

## 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. Read the *Pro Bono* Program Handbook
  - <http://www.memphis.edu/law/documents/probono-programhandout.pdf>
  - Also located in Symplicity's document library.
3. 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 <https://www.memphis.edu/law/documents/student-initiatedprojectform2017.pdf> before serving.
  - Check the Blog, Upcoming Events, and Symplicity for additional projects coming up.
4. Serve
  - Go over the program with your supervisor, check for conflicts and serve.
5. Track your hours
  - Enter your hours into Symplicity (under "My Account, Pro Bono")
6. 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.