

WAYNE STATE UNIVERSITY LAW SCHOOL
STUDENT VOLUNTARY PRO BONO PROGRAM



STUDENT 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. We hope that you will embrace the *pro bono* spirit and choose to participate in Wayne Law's Student Voluntary Pro Bono Program.

The Program introduces Wayne Law students to 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.

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.

This Guide is designed to offer an overview of the Wayne Law Student Voluntary Pro Bono Program and help you get started. 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.

We hope that you will take advantage of this potentially life-changing opportunity.

STATEMENT OF PURPOSE

Wayne State University Law School is committed to training graduates who excel in the law and provide service to community, the bench and the bar. The goal of the Wayne State University Law School Student Pro Bono Program is to encourage students to embrace the professional responsibility to use their professional training to benefit underserved populations and the community at large.

American Bar Association Model Rule 6.1 and its counterpart, Rule 6.1 of the Michigan Rules of Professional Conduct, provide that every lawyer has a professional responsibility to provide legal services to those unable to pay. Further, each lawyer should aspire to render at least fifty (50) hours of pro bono public legal services per year.

Students who perform pro bono work learn to incorporate this critical ethical obligation early in their legal careers. In the process they also reap professional development benefits such as exposure to a variety of practice settings and client bases, hands-on legal experience, and a host of networking and leadership development opportunities. Accordingly, Wayne State University Law School encourages each of its students to participate in the Student Voluntary Pro Bono Program.

PROGRAM OVERVIEW

In this voluntary program, students are encouraged to complete the Warrior Pro Bono Pledge, a pledge agreement wherein the student agrees to perform a minimum of fifty (50) hours of qualifying *pro bono* work while enrolled as a Wayne State University Law School student. Students who fulfill the pledge will be eligible to receive acknowledgements including a Certificate of Pro Bono Service and recognition during Honors Convocation and/or graduation ceremonies.

A. 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.

B. Enrollment

To enroll in the Student Voluntary Pro Bono Program, a student must complete and submit the following documents to the Pro Bono Program Director:

- The Warrior Pro Bono Pledge (Appendix A)
- Student Voluntary Pro Bono Program Questionnaire (Appendix B)
- Student/Supervisor Placement Agreement (Appendix C)

In addition, to obtain credit for work performed, Program participants must also submit completed Student Service Logs (Appendix D) and a Student Evaluation of Pro Bono Project/Placement for each project or placement completed. See Appendix E.

C. Placement

Based on the information provided in the Student Voluntary Pro Bono Program Questionnaire, the Pro Bono Director will suggest pre-approved projects and/or placements involving qualifying work. Students are also encouraged to independently seek out and propose a project or placement involving qualifying work.

1. Qualifying Work Defined

Pro Bono Program participants volunteer on supervised projects for nonprofit organizations, government agencies, faculty members and individual attorneys doing unpaid legal work. The work must benefit the under-served, the under-represented or organizations with limited resources.

To qualify as *pro bono* work for purposes of the Student Voluntary Pro Bono Program, the student's 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.

2. Confirmation of Project/Placement

Upon selecting a qualifying *pro bono* project or placement, to complete the enrollment process, a student must complete and submit to the Pro Bono Director a fully executed Student/Supervisor Placement Agreement. See Appendix.

D. Record Keeping and Evaluations

Students enrolled in the Student Voluntary Pro Bono Program are required to maintain detailed, contemporaneous records of the hours worked and the work done in a Student Voluntary Pro Bono Program Service Log. See Appendix. Students must submit Logs to the Pro Bono Director upon completion of your work, or in any event, by January 1st for fall hours; May 1st for spring hours; and September 1st for summer hours.

At the conclusion of a qualifying project or placement, students must also complete a Student Evaluation of Pro Bono Project/Placement. See Appendix.

To obtain credit for qualifying work, students must submit Time Logs and a completed Student Evaluation of Pro Bono Project/Placement to the Pro Bono Coordinator no later than thirty (30) days after completion of a qualifying project or placement.

UNAUTHORIZED PRACTICE OF LAW

In evaluating *pro bono* opportunities and performing *pro bono* work, it is imperative to remember that **LAW STUDENTS MAY NOT PERFORM REPRESENTATIONAL PRO BONO WORK WITHOUT THE DIRECT SUPERVISION OF A LICENSED ATTORNEY.**

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.

**Wayne Law Student Voluntary Pro Bono Program
Warrior Pro Bono Pledge**

I, _____, recognize the professional obligation of lawyers to seek improvement of the law, access to the legal system, the administration of justice and the quality of services rendered by the legal profession. Accordingly, I pledge that I will volunteer a minimum of fifty (50) hours of qualifying law-related pro bono service to the community while I am a student at Wayne State University Law School.

Printed Name

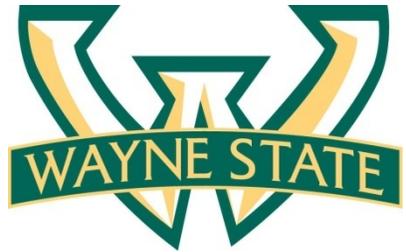
Date

Signature

Anticipated Year of Graduation

Placement	Semester/Year	Number of Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This Pledge will remain on file in the Wayne State University Law School Career Services Office. Please be sure that your volunteer time is kept current and accurately reflected. Until this Pledge is fulfilled, the Pro Bono Program Director may contact you periodically to update information.



Wayne Law Student Voluntary Pro Bono Program Registration

Date: _____

Name: _____ Year of Study (1L, 2L, etc.): _____

Email: _____ Telephone: _____

Please check your area(s) of interest:

- | | |
|--|--|
| <input type="checkbox"/> Animal Rights Law | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Children's Law | <input type="checkbox"/> Gay/Lesbian/Bisexual/Trans 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 | |

List any languages you speak, other than English, and indicate the level(s) of proficiency:

List any paid or volunteer experience(s) related to your area(s) of interest: _____

Describe your career aspirations: _____

Sector Preference(s): Government Nonprofit Organization (Legal Services or Advocacy) Private Attorney

Job Function Preference(s):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Administrative Hearings | <input type="checkbox"/> Court Experience | <input type="checkbox"/> Case Preparation | <input type="checkbox"/> Research & Writing |
| <input type="checkbox"/> Policy Work | <input type="checkbox"/> Client Interaction | <input type="checkbox"/> Other: _____ | |

Rank in order of importance the criteria to be used to identify the best project/placement for you:

___ Area of Law	___ Job Function(s)	___ Desire to Use Second Language
___ Organization Type	___ Term of Commitment	___ Flexibility of Hours/Worksite

List any additional factors or special considerations important to you in a pro bono placement or project:

Estimated number of hours you wish to volunteer per term:

- 10 to 20 hours 20 to 30 hours More than 30 hours

Please return all completed forms to the Career Services Office

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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
Placement Evaluation**

For each pro bono placement or project, please return a completed Placement Evaluation along with a completed service log. The information you provide will be used by the Program Director to assess the value and suitability of future pro bono placements. It will also be available to Wayne Law students to assist them in selecting pro bono placements and projects. 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 Placement/Project: _____

Please rate your experience:

	Poor	Satisfactory	Good	Excellent	Superior
Quality of Assignment(s)					
Quality of Training					
Quality of Supervision					
Quality of Working Conditions					
Value or Impact to the Community					
Educational/Professional Value to You					

Please describe the strengths and/or weaknesses of this placement/project: _____

What was most meaningful to you about this experience: _____

As a result of this experience:

- I am more likely to do pro bono work as an attorney
 I am less likely to do pro bono work as an attorney
 I learned substantive law
 I developed/improved my legal skills, e.g. research and writing, interviewing, etc.
 I explored possible career paths

I would recommend this placement/project to other students: Yes No

Please explain your response to the previous question: _____

I would you be willing to discuss my placement/project with other Wayne Law students.

Preferred method of contact: E-mail: _____

Telephone: _____

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