**FIELDWORK INSTRUCTIONS: Spring 2017**

**Fieldwork Agreement**

At the initial meeting with your field placement attorney, you and the attorney will agree on and sign the Fieldwork Agreement. Make sure you print and bring two copies of the Fieldwork Agreement to that meeting; complete and sign both giving one copy to the lawyer and retaining the other to scan and upload to your fieldwork matter under Documents. You are strongly encouraged to develop with the attorney very specific descriptions of the observations you will make with dates if at all possible. ALL dates in the agreement for submission and review of your draft report must be completed before the agreement is signed by the attorney.

If at any point any of the terms of the fieldwork agreement are not being met, including the agreed-upon deadlines, it is YOUR responsibility to let Professors Cunningham and Roberts both know immediately so that the problem can be promptly addressed and remedied. Do not delay in reporting a problem. If you and the fieldwork attorney agree to modify the fieldwork agreement, it is your responsibility to memorialize that change, obtain the attorney's confirmation (typically by email), upload the modified agreement to your fieldwork matter and notify both instructors.

During this first conversation, please also discuss the confidentiality of your report and the attorney’s right to review the report and issues of attorney-client privilege and confidentiality. The draft privilege/ confidentiality agreement appears at the end of the Fieldwork Agreement.

**In-depth Interview**

The in-depth interview may be combined with the initial meeting or scheduled separately.

The following topics are suggested:

1. Background. Use some or all of the following to get know the attorney as a person. If it feels comfortable and appropriate you might share your own answers to some of these questions.
	1. What were some of the most important formative experiences in your life before law school?
	2. Who did you admire growing up and why?
	3. When did you first think about becoming a lawyer and why?
	4. What made you decide to go to law school?
	5. Did you have one or more careers before and/or during law school? If so what?
2. What was your law school experience like?
	1. How did law school help prepare you for your current work?
	2. Looking back, is there anything you would have liked to have added to your law school experience? What? Why?
3. What is the history of your firm and your role in that history?
	1. Has the firm changed over time and if so, why?
4. What do you find most satisfying, meaningful and enjoyable in your current practice?
	1. What do you like about your clients?
5. What are some of the most interesting or important ethical issues that arise in your practice?
6. What are the most important skills and character traits needed to succeed in your kind of practice?
7. If you were describing what is distinctive about your firm to a prospective client, what would you say?
8. How do clients come to your firm? What methods of client development does your firm use? If there are some methods you don’t use (e.g. print advertising, internet advertising), why not?
9. How does the firm generate revenue? Hourly fees? Contingent fees? Flat fees? Other? Do you use any distinctive alternate billing arrangements? Why does the firm choose to use this revenue system? [Note: assure attorney that he or she can review what you say about this in your report and ask to have information edited or deleted.]
10. How is client, case and billing information managed and stored? If an electronic case management system is used, what is it and why was that particular system chosen?
11. What opportunities and challenges do you see in your type of law practice over the next ten years?

**Two Observations**

In addition to the in-depth interview, you must complete at least two observations on different days focusing on one or two areas that you would like to learn more about (e.g. observation of an initial client meeting, listening to the attorney’s end of an important phone call combined with discussion of the call, or a client development activity). Observing the lawyer in court or conducting a deposition or mediation is usually not that useful unless combined with discussions with the attorney before and after the event. One of the observations can take place the same day as the in-depth interview.

**Fieldwork Report**

Format: Double-spaced, 12 point Times New Roman, one inch margins on all sides. 8 - 12 pages. The grade will be reduced if the paper is less than 8 pages long; if longer than 12 pages, the grade will only be based on the first 12 pages. Number your pages and begin on page one without a separate cover sheet. Please submit in WordPerfect, Microsoft Word, or Rich Text Format. Please title your text file: 17S-FieldReport-[Name]. (For example, if Professor Cunningham submitted a paper in Word, the text file would be named 17S-FieldReport-Cunningham.docx.) Repeated errors in spelling, punctuation or grammar will reduce your grade. You should write with the same care you would put into a memo to a law firm partner or a brief filed with a court.

It is very important that you honor the deadlines worked out with the attorney for review and approval. Remember your attorney has many obligations that will likely make it difficult to give you a quick turnaround in reviewing your draft or final report. Your attorney’s completion of the [Fieldwork Report Approval](https://lawschool.westlaw.com/DocForums/ViewSingleDocument.aspx?postingID=13436404&courseID=231423&forumDBID=1045781) form must submitted together with your final report.

**Due**: No later than noon on Friday, March 31, 2017. Email to Professors Cunningham and Roberts and “cc” to your Fieldwork matter so it is uploaded to the Documents folder. The grade will be reduced by one grade level (e.g. from A to B, B- to C-) if late without demonstrated good cause. Grade may be further reduced depending on extent of late submission.

**Guidelines for Fieldwork Report:**

Your field report should be accurate and interesting to read. Your report should address the following four topics, with reference to specific examples and quotations drawn from your fieldwork.

1. An engaging description of the attorney and the attorney’s practice.

2. An account of what the attorney finds satisfying and meaningful in his or her practice.

3. Information about the business model of the law firm.

4. Analysis of the kinds of knowledge, skills, and professional qualities a law student should aim to acquire to prepare for entry into a practice like what you have observed.

Your discussion of the fourth topic should be the result of your own analysis of what you learned from the in-depth interview AND what you observed, and neither just your own opinions nor simply a repetition of what the fieldwork attorney may have said on this topic.

You have freedom to structure your field report as you find most effective. For example, you do not need separately titled sections for each of these four topics as long as the paper as a whole adequately addresses all four.