

**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