

LEARNING CONTRACT

This contract describes the agreement of intern and the supervising attorney.

I. Parties

The parties to this contract are:

_____, Intern, and

_____, Supervising Attorney.

II. Duration

This contract shall be in effect from _____ to _____ . This contract may be reviewed, suspended, modified or terminated by the consent of the parties at any time, except that in the case of termination, the parties must create a new contract which shall be in existence for the remainder of the above-stated contract term.

III. General Conditions

The parties understand that no intern may receive credit for performing an internship at a site at which a parent, parent-in-law, spouse, offspring, sibling, or sibling-in-law is an employee, partner, or the like. The parties further understand that no intern may receive credit for performing an internship at a site at which the intern is now, or in the past has been, employed for compensation. The parties agree that they do not share any of the relationships described in this paragraph.

The parties understand that no intern may receive any form of compensation for the work performed as a law student intern. Neither the office in which the intern completes the internship nor a member of that office may pay for or contribute to the tuition charged for Internship Program credits. The office may pay for or contribute toward the cost of parking and mileage (not to exceed 44.5 cents per mile), but such contribution is entirely voluntary and may not exceed the parking and mileage incurred but for the internship.

The intern shall disclose to the supervising attorney any present or past legal or non-legal employment, whether paid or unpaid. By signing this contract, each party declares that s/he is satisfied that no actual or potential conflict of interest exists.

The parties understand that the Internship Program is not a clinical program within the meaning of Rule 16 (Legal Assistance by Law Students) of the Rules Governing Admission to the Bar of Maryland. Therefore, no intern may represent any client or entity before any Maryland state district, circuit, or appellate court, unless the rules of that court permit representation by someone other than a licensed attorney or a party to the case.

The parties agree that the intern, who is registered for **3 or 4** credits, must complete a minimum of **130 or 180** hours of substantive legal work while in the internship, an average of **12 or 15** hours per week for **10-12 weeks**. The parties further agree that the intern will be present at the placement site at least two different days each week of the term. Substantive legal work is defined, for purposes of the contract, as activity that requires the intern to utilize his or her legal knowledge -- in other words, if a college senior could complete the work, it is not substantive legal work. Errands, filing papers, office administrative duties and general court observation do not fulfill the substantive work requirement.

The parties agree that the intern, who is registered for **3 or 4** credits, must complete a minimum of **10-15** pages of substantive legal writing while in the internship. Substantive legal writing is defined, for purposes of the contract, as writing that requires the intern to utilize his or her legal knowledge -- in other words, if a college senior could complete the writing, it is not substantive legal writing. Documents primarily consisting of boilerplate language or fact summaries do not fulfill the substantive legal writing requirement.

IV. Learning Goals

A. Goals

The three major goals and three minor goals indicated below are mutually agreed-upon by the intern and the supervising attorney:*

Major Goals

Minor 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 Attorney Practice Internship Program Supervising Attorney Manual.** The intern shall seek clarification and engage in self-assessment with respect to the achievement of these goals.

* A list of suggested goals is set out in the appendix to this contract. The parties may agree to other goals, however.

B. Obstacles

The possible obstacles the parties foresee to the achievement of the above-stated goals are as follows:

C. Implementation

The parties agree that they will attempt to achieve the intern's goals and overcome the obstacles to achieving those goals by doing the following:

V. Hours

The intern will engage in work relating to the internship on the following days and times:^{**}

VI. Supervision

The intern and supervising attorney will regularly meet as follows:

VII. Professional Responsibility

Interns will comply with the Code of Professional Responsibility for the jurisdiction in which the internship site is located. Supervising attorneys will provide interns with any specialized confidentiality rules and/or requirements. In addition to reviewing relevant rules of professional conduct in the Internship Program seminar, the intern:

___ has completed a course on Professional Responsibility
___ will take a Professional Responsibility course concurrent with the internship
___ has not completed a Professional Responsibility course and will not be enrolled in one during the internship semester.

VIII. Other terms and conditions:

^{**} Each intern must be present at the placement on at least two different days each week. The parties should make any necessary provisions for state and federal holidays, spring break, and any vacation time during the term.

We the undersigned understand and agree with the terms set forth in this Learning Contract.

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, client for trial.
- Observe supervising attorney/other attorney conduct direct examination of witness, expert witness, client.
- Observe supervising attorney/other attorney conduct cross examination of witness, expert witness, client.
- Observe supervising attorney/other attorney present closing argument.
- Prepare a client, witness, 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, 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.