# Roger Williams University SCHOOL OF LAW

## **Best Practices in Supervising Law Students Working Remotely Tips for Onboarding & Orientation**

#### Onboarding: Conversation with Student before Day 1

- Start date, end date, work schedule, and hours/week
- Remote workplace essentials
  - o Technology needed including remote access to office database, software, other resources
  - o Email address from office, phone number to use (google #)
- Ethical Issues
  - Confidentiality:
    - What is the set-up in student's home to safeguard confidentiality? Private workspace? Who can hear conversations? Shared computer?
    - Discuss expectations regarding confidentiality. Clean desk policy.
  - O Conflicts of Interest: Where else is student working or volunteering this summer?
- Expectations
  - O Professional attire, background, and posture for video calls worth mentioning as students are accustomed to online learning with less professional standards
  - O Work hours & student availability set hours each day or flexible
  - o Best ways/times to reach you
- Personal Situation at home (for supervisor & student): Are there any home situations or other responsibilities to consider?

### Orientation: What Happens on Day One?

- How to meet the office and the staff?
  - O Virtual Tour if anyone is there could video it
  - o Meeting the staff videos
  - O Video conference call with everyone on it
- Mission of the office Provide context for all work
  - O Pre and Post Covid how has it changed?
- How is the office functioning remotely who is where? When?

#### **Remote Supervision Considerations:**

- Structure need for structure increased when working remotely
  - o Supervision:
    - Supervising attorney
    - Backup supervising attorney
    - Mentor
- **Communication** is key
  - o Be certain your student understands when and how to communicate with you
  - O Quick daily check-in
  - Weekly meetings
  - o Weekly status updates by email or regularly updated shared assignment document
  - o Include student in office/staff meetings when possible
- Feedback important always, vital for remote supervision
  - o Plan frequent, accurate, specific, and timely feedback