

STUDENT INTERN GUIDELINES

As a student participant in the UMKC School of Law Pro Bono/Public Service Program, you will:

1. When an organization offers you a position, respond within three business days unless other arrangements have been made.
2. Upon acceptance of a position, finish the work agreed-upon with your supervisor, recognizing that you have undertaken a professional responsibility. Only extraordinary situations will exempt you from finishing the agreed-upon work. Under such circumstances, you will inform your supervising attorney and your law school's Pro Bono Coordinator and will strive to minimize the adverse impact of your departure.
3. Ask your supervisor to explain assigned work if you do not understand how to proceed, to clarify expected time-lines, and to review and evaluate your work.
4. Fully disclose all prior legal work to your supervisor. Strive to avoid any conflicts of interest regarding a placement, whether from previous or current employment, interest, or activity.
5. Perform legal activities only under the direct supervision of an attorney.
6. Generally perform substantive work although your duties may include routine work that professionals in a particular office are expected to perform. However, if clerical work constitutes the majority of your volunteer activities or if you have any other problems while serving at an organization, you should discuss the problem with your supervising attorney and the law school's Pro Bono Coordinator.
7. Understand that the choice of an organization with which to volunteer is yours alone and that you have the right to decline or withdraw from any placement or project in which you are professionally not comfortable or that presents risk of injury or harm.

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____