

WAYNE STATE UNIVERSITY LAW SCHOOL
STUDENT VOLUNTARY PRO BONO PROGRAM



EMPLOYER GUIDE

**Wayne State University Law School
Career Services Office
471 W. Palmer Street, Suite 1265
Detroit, MI 48202
313.577.8039 (voice) • 313.577.9800 (fax)
lawprobono@wayne.edu**

INTRODUCTION

Many students enter law school with dreams of promoting justice, fighting for the underdog, and making a difference in the world. As an urban institution with strong ties to the community, bench and bar, Wayne Law provides students with rich and varied opportunities to serve the public interest and aid underserved members of our community. The Wayne Law Student Voluntary Pro Bono Program encourages students to understand and embrace the professional obligation and social commitment of attorneys to provide legal services to under-represented segments of society. It encourages students to embrace *pro bono* early in their careers by volunteering their time and professional expertise to benefit underserved populations and the community at large while enriching their legal education.

In addition to nurturing a lifetime commitment to *pro bono* service, the Program offers students a host of benefits. For example, participation in the Program offers the opportunity to receive the benefits of hands-on legal training, gain exposure to a variety of areas of law, and develop professional relationships with lawyers and legal organizations in the community as well as the tremendous satisfaction of making a difference in the lives of others. The Program also benefits the legal community and the community at large by providing non-profit organizations, government agencies, private attorneys and Wayne Law faculty access to students well-prepared to enthusiastically provide much needed assistance in rendering *pro bono* legal services.

This Guide offers an overview of the Wayne Law Student Voluntary Pro Bono Program with the goal of encouraging you to take advantage of this worthy opportunity to educate and mentor a Wayne Law student while serving the community. For more information and assistance, contact the Program Director, Diane H. Fears, in the Career Services Office at 313.577.8039, dfears@wayne.edu or lawprobono@wayne.edu.

PROGRAM OVERVIEW

A. How the Program Works

Private attorneys, staff attorneys, legal services organizations, governmental agencies and Wayne Law faculty members interested in having Wayne Law students assist with *pro bono* projects are encouraged to submit proposed projects/placements to the Pro Bono Program Director. **Exhibit A.** Students are also encouraged to independently seek out and propose projects and placements involving qualifying work. If the project/placement is approved, the Director will facilitate a connection between the attorney, faculty member, agency or organization and students interested in *pro bono* opportunities.

Students participating in the Program complete and submit The Warrior Pledge to signify the commitment to render a minimum of fifty (50) hours of *pro bono* service as a law student. Those who fulfill the pledge are eligible to receive acknowledgements including a Certificate of Pro Bono Service and recognition during Honors Convocation and/or graduation ceremonies.

Participating students also submit a questionnaire to capture information necessary to direct students to *pro bono* projects/placements compatible with the students' interests and needs. Based on the information provided, the Pro Bono Program Director will suggest pre-approved projects or placements involving qualifying work.

Upon selecting a qualifying project or placement and reaching an agreement with the Supervisor regarding the scope of the work, hours required, and the work schedule, a student enrolled in the Program must submit a Student /Supervisor Agreement signed by the student and the supervising attorney. **Exhibit B.** Thereafter, the student must maintain detailed, contemporaneous records of the hours worked and the work done in a Student Voluntary Pro Bono Program Service Log. **Exhibit C.**

Students must submit Logs to the Pro Bono Director no later than thirty (30) days after completion of their work. At the conclusion of a qualifying project or placement, students complete a Student Evaluation of Pro Bono Project/Placement and supervisors complete an evaluation of the student volunteer. **Exhibit D.**

B. Eligibility

Wayne Law students who have completed the first term of the first year day program or two terms of the part-time evening program, have a cumulative grade point average of 2.0 or higher, and are not on academic probation are eligible to complete the Warrior Pro Bono Pledge and enroll in the Student Voluntary Pro Bono Program.

C. Qualifying Work

To merit recognition in the Program, the student must perform qualifying work. To qualify as *pro bono* work for purposes of the Program, work must be:

- without the benefit of compensation or academic credit
- law related
- directly supervised and approved by a licensed attorney
- provided to pre-approved non-profit organizations as defined under IRS sections 501(c)(3) and (4), private law firms and attorneys, Wayne Law faculty members or government agencies protecting rights of marginalized individuals or groups.

Examples of qualifying work include:

- Assistance to attorneys delivering direct legal services to persons of limited means or to charitable, religious, civic, community, governmental and education organizations formed primarily to address the needs of persons of limited means.
- With attorney supervision, legal assistance to charitable, religious, civic, community, governmental or educational organizations in matters in furtherance of their organizational purposes where the payment of standard legal fees would significantly deplete the organization's economic resources or would otherwise be inappropriate.
- Under appropriate attorney supervision, legal assistance to individuals, groups or organizations seeking to secure, protect or educate regarding human rights or civil rights and liberties.
- Law-related work for federal, state or local government, excluding law enforcement and other work not directly benefiting under-served populations or causes.

Qualifying work involves the interpretation or application of law, formulation of legal policy, or the drafting of legislation. Eligible tasks may include research and writing, drafting documents, interviewing clients and witnesses, assisting an attorney with trial preparation, assisting *pro se* litigants, policy analysis, and community legal education.

Examples of non-qualifying work include:

- Interning for a judge
- Assisting in political campaign or fundraising efforts
- Writing for a legal publication
- Purely clerical or administrative tasks

The Pro Bono Program Director retains discretion to determine whether work qualifies for the Student Voluntary Pro Bono Program. If you have any doubt about whether particular activities constitute qualifying work, please consult the Pro Bono Program Director.

D. Pro Bono Project/Placement Characteristics

Pro bono placements involving cases or projects that require immediate and/or short-term assistance, one-time events, or discrete research and writing projects that can be completed off-site are ideal for this Program. However, some students may prefer projects that require ongoing assistance or direct legal services. Depending upon the nature of the project, students may work for a concentrated time or spread their hours over several semesters. Most students are apt to seek *pro bono* projects during the school year, except during exam times. Students also seek discrete 20 to 40 hour or one week projects during the summer, holiday vacation, and winter break.

MCR 8.120 provides that:

It is unlawful for any person who is not an active member of the Michigan State Bar to engage in the practice of law within the State of Michigan, regardless of remuneration, unless specifically authorized by law or rule. The practice of law includes, but is not limited to, any of the following: (1) holding oneself out as an attorney licensed to practice law; (2) appearing, personally or otherwise, on behalf of another in any judicial or administrative proceeding; (3) providing advice or service to another on any matter involving the application of legal principles to rights, duties, obligations or liabilities.

Therefore, all work done by students participating in the Student Voluntary Pro Bono Program must be supervised by a licensed attorney.

CONCLUSION

Wayne Law invites you and your organization to join our Student Voluntary Pro Bono Program. If you have proposals for student *pro bono* projects or placements, whether they be research-oriented or direct service in nature, short-term or long-term, please complete and submit the attached Student Voluntary Pro Bono Program Project/Placement Proposal to the Pro Bono Program Director.

**Wayne Law Student Voluntary Pro Bono Program
Pro Bono Project/Placement Proposal**

Date: _____

Organization Name: _____

Organization Address: _____

Telephone: _____ Fax: _____ Email: _____

Website: _____

Name and Title of Contact Person: _____

Postal and Email Address, and Telephone of Contact Person (if different than above): _____

Name and Title of Supervising Attorney: _____

Postal and Email Address, and Telephone of Supervising Attorney (if different than above): _____

Practice Setting(s): Academia Government Nonprofit Private Attorney Other _____

Check all applicable issue area(s):

- | | |
|--|--|
| <input type="checkbox"/> Animal Rights Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Children's Law | <input type="checkbox"/> LGBT Rights |
| <input type="checkbox"/> Civil Rights Law | <input type="checkbox"/> Immigration Law |
| <input type="checkbox"/> Consumer Law | <input type="checkbox"/> Indian Law |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Migrant/Farm Worker Law |
| <input type="checkbox"/> Domestic Violence Law | <input type="checkbox"/> Poverty Law |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Environmental Law | |

Is this a student initiated proposal? No Yes Student Name: _____

Project/Placement description (include specific tasks for which the student will be responsible): _____

Estimated student time commitment (Hours): _____ Per Week _____ Project/Placement Total

Estimated duration of project/placement: ____/____/____ to ____/____/____

Number of student volunteers desired: _____

Student volunteer qualifications desired, e.g. year of study, completed coursework, language skills: _____

Materials requested from interested students, if any, e.g. cover letter, resume, writing sample: _____

Deadline for students to inquire about this opportunity: ____/____/____

Please return all completed forms to the Career Services Office

471 W. Palmer, Suite 1265, Detroit, MI 48202

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**Wayne Law Student Voluntary Pro Bono Program
Student/Supervisor Placement Agreement**

The undersigned Wayne Law student and his/her supervising attorney from an organization, agency or law firm participating in the Wayne State University Law School Student Voluntary Pro Bono Program agree to a pro bono project/placement according to the following terms and conditions.

1. The placement will be for one term or until the project assignments are completed.
2. The student and supervisor will meet at the beginning of the placement/project to discuss and agree upon the assignment and/or tasks to be performed, the hours required, and the general schedule.
3. The student's assignment and/or tasks, described generally and briefly, are as follows: _____

4. In general, and subject to reasonable variations, the schedule for the student's time is: _____

5. At the end of the placement/project, the student and his/her supervisor(s) agree to complete a brief evaluation form.
6. At the end of the placement/project, the student will submit to the Pro Bono Program Director a Student Time Log reflecting the hours of pro bono work completed by the student as verified by the supervisor.
7. All legal work performed by the student must be performed under the direct supervision of a licensed attorney and the legal work remains the responsibility of that attorney. Wayne State University Law School does not carry legal malpractice insurance for law students and must be explicit that the work performed by Wayne Law students is not on behalf of Wayne State University or Wayne Law School.
8. All work performed for client cases is considered presumably protected under the attorney-client privilege and shall be kept confidential. The student will not discuss such work with any person outside of the legal team without the express permission of the undersigned supervisor.
9. Students who fail to complete the placement/project to the reasonable satisfaction of the supervisor are subject to removal from the Wayne Law Student Voluntary Pro Bono Program.

Name of Placement, Organization, Agency or Law Firm

Student's Name (please print)

Student's Signature

Date

Supervisor's Name (please print)

Supervisor's Signature

Date

Supervisor's address, telephone number and e-mail address: _____

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**Wayne Law Student Voluntary Pro Bono Program
Service Log**

Please use this service log sheet to track your pro bono service hours. To receive credit for your work, you must submit a completed and signed log to the Pro Bono Program Director upon completion of your work or, in any event, by January 1st for fall hours, May 1st for spring hours, or September 1st for summer hours.

Date	Employer	Description of Work Performed	Number of Hours

Student Name (Please Print)

Student Signature and Date

Supervisor Name (Please Print)

Supervisor Signature and Date

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**Wayne Law Student Voluntary Pro Bono Program
Evaluation of Student Volunteer**

For each Wayne Law program participant who completed a *pro bono* project/placement, please return a completed Evaluation of Student Volunteer. The information you provide will be used by the Program Director to assess the value and suitability of future *pro bono* placements. If you wish any of the information you provide to remain confidential, please indicate.

Student Name: _____ Class Year (1L, 2L, etc.): _____

Name of Organization, Agency or Law Firm: _____

Name and Title of Supervisor: _____

Employer Type: Non-Profit Government Private Law Firm/Attorney Other: _____

Dates of Pro Bono Service: ___/___/___ to ___/___/___ Total Hours Served: _____

Position obtained by: Self-Initiated Contact Pro Bono Program Referral Career Services Posting

Brief Description of Project/Placement: _____

Did the student volunteer complete the assigned tasks in a satisfactory and timely manner? Yes No

If no, please explain: _____

Did the student volunteer perform in a professionally responsible manner? Yes No

If no, please explain: _____

Would you be willing to supervise another student volunteer in the Wayne Law Student Voluntary Pro Bono Program? Yes No

If no, please explain: _____

What about this experience was most beneficial for you or your organization? _____

Comments or suggestions: _____

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