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
  - Technology needed including remote access to office database, software, other resources
  - 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.
  - Conflicts of Interest: Where else is student working or volunteering this summer?
- Expectations
  - Professional attire, background, and posture for video calls – worth mentioning as students are accustomed to online learning with less professional standards
  - Work hours & student availability – set hours each day or flexible
  - 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?
  - Virtual Tour – if anyone is there – could video it
  - Meeting the staff – videos
  - Video conference call with everyone on it
- Mission of the office – Provide context for all work
  - 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
  - Supervision:
    - Supervising attorney
    - Backup supervising attorney
    - Mentor
- Communication is key
  - Be certain your student understands when and how to communicate with you
  - Quick daily check-in
  - Weekly meetings
  - Weekly status updates by email or regularly updated shared assignment document
  - Include student in office/staff meetings when possible
- Feedback - important always, vital for remote supervision
  - Plan frequent, accurate, specific, and timely feedback