

Best Practices in Supervising Law Students Working Remotely

Ideas for Remote Extern Work

Research & Writing

- Long-term tasks that have been on the backburner, include scheduled check-ins
- Book assignment to inform student of area of practice and relevant contextual issues
- Traditional assignments, like legal memos & case summaries
- Update manuals, office resource materials, charts, bench books, fact sheets, etc.
- Tasks for matters that may come up in the next several months
- Have students read articles you have been meaning to read & write a summary
- Summaries or briefs of new or salient cases for you to use as a reference
- Media and tech projects
- Tracking policy updates and changes in regulations
- Research and drafting for article, newsletter, professional office publications
- Comparative law surveys and analyses
- Rapid response one-pager projects
- Cheat sheets for pro-se litigants and/or Fact sheets with links to forms

Presentations

- Have students create and give a presentation to staff or community partners
- Present on assignments, specific projects, and/or general summary of their work
- Involve students in prep and mock sessions for court
- Prepare for and lead team meetings, present case debriefs
- Discuss their research on conference calls, summary of their findings
- Organize brown bag lunches, outreach to speakers, and facilitate the session
- Student ownership over contract provisions likely to get discussed in a negotiation
- Moot sessions for student's and/or your virtual hearings and debriefs

Observations/Hands-on Learning

- Any direct client contact you may have, consider inviting your student to observe via telephone, video conference, court webcasts, etc.
- Train clients or staff on how to use online platforms
- Investigate on behalf of clients, colleagues, and departments
- Shadow or manage client intakes
- Participate in calls with opposing counsel, clients, litigation director, witnesses, court clerks, paralegals
- Invite students to observe team meetings, client interviews, negotiations, hearings, strategy sessions, settlement conferences, mediations, case reviews, contract negotiations, virtual depositions, motions, etc.
- Opportunities to participate in communication and correspondence with clients, community partners, opposing counsel, etc.
- Participate in virtual networking and community events
- Attend CLE's & webinars. If you can't make the time, have your student login for you, introduce themselves on your behalf, and report back to you
- Information gathering, conducting agency outreach
- Informational interviews with colleagues to discuss the student's career path