

STUDENT SELF-CHECKLIST

- ☐ **OCP Advisor:** Have I met with an [OCP advisor](#)?
- ☐ **International Student:** If I am an international student, have I reviewed the [guidelines](#) related to the opportunities available to international students? **Note J.D. or LL.M students in active F-1 student status cannot participate in Domestic Independent Clinicals because these opportunities are not eligible for CPT authorization.**
- ☐ **Placement:** Is my proposed placement at a qualifying organization – a non-profit or governmental agency?
- ☐ **Overlap:** If I am proposing a clinic that may overlap with the subject matter of an existing clinic, have I met with OCP to explore and get approval for the possible overlap?
- ☐ **Type of Work:** Is my proposed work legal or law-related work that can be realistically accomplished during the academic semester?
- ☐ **Supervising Attorney:** Is my supervising attorney appropriately licensed to practice in their area of law?
- ☐ **Faculty Sponsor:** Is my faculty sponsor a full-time faculty member or if I have chosen a clinical instructor as my faculty sponsor does that person have a Lecturer on Law Appointment during the same semester as my Fall or Spring placement or a Spring appointment for winter placements?
- ☐ **Remote Placements:** If I am proposing a remote placement, have I reviewed the [remote placement guidelines](#) and does my placement conform with those guidelines? Note: Remote independent clinical work is generally not permitted in the winter term. Remote work may be permitted in the fall and spring semesters only when the placement team is remote two or more days per week or when the student has already worked with the placement team in-person for at least three weeks.
- ☐ **Compensation/Academic Credit:** Have I confirmed that I will not be compensated for the work I do at my independent clinical?
- ☐ **One Clinical Experience per Semester:** I am aware that I will need to drop any other clinical course (including advanced clinicals) that I am enrolled in before I seek to be enrolled to do an independent clinical that same semester.
- ☐ **Complete Application:** Have I compiled all of the necessary forms and are all the forms complete?

- Faculty Sponsor Form (digitally signed by faculty member)
 - Supervising Attorney Form (digitally signed by supervising attorney)
 - Project proposal responsive to all the questions asked
 - Resume
 - HLS Unofficial Transcript (not require for pre-approved independent clinicals)
 - Assumption of Risk and General Release Form (Domestic or International) if you are travelling outside of the Boston area
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- ☐ Human Subjects Research: Have I reviewed the [Guidelines](#) from the Committee on the Use of Human Subjects. Note: Research is broadly defined, and it is essential to determine the need for review by the Committee well in advance of the due date, as seeking necessary approvals can be very time-consuming. The Law School liaison at the Committee can assist the student to determine whether the project requires review and can assist with the committee process. Meeting the requirements in these areas may involve submission of additional documents

 - ☐ Requirements: Have I reviewed the independent clinical requirements to receive academic credit in addition to my work at my placement found on the [Independent Clinical site](#).

 - ☐ Timing: Have I confirmed that I will be working at the placement for the full length of the semester (12 weeks fall/spring; 3 weeks winter) and for the minimum number of requisite hours?

 - ☐ Funding: Did I review the [domestic funding guidelines](#) or [international funding guidelines](#) and if so am I aware of the process and deadlines for submitting my domestic funding application to the Office of Clinical and Pro Bono Programs or my international funding application to the International Legal Studies program?