

Tips for Supervising Law Students Remotely

April 30, 2020

**Denver Law
Legal Externship Program**



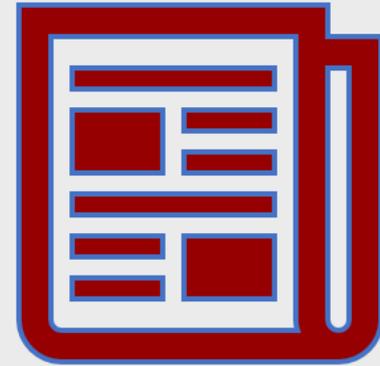
*Top Tips for Managing a Remote Office
How to Work From Home*

*Tips From a Lawyer on How Your Law
Firm Should Transition to Remote
Work*

*Lawyers Working Remotely on Their
Own Time*

Leading With Values in Times of Crisis

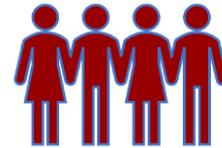
*As Remote Work Brings Isolation, How
Can Firms Keep Lawyers in the Fold*



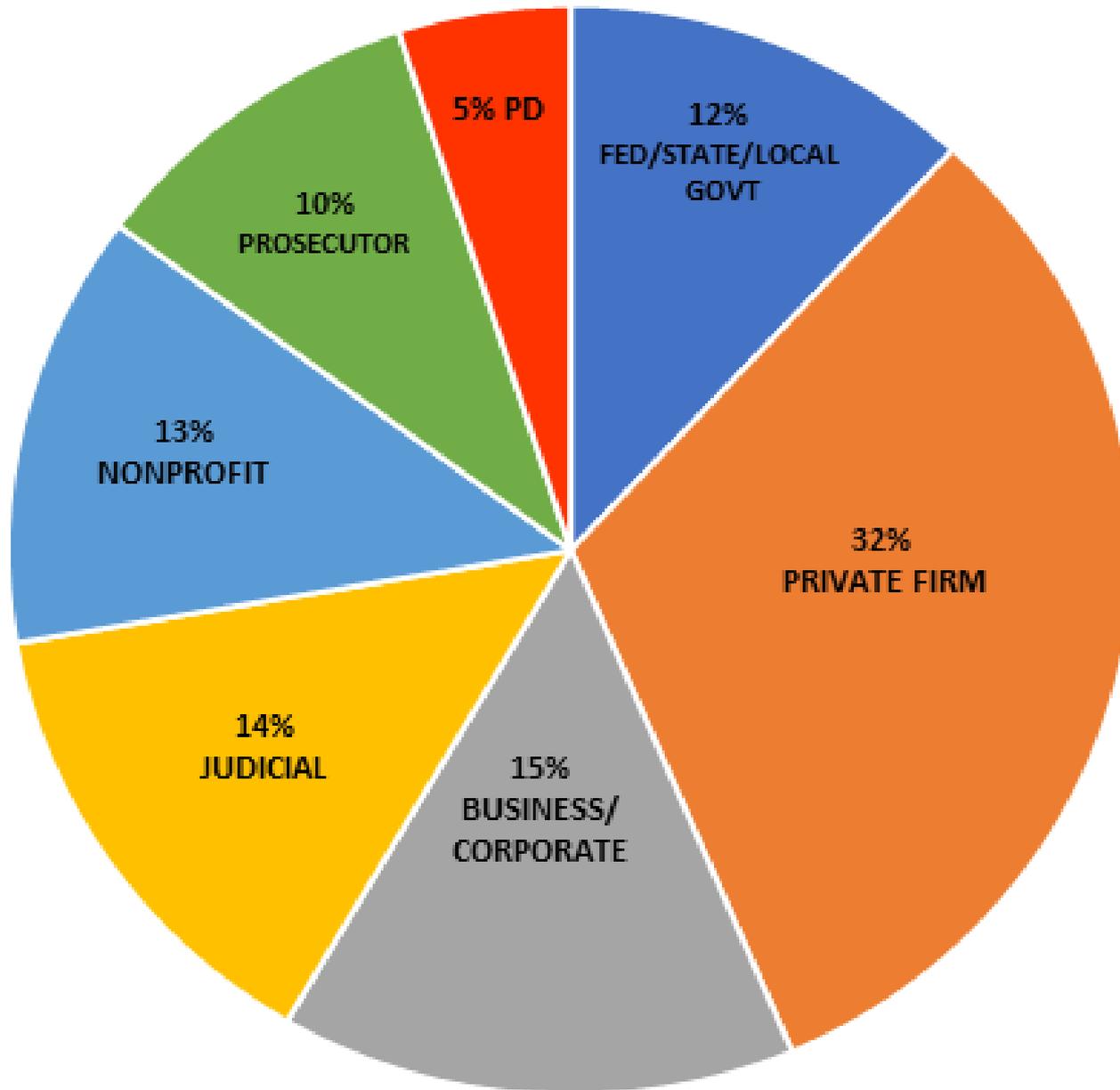
Externships @ DU Law

Academic year 2018-2019

- 576 externships completed by 448 students
- Partnered with over 350 supervisors
- Students worked close to 140K hours
- 90% of 2018 grads did at least 1 externship



2018-2019 EXTERNSHIPS



Many Ways to Work with Students

Externship for Credit

Pay (Law Clerk/Summer Associate)

Externship for Credit & Pay

Volunteer (private – FLSA)



Experience Matters, IAALS



Legal Employment



Recommendation



Legal Externship



Zoom Poll





Use one word to describe a skill or competency essential for a new lawyer to thrive in practice.



Setting Up for Success

- **Pre-Arrival Conversation**
- **Pre-Planning Considerations**
- **The Orientation Meeting**



Pre-Arrival Conversation

- Confirm start date and end date
- Agree set days/hours to be online - talk through individual needs
- Ask about student's technology set-up and workspace
- Ask about student's interest areas; skills they hope to build during the semester
- Let them know you're thinking about ways to enrich their summer experience and integrate them into your organization





Key Considerations: The Planning Stage

- **Engagement and Resources**
 - What are your engagement preferences?
 - Phone vs. email; texts
 - How often do you want check-ins?
 - What resources can you provide?
 - Research databases
 - On-demand training materials
 - Access to files through VPN or otherwise
 - File storage services
 - Team communication systems
 - Professional email account





Key Considerations: The Planning Stage

- **Workflow and Connections**
 - Assess reasonable wait-time
 - Pre-plan at least one longer-term research assignment
 - Select some online trainings for “down-time”
 - How many hours/week?
 - Identify colleagues to connect student with virtually throughout the summer
 - Plot on calendar (one weekly?)
 - Consider assigning virtual mentor (more junior) if in larger office – another touch-point

The Orientation Meeting

- **Technical Aspects**
 - Take the guess-work out of uncertainty
 - Share your pre-planning decisions
 - Agree the day/time for a standing weekly meeting (ideally, over video)
 - Discuss ethical rules in remote scenario
 - Explain assignment process
 - Ask student to create assignment tracking spreadsheet for check-ins
 - Consider following up with a memo

The Orientation Meeting

- **Broader Context**
 - Explain how work is getting done – pre-Covid and now
 - Has work shifted – priority areas
 - How has workflow changed
 - Convey what your day typically looks like now (including personal obligations)
 - Assure them it's okay to take breaks
 - Acknowledge the challenge; we're doing our best

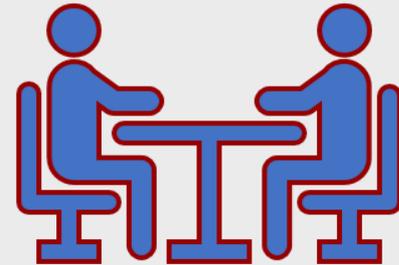
Ongoing Engagement

- **Weekly Meetings - Communication**
 - Student or Supervisor Sets Agenda
 - Personal
 - Professional
 - Assignments
 - Engagement



Ongoing Engagement

- **Weekly Meetings - Communication**
 - Personal



Ongoing Engagement

- **Weekly Meetings - Communication**
 - Professional
 - Gauge workload
 - Touch base about due dates for assignments
 - Check status of projects (# of supervisors)
 - Questions and comments about projects



Ongoing Engagement

- **Weekly Meetings - Communication**
 - Feedback (give/get), Rubrics
 - Broader context to assignments
 - Determine whether hours are relative to commitment
 - Discuss email formality/professionalism and online communication best practices
 - Other engagement opportunities / connect back to their goals

- **End of Week Status Update**



Ongoing Engagement

"The most difficult part about working from home this semester is losing the interactions I had with my supervisor, other attorneys, investigators, paralegals, and others in the office. I did not fully appreciate how important such interactions are to me having a successful work experience until everything was fully remote. I miss hearing stories of interesting cases these people had worked on. Not only was it engaging and entertaining to listen to, I also felt like I learned a great deal from talking to experienced people in the prosecution community. In these conversations I learned from my supervisor and other attorneys important lessons in how to approach prosecution cases, what strategies have or have not worked, and most importantly how to be a good, ethical, prosecutor. From others in the office, I learned about the work of other personnel, beyond the prosecutors, and gained important perspective on how all the different employees work together as a team to prosecute cases."



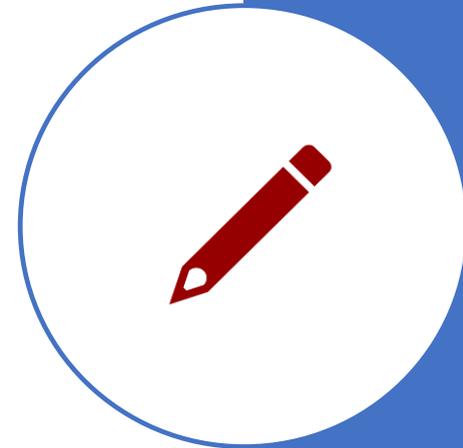
Ongoing Engagement

- **Timeliness of Responses**
 - Real time
 - You don't want students roaming the halls
 - Long-term assignments!
 - Self-direction



Ongoing Engagement

- **Diversity in Assignments - Curiosity**
 - Research and writing – various mediums
 - Tracking updates/changes in policy, regulation
 - Updates on manuals/resources
 - Rapid response
 - Non legal opportunities
 - Business/fundraising/media



Ongoing Engagement

- **Diversity in Assignments - Curiosity**
 - Observations
 - Participation in calls
 - Team meetings, strategies
 - Virtual hearings/webcasts
 - Virtual networking sessions
 - Presentations
 - Trainings



Giving Feedback Remotely

- Feedback should be a priority – even if it can't technically be given face-to-face
 - **FAST** model (Frequent, Accurate, Specific, Timely)
- Can take several forms –
 - Debriefs after calls or meetings
 - Redlines and talk through comments
 - Video is best for constructive feedback
- Plan feedback in advance – give student time to prepare (at standing meetings?)
- Ask for upward feedback – builds your own professional development

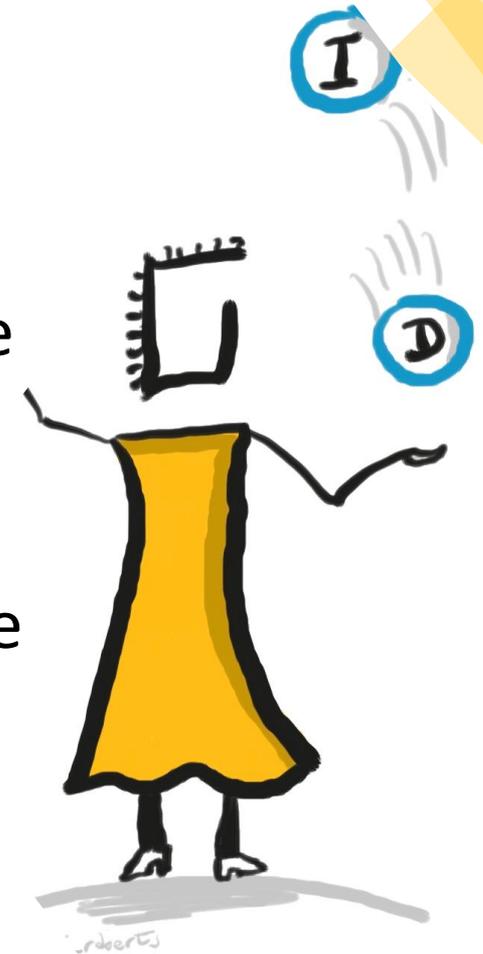


Constructive Feedback Frameworks

AID

- Actions: specific observations
- Impact: result of the actions
- Do (Next Time): mutually agree on alternative approaches for the future

** See Tips for Engaging with Remote Externs handout**



Social Engagement



- Virtual brown bag lunches / coffee chats
 - "Tour" with different units in the office
 - Current events
 - Career planning
 - Guest speakers
 - Trainings
 - Junior/Senior team members
 - Pro bono
 - Ethical rules
- Group projects
- Quick celebrations of holidays, birthdays, milestones



Virtual Team Building Activities



GAME NIGHT GO-TO'S

TOP 10 GAMES

VIRTUAL EDITION



VIRTUAL TRIVIA



Virtual BOOK CLUB

4/30/2020

you're invited

TO A VIRTUAL
HAPPY HOUR!



GirlsGuidet

Office Scavenger Hunt

Ethical Considerations

- **Rule 1.6 (Client Confidentiality)**
 - Working from home / shared space?
 - Best practices to avoid inadvertent disclosure
- **Rule 1.7 (Conflicts of Interest)**
 - Students may patch together multiple opportunities this summer
 - Denver Law waiver forms
- **Rules 5.3, 5.5 (Unauthorized Practice of Law)**
 - Best practices from today should mitigate
 - Underscores importance of frequent communication



**Any
Thoughts
or
Questions?**



Contact Us!

- externships@law.du.edu
- afreeman@law.du.edu
- khulse@law.du.edu

- 303.871.6486

