

REMOTE LEGAL SUMMER

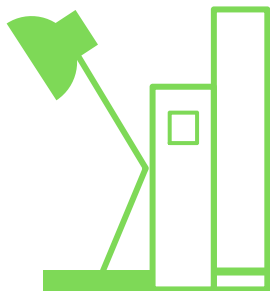


COMMUNICATE CONTINUALLY & CONSISTENTLY

- Clarify scope of assignments and deadlines.
- Increase interactions with supervisor & coworkers.
- Use multiple forms of technology to collaborate.
- Ask questions frequently and be specific.

PERFECT POLICIES & PROTOCOLS

- Read your employer's internal handbook thoroughly.
- Ask questions up front about cybersecurity, naming format, document management, filing procedures, email vs. shared drive, timekeeping, and protecting confidential information.



MINIMIZE MULTITASKING

- Focus during meetings without checking your phone or responding to emails.
- Set specific times to eat and exercise, separate from work time.
- Do not watch TV while working.
- Be conscious of body language on videoconferences.

CONCEAL CONFIDENTIAL INFORMATION

- Do not speak about case-specific matters when other people (or Alexa or Google Home) are in the room.
- Keep client information securely saved on your computer.
- Close out secure files and confidential documents when screen-sharing.



EDIT EVERYTHING & EDIT AGAIN

- Take extra care to proofread your work on the screen.
- Supervisor may assess your writing ability through all forms of written work product.
- Develop a writing sample for future use.

PRESERVE PROFESSIONALISM

- Dress like you are in the office.
- Reduce noise during meetings when possible.
- Be aware of visual background during video-calls.

