EXPLOR Employer Registration Packet

UNIVERSITY OF BALTIMORE SCHOOL OF LAW
EXPLOR Program

EXPLOR EMPLOYER REGISTRATION PACKET

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UB Law began the innovative and unique 1L summer Experience in Legal Organizations Program, EXPLOR, over 15 years ago. The program has provided countless students with their first legal experiences in court rooms, judicial chambers, law offices, legal services organizations and more. Following their first year of law school, students are placed with legal employers throughout the state. Students spend 16-20 hours per week for 8-10 weeks as volunteer legal interns. Employers provide students with opportunities to perform substantive legal research and writing, observe legal proceedings, participate in client meetings and negotiations, as well as offer mentorship and exposure to the legal profession. Our loyal alumni/ae, employers and judges make this program a success.

a. **PROGRAM OBJECTIVES**

The purpose of the EXPLOR Program is to expose law students to the legal profession in practical settings, to offer students the chance to apply the knowledge they acquired in the first year of law school, and to allow them to see the law in action. Likewise, the program encourages students’ professional development and the establishment of professional contacts. Employers share their wealth of experience and offer the students substantive legal work while providing guidance about professional practices, the unwritten rules of local custom, and practical applications of the law.

b. **THE PROGRAM**

The EXPLOR program runs from May to August. Students attend a mandatory orientation that reinforces codes of professionalism and provides guidance on how to make the most of an internship. After receiving their placements, students contact employers to arrange an initial meeting at which time they develop a mutually convenient schedule for the summer and complete the EXPLOR Learning Agenda. Students and Employers agree upon start and end date as well as hours and days per week. Employers and students are asked to complete evaluations of the experience at the conclusion of the program. Our office is available throughout the year to assist employers and students with any concerns regarding the program.
c. **EMPLOYER REQUIREMENTS**

Employers must be active members of the Maryland Bar in good standing and the supervising attorney must be admitted to practice no less than three years. Employers must provide students with substantive legal work, including opportunities for research and writing, drafting, observation of meetings, hearings, depositions, etc., depending on practice area. Employers agree to hold a placement for a UB EXPLOR student until the matching process is completed in late February and agree to accept the student placed with their office. (If you have special requests regarding the placement process, please indicate on the application.)

d. **STUDENT REQUIREMENTS**

Students must be in good academic standing and must have completed two semesters of law school. As interns, students must volunteer 2 days per week for 8-10 weeks. Students are required to establish the internship as a job and conduct themselves in a professional manner at all times. Students are committed to the EXPLOR placement once a match has been made. The LCDO makes every effort to match students and employers according to interests and compatibility.

e. **TIMELINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications Due</td>
<td>January 20th</td>
</tr>
<tr>
<td>Receive Match</td>
<td>Early February</td>
</tr>
<tr>
<td>Student makes contact with Employer</td>
<td>February-March</td>
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<tr>
<td>Student and Employer meet and complete EXPLOR Learning Agenda</td>
<td>March-May</td>
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<tr>
<td>EXPLOR Term Begins</td>
<td>Late May</td>
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<tr>
<td>EXPLOR Term Ends</td>
<td>Early August</td>
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<tr>
<td>Thank you Happy Hour</td>
<td>August</td>
</tr>
<tr>
<td>Evaluations Due</td>
<td>August</td>
</tr>
</tbody>
</table>
EXPLOR Employer Registration Packet

EXPLOR EMPLOYER APPLICATION

If you are interested in having a first-year student as a volunteer for the upcoming summer, please complete this form and return it as soon as possible to the Law Career Development Office via fax at 410.837.4696 or via email to sskiles@ubalt.edu.

Employer: __________________________________________________________________________

Name of Student’s Supervisor: __________________________________________________________________________

Address: __________________________________________________________________________

County of Office: __________________________________________________________________________ Telephone Number: __________________________________________________________________________

E-mail: __________________________________________________________________________ Website: __________________________________________________________________________

Are there any special requirements (e.g., fluency in a foreign language) that a student must possess in order to be placed in your office? __________________________________________________________________________

Please indicate below the areas of law likely to be experienced by the law student assigned to you. Use the number “1” to indicate “significant exposure,” the number “2” to indicate “moderate exposure,” and the number “3” to indicate “at least some exposure for the student.”

___ Administrative Law ___ Elder Law ___ Tax
___ Bankruptcy ___ Family Law ___ Trusts/Estates
___ Commercial Law ___ Juvenile Law ___ Workers Compensation
___ Contracts ___ Malpractice ___ Other____________________
___ Corporations ___ Personal Injury ___ Other____________________
___ Criminal Law ___ Real Property ___ Other____________________
Below, please provide a brief description of the substantive legal work that an EXPLOR student can expect under your supervision (i.e., research, writing, observation, client contact, etc.). If necessary, please feel welcome to attach an additional page.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Most EXPLOR interns work two days per week for eight to ten weeks; however, we have a few students with special scheduling needs—evening students and students studying abroad.

✓ The first category includes our evening students, who work full-time. These students seek placement for weekends, evenings, and/or work that can be performed remotely from home or office.
✓ The second category includes those students participating in summer abroad programs which generally run from mid-June to late in July. These students seek placement prior to and/or subsequent to their summer abroad program.

Although the EXPLOR Program only receives a small number of requests for placement from evening students and students enrolled in the summer abroad program, please indicate below your willingness to accept a student in one of these two categories, if the match is otherwise appropriate.

___ I can accept an evening student.
___ I can accept a student in a summer abroad program.
___ I can accept a student who is taking summer classes (available only one day a week).
___ I can accept more than one student. Number of interns _____

Certification

I have read the program overview and understand the program objectives and hereby certify that the student will be supervised by a licensed attorney in good standing who has been in practice for at least three years. The student will be provided with substantive legal work and opportunities for observation of meetings, client interviews, and/or court hearings if applicable.

_________________________________________  __________________________
Signature                                      Date
EXPLOR LEARNING AGENDA

This learning agenda describes the agreement of the intern and the supervising attorney.

I. Parties
The parties to this learning agenda are:

________________________________________________________, Intern, and

________________________________________________________, Supervising Attorney.

II. Duration
Intern will volunteer for sixteen hours per week for at least ten weeks. This learning agenda will be in effect from ____________________________ to ____________________________.

III. Expectations
A. Supervising Attorney’s Expectations
The supervising attorney envisions the intern doing the following on a daily basis (e.g., legal research, drafting legal memoranda, motions and pleadings, observation of client meetings, observation of court proceedings, etc.):
IV. Hours
The intern will engage in work relating to the internship on the following days and times:

V. Supervision
The intern and supervising attorney will regularly meet as follows:

VI. Intern’s Learning Goals
The five goals indicated below are mutually agreed-upon by the intern and the supervising attorney (A list of suggested goals is set out in the appendix to this contract. The parties may agree to other goals.):

The parties agree that each shall seek to insure that the intern achieves each of these learning goals. The supervising attorney shall be responsible for providing the intern with adequate direction and feedback to the intern with respect to the achievement of these goals in accordance with the EXPLOR Program Supervising Attorney Manual. The intern shall seek clarification and engage in self-assessment with respect to the achievement of these goals.

VII. Other terms and conditions:
We the undersigned understand and agree with the terms set forth in this Learning Agenda.

__________________________________________________________________________  _______________________
Intern  Date

__________________________________________________________________________  _______________________
Supervising Attorney  Date
APPENDIX

*Suggested learning goals*

**Initial Client Interviews**
Observe an initial client interview conducted by the supervising attorney.
Plan and participate in an initial client interview with the supervising attorney.
Plan and conduct an initial client interview.

**Case Planning and Counseling**
Review a case file with the supervising attorney, evaluate the case and plan the legal strategy.
Observe a client counseling session conducted by the supervising attorney.
Plan and participate in advising or counseling a client.

**Case Investigation**
Obtain discovery documents and verify information with help of the supervising attorney.
Observe potential witness interview conducted by supervising attorney.
Plan and participate in witness interview.

**Negotiation**
Draft a case negotiation strategy.
Plan and conduct (w/ supervising attorney) dispositional negotiations.

**Legal Research**
Plan and draft a memorandum of law on a legal issue relevant to one of your cases.

**The Hearing**
Observe supervising attorney prepare a witness, expert witness, or client for trial.
Observe supervising attorney/other attorney conduct direct examination of witness, expert witness, or client.
Observe supervising attorney/other attorney conduct cross examination of witness, expert witness, or client.
Observe supervising attorney/other attorney present closing argument.
Prepare a client, witness, or expert witness for trial.
Prepare and conduct a cross examination of a witness or expert witness.
Prepare and conduct a direct examination of a witness, expert witness, or client.
Present closing argument at trial.

**Professionalism**
Learn to develop productive work relationships with clients.
Improve ability to collaborate with a partner.
Learn to accept constructive criticism.
Learn to give constructive criticism.
Improve time management skills and enhance ability to work under time pressure.
Learn to evaluate work relationships with others through greater sensitivity to emotions.
Learn how to experiment and to play roles without embarrassment.
Improve sense of humor to enhance enjoyment of and effectiveness at work.
Learn to confront conflicts with, advisors, coworkers or clients in a manner that produces desired results.
Learn how to relate to authority figures and how feelings about authority affect work.
Become more sensitive to ethical issues.
Learn to rely less on advisors to work effectively.
Improve ability to work with people of differing age, sex, race, economic status, etc.
Become more assertive.
Learn to design and run a meeting in which work is accomplished.
Learn to work more effectively as a member of a group.
Increase confidence about professional abilities in order to improve productivity or to overcome feeling intimidated by lawyers, courts or bosses.
Learn how to approach work in a more creative manner.
Become more aware of and sensitive to nonverbal communications.
Become more introspective.
Have more fun than you have been having in law school.
Learn to be a better leader and/or a better follower.
Become better able to evaluate risks and increase ability to accept risks.
Learn to use inexperience or lack of knowledge to your own advantage.
Learn how to make better use of resources available to you.
Learn about the dynamics of small professional groups to improve ability to work in such settings.
Learn to inspire others' confidence in you or to be better liked.
Learn to delegate tasks.
Improve ability to say no to unwanted responsibilities.
Decide what part of the law -- if any -- you wish to pursue professionally.