

## PRO BONO INFORMATION

### Requirement:

All students must perform forty (40) hours of supervised *pro bono* work in order to graduate.

### Definition:

*Pro bono* service is supervised law-related public service that a student provides without compensation or academic credit. *Pro bono* service must be supervised by a licensed attorney. Some examples of *pro bono* work that qualify include unpaid work for a government entity, public interest organization or a licensed attorney undertaken on behalf of a client that does not pay for the representation.

### Steps to receive *pro bono* credit:

1. Attend Orientation
2. Sign and return a *Pro Bono* Program Pledge during Orientation
3. Read the *Pro Bono* Program Handbook
  - <http://www.memphis.edu/law/documents/probono-programhandout.pdf>
  - Also located in Symplicity's document library.
4. Find a *Pro Bono* placement
  - Check out the list of Pre-approved Placements list located on the website at [http://www.memphis.edu/law/documents/pre-approved\\_probonoplacements.pdf](http://www.memphis.edu/law/documents/pre-approved_probonoplacements.pdf) and in Symplicity's document library.
  - If you want to initiate your own project, feel free to brainstorm with a career counselor and make sure to submit a Student-Initiated Project Form located on the website at <http://www.memphis.edu/law/documents/student-initiatedprojectform.docx> before serving.
  - Check the Blog, Upcoming Events and Symplicity for additional projects coming up.
5. Serve
  - Go over the program with your supervisor, check for conflicts and serve.
6. Turn in (or make sure your supervisor turns in) a Supervisor Certification Form to the Career Services Office
  - <http://www.memphis.edu/law/documents/supervisor-cert2016.docx>
7. Track your hours
  - At the end of each semester, you will receive an email verifying the hours you have received. Note, you will NOT receive hours if your Supervisor Certification Form has not been submitted.
  - Once you have completed 40 hours or more, you will receive a copy of the *Pro Bono* Program Completion Letter that will be placed in your file with the registrar's office.
8. Go above and beyond
  - Students who exceed the minimum requirements are eligible for awards and recognition at graduation.

Questions? Please feel free to ask. Contact us via email at [lawcareerservices@memphis.edu](mailto:lawcareerservices@memphis.edu) or by phone at (901) 687-3217. We are here to help and want to make this a good experience for each of you.