



HARVARD LAW SCHOOL

ENVIRONMENTAL LAW & POLICY CLINIC

1563 Massachusetts Avenue
Pound Hall · 501
Cambridge · Massachusetts · 02138

September 5, 2008

REQUIREMENTS FOR STUDENTS WORKING IN OFF-SITE PLACEMENTS

1. Two to four weeks prior to the start of the term during which clinical work will be done, each student will work directly with the Clinic Director (Wendy Jacobs) or Staff Attorney (Shaun Goho) to establish the parameters for that student's clinical experience, including:
 - a. Identification of goals and objectives for the student's clinical learning experience;
 - b. Identification of third-party organization (e.g., government agency, non-profit organization, law firm, or other entity) with which student may potentially be placed for clinical work;
 - c. Identification of the student's clinic supervisor; and
 - d. Specification of number of clinical credits to be earned.

2. By the end of the first week of the clinic term, each student shall have met with her/his off-site supervisor to develop a detailed description of the project(s) on which the student is expected to work during the clinic and to discuss the learning goals/objectives for the term. No later than twelve (12) days after the clinic term begins (i.e., September 20, 2008), each student shall submit to the Clinic Director a written Clinic Contract containing a detailed description of:
 - a. The subject matter of the assignments/projects on which the student will work during the clinic term;
 - b. The nature of the tasks to be performed;

- c. The anticipated interactions with clients, courts, agencies, legislators, stakeholders, and the like; and,
 - d. The experiential and learning goals set by the student and supervisor.
3. Mid-way through the term (i.e., on October 22, 2008), each student shall submit in writing (by email if feasible) to the Clinic Director with a copy to the Assistant Director of Externships and Administration (Liz Solar) a Status Report of no more than three double-spaced pages describing the student's progress in her/his clinical work and whether and how the work meets the goals and expectations set forth in the Clinic Contract. Questions, concerns, and reflections about the clinic experience should be set forth in the Status Report.
4. At least once during the term, on a date to be set by the Clinic Director, all students enrolled in the ELPC shall meet as a group with the Clinic Director to discuss their respective clinical experiences and discuss challenges posed by the practice of environmental law.
5. No later than seven days after classes end for the term (e.g., December 12, 2008), every clinical student shall submit to the Clinic Director a paper of no more than 9 double-spaced pages containing:
 - a. A brief description of the project(s) done during the clinical placement;
 - b. A rigorous analysis of what the student learned during the clinic including
 - (i) the policies underlying and the legal substance of the work in which the student was engaged during the clinic and
 - (ii) whether and how the goals and expectations set forth in the original Clinical Contract were met;
 - c. A description of any challenges the student faced, how they were overcome, and what the student and supervisor could have done differently; and
 - d. A brief discussion of how the clinical experience could be changed or improved.
6. At the end of the term, each student will be asked to complete an online Placement Evaluation to assess the placement, the supervision received and the value of the clinical experience. The Office of Clinical and Pro Bono Programs will send each student a web link to complete this online evaluation. Student responses will in no way affect grading, as the information reported

will not be reviewed outside of the Office of Clinical and Pro Bono Programs until after the term's grading process has been completed.

7. Grades will be based on:
 - a. Quality of legal research, analysis, written work, and oral presentations;
 - b. Timeliness of submittal of work product and meeting other deadlines;
 - c. Reliability in executing responsibilities;
 - d. Attendance; and,
 - e. Team work.