Goals for Summer

- Set goals that are achievable and that excite you! For example:
  - Expand your professional network
  - Develop a relationship with your supervisor
  - Sharpen your legal research and writing skills
  - Develop a writing sample
  - Apply what you have learned throughout 1L year in a practical setting
  - Help clients who are in need
  - Learn about an area of law that interests you

Virtual Meeting Etiquette

- Video on
- Leave the keyboard alone
- Dress appropriately
- Be aware of your surroundings
- Mute your microphone when you're not talking
- Raise the webcam to eye level
- Look at the camera, not screen, when talking
- Speak up
- Use a well-lit space
- Stay present

General Best Practices

- Lay the groundwork
  - Set a schedule
  - Set up a workstation
  - Develop a project management system
  - Discuss goals and expectations with your supervisor
  - Ask questions upfront re: cybersecurity, document management, filing procedures, timekeeping, and protecting confidential information

- Communication
  - Set up weekly check-ins with your supervisor
  - Be accessible and flexible
  - Track your progress
  - The more detail, the better
  - Lead with enthusiasm
  - Prepare to help with any assignment, big or small
  - Practice (extra) patience
  - Be nimble and flexible
  - Organize yourself at the start of every week and every day
  - Clarify: Deadline, Deliverable, and Duration (“Three Ds”)
  - Stay in touch after the summer ends

Making the most of your summer