paid research assistants.

Evaluation

Most PBEPs are assessed with a numerical grade. **If the course is graded, registration will be limited to smaller number of students and no minimum average will apply.** There is additional detail about evaluation in the sample syllabus. The form of evaluation will be set prior to registration and may not be changed once the course has begun.

Students will be evaluated on four course components:

- 1) Attendance at meetings (including class meetings);
- 2) Completing requisite hours per week of course related work and logging the hours;
- 3) Completion of assignments; and
- 4) Collaborating with peers, lawyers, community members as relevant and course instructors.

A failing grade will be assigned if the student does any one of the following:

- 1) Fails to attend meetings without reasonable excuse (as determined by the Academic Supervisor and/or the Associate Dean as a result of an accommodation);
- 2) Fails to complete or to log the requisite hours;
- 3) Fails to satisfactorily complete the assignments; and/or
- 4) Is unable to collaborate and work with peers, lawyers, and the Academic Supervisors.

Feedback will primarily come from the Placement Supervisor based on the work conducted by the student over the term. Template evaluation forms are available.

Student must also submit a Reflective Assignment on their experience, about the nature and availability of justice in their specific placement context. The Reflective Assignment must critically and thoughtfully reflect on the placement experience, its implications on communities' experience of "justice" and the significance of collaboration with external parties and communities. See the Sample Syllabus for additional detail. The student should be in touch with the Academic Supervisor about the scope of the Reflective Assignment. The assignment must demonstrate the student's acquired knowledge of the area of law, the

communities that was served and their contexts, and an in-depth understanding of access to justice and role of law and lawyers when serving such communities.

Payment

Students shall not be financially compensated for their work. Students should not be offered nor accept honoraria. Students may be reimbursed by the Placement Supervisor for out-of-pocket expenses associated with the work performed.

Travel

Visit https://uwindsor.ca1.qualtrics.com/jfe/form/SV_6EWMS2vfNbp2eYR in order to apply for the Travel Fund.

Student and Teaching Credit

Academic Supervisors will receive teaching credit for each semester of teaching according to the number of registered students.

- 1-4 students = 1 credit
- 5-8 students = 2 credits,
- 9 plus students = 3 credits

Teaching credit is awarded regardless of the number of student credits. Teaching credit may be shared in the case of co-teaching.

Student Credit: The number of credits assigned to student depends on the intensity of community involvement. Typically, one credit is granted for three hours of community work per week (excluding the campus seminar).

Proposal and Applications Process:

- An emergent legal need will be identified as a priority by a member of the community.
- An initial investigation will be conducted by a faculty member interested in acting as an Academic Supervisor. That investigation will consider whether the emergent need can be addressed by student labour through, for example, community legal education, research, test case support or brief service. The proposed placement will be carefully reviewed to determine its pedagogical value.
- The faculty member interested in acting as an Academic Supervisor will approach the Associate Dean (Academic) with a draft of the attached PBEP Proposal Form.
- There is no common process to collect student applications. Generally, students must submit their application in accordance with the deadlines specified by the Academic Supervisor.
- The student application process for a PBEP may be conducted in alignment with the general call for externship applications where relevant. If timing does not align, a separate call for applications may be made and is the responsibility of the Academic Supervisor in collaboration with the Externship Director. Students would be invited to apply by email from the Assistant Dean. Students must submit their application in accordance with the specified deadlines.

- If appropriate, students may be invited to apply by email to the larger student body from the Assistant Dean (Students)
- The Application Process can be tailored to the particular program, including pre- and/or co-requisites. The Academic Supervisor would make final decisions before the beginning of term.
- The Clinical and Experiential Learning Committee of the Faculty of Law will receive notice of applications filed.
- Registration would be undertaken by the Academic Coordinator into PBEP Course Code LAWG-5958 (creating a new section for each PBEP).
- The student(s), Placement Supervisor and Academic Supervisor will deliver finalized PBEP Proposal Form to the Associate Dean (Academic) and CELC before the first day of classes of the semester.

Attachments

- Sample PBEP Syllabus
- Sample PBEP Proposal Form & Memorandum of Understanding