

**UMASS LAW SCHOOL-DARTMOUTH  
FIELD PLACEMENT**

**MEMORANDUM OF UNDERSTANDING**

This contract describes the agreement of the student, supervising attorney/judge/clerk, and the Professor.

Student: \_\_\_\_\_ Prof/Semester/Year: \_\_\_\_\_

Supervisor (name/email): \_\_\_\_\_

Placement (name/address/telephone number):  
\_\_\_\_\_  
\_\_\_\_\_

**I. Supervisor's Agreement:**

Please initial each requirement below.

\_\_\_\_\_ **Orientation:** The student will receive an orientation that advises him/her on office procedures and confidentiality. The student will also be given an overview of his/her work and expectations.

\_\_\_\_\_ **Background Checks:** Any necessary criminal background, conflict of interest checks, etc. have been completed.

\_\_\_\_\_ **Supervision:** The student will be assigned to a supervising attorney, clerk, or judge who will direct, monitor and mentor the student throughout the placement. Supervisors are expected to meet at least weekly with the student.

\_\_\_\_\_ **Assignments:** The student will be advised on how work is assigned and be given deadlines and receive guidance throughout the completion of the assignment.

\_\_\_\_\_ **Feedback:** The student will be provided with individual, detailed and timely feedback on the work that he or she has completed.

\_\_\_\_\_ **Diversity of Tasks:** The student will be given work similar to that of an entry-level attorney or a paid law clerk. This work will expose the student to a broad range of lawyering skills and a minimum of administrative work.

\_\_\_\_\_ **Observation:** The student will have opportunities to observe court proceedings, meetings, and other professional activities.

Revised: 1/26/21

\_\_\_\_\_ **Opportunities for Reflection:** The student will meet with the supervising attorney, judge, or clerk to discuss his/her experiences in the placement and other relevant issues.

\_\_\_\_\_ **Logistics:** The student will have a designated workspace with appropriate supplies necessary to complete work (e.g., telephone, computer, etc.).

\_\_\_\_\_ **No Compensation:** I understand that ABA Rules prohibit students from being compensated for their work in a placement for which they are receiving academic credit.

\_\_\_\_\_ **Bar Admission/Status:** I certify that I am currently a member of a state bar, and I have been a barred attorney for at least five years.

\_\_\_\_\_ **Billing:** I understand that billing for the student's time is prohibited.

\_\_\_\_\_ **Evaluation Forms:** I will complete the final evaluation form.

## **II. Outcomes Agreement**

The outcomes indicated below are mutually agreed-upon by the student and the supervising attorney, judge, or clerk\*. They should encompass professional values as well as professional skills.

By the end of the semester, I will be able to:

- 1.
- 2.
- 3.
- 4.

\*A non-exclusive list of suggested skills and values that a lawyer should have is set out at the end of this document.

**III. The supervisor envisions the following duties for the student:**

**IV. Hours**

The student will work at the placement the following days and times\*\*

**V. Start and End Date**

The student will begin and complete the placement on the following dates:

\*\*Each student must be present at the placement on at least two different days each week. The parties should make any necessary provisions for state and federal holidays, spring break, and any vacation time during the term. On occasion, the work flow may indicate the need for more hours one week, fewer the next. This may happen once or twice during the placement, but not on a regular basis.

**VI. Professional Responsibility**

Students will comply with the Rules of Professional Conduct for the jurisdiction in which the field placement is located. Supervising attorneys, judges, and clerks will provide students with any specialized confidentiality rules and/or requirements. In addition to reviewing relevant rules of professional conduct, the student:

\_\_\_\_Has completed a course in Legal Ethics

\_\_\_\_Will take a Legal Ethics course concurrent with the placement

**VII. Other terms and conditions:**

We understand and agree with the terms set forth in this Memorandum of Understanding.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Attorney, Judge or Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor

\_\_\_\_\_  
Date

## Suggested List of Skills and Values

### Skills

1. Solving a problem or accomplishing an objective;
2. Analyzing and applying legal rules and principles;
3. Identifying legal issues and researching them thoroughly and efficiently;
4. Participating in factual investigations;
5. Communicating effectively, whether orally or in writing;
6. Counseling clients;
7. Negotiating in either a dispute-resolution or transactional context;
8. Employing or advising a client about the option of litigation and alternative dispute resolution;
9. Practicing effectively, familiarizing themselves with the skills and concepts required for efficient management; and
10. Representing a client consistently with applicable ethical standards.

### Values

1. Providing competent, professional, and ethical representation to one's clients;
2. Promoting justice, fairness, and morality in society;
3. Contributing to the improvement of the legal profession;
4. Seeking constantly to improve one's skills, expertise, and
5. Making professional judgments through study, reflection, and discussion.