MEMORANDUM

TO: All Students

FROM: Michael L. Coyne, Associate Dean, and Diane Sullivan, Assistant Dean

RE: Clinical Program – Fall or Spring

You should prepare a resume and writing sample.

CLINICAL LAW PROGRAM

The Clinical Law Program permits students who have completed one-half of their legal education to assist in the practice of law in a law school clinic under the supervision of a member of the bar. The Clinical Law Program affords students the opportunity to begin the transition from law school to law practice; from learning to be a lawyer to being a lawyer. Students practice law under the close and supportive supervision of a member of the faculty, adjunct faculty, legal service office or Bar Association.

The practice in the clinic includes civil, criminal law, domestic, administrative or real property matters and may include appearances with their supervision before courts, administrative agencies, legislatures and other officials. Students will be counselors, negotiators, advocates and problem solvers for their clients.

Students are required to meet regularly with the supervising attorneys to review the work that has been done and to plan the strategy to accomplish the client’s purposes. In the classroom component, the clinical course students learn the substantive and procedural law they must know to practice in the area of their special concentration and they study the tasks of lawyering. In this setting students explore the theory, practice and ethics of interviewing, counseling, advocating and the full range of lawyer tasks in which they are engaged. Through this personal experience, supervision and courseware, students have the opportunity to think reflectively about the legal profession, about their work as lawyers and about the role of lawyers in a just society.
Number of Credits: _____. For example: 6 credits (2 days per week) OR 3 Credits (1 day per week).

**CLINICAL PROGRAM**

1. Name ___________________________ Phone/day: ______________
   
   
   
   
   (Last) (First) (MI)
   
   Address ___________________________ Phone/evening: ______________
   
   City, State, Zip ___________________________

2. Number of credits completed at end of current semester __________.

3. Major/expected major: ___________________________

4. Areas of interest:
   
   (Please list in descending order of interest) ___________________________

5. Day(s) of week that is preferable: M T W TH F

6. Preferred location (by county): ___________________________

7. Additional information: ___________________________

   
   
   
   
   
   
   

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**PLACEMENT USE ONLY**

Placement:

Name: ___________________________ Phone/day: ______________

Address: ___________________________ Phone/evening: ______________

City, State: ___________________________

Start Date: _______________ Completion Date: _______________

Day of Week: M T W TH F

RETURN WITH RESUME AND WRITING SAMPLE
MEMORANDUM

TO:        All Participants (Supervisors) In The MSL Clinical Program
FROM:     Michael L. Coyne, Associate Dean, and Diane M. Sullivan, Assistant Dean
RE:        MSL Clinical Program

The MSL Clinical Program will again take place.

We hope that each of you will take advantage of our program. We feel the program will benefit you by providing a quality and free law clerk and the student who will learn the practice of law.

We ask that you closely monitor the students' activities and help them understand and be involved with the practice of law.

I am also enclosing a sample evaluation form. These forms would be completed at the mid-point and end of the program.

Please fill out the enclosed survey form, and if you have any questions, please contact me.

A student must agree to work either one or two days a week for a period of 15 weeks.
The Massachusetts School of Law Clinical Program is a 15 week program designed to allow our students to work with attorneys and to learn the practice of law in the "real world."

Students are expected to work either 8 or 16 hours per week in the law firm under the supervision of the participating attorney. All students participating in the clinical program have completed their core course requirements at MSL.

**CLINICAL QUESTIONNAIRE**

1. The best day of the week for me to be able to work with the law clerk:  
   1. M  T  W  TH  F  S

2. I would prefer the semester starting in:  
   2. June  August  January

3. The area of the law in which the clerk would primarily work is:  

4. How many attorneys are there in your office:  

5. How many support personnel in your office:  

6. As part of the clinical program, the clerk may have to do legal research. Are there research facilities available in your office or would you prefer the clerk to work on research in our law library:  
   6A. Research at law firm.  
   B. Research at law library at law school.  
   C. Combination of both.
7. Would you prefer to have a clerk for two full days or one full day or two half days:
   7A. Full day
   B. Half day
   C. Two days

8. Would you be agreeable to having a student work for you late in the day, e.g., 5-9 p.m.:
   8A. Yes
   B. No