

## FINAL Checklist for completing Residency, Information to provide to Residency Supervisor

Residency Student: \_\_\_\_\_

1. All Assignments Completed to date? Yes/No  
IF NO – which still need to be completed? \_\_\_\_\_  
\*\* All Time Sheets up to date? Yes/No \_\_\_\_\_ hrs  
completed to date  
IF NO – which still need to be completed? \_\_\_\_\_

2. Complete week 9 and 10 assignments.
3. Make sure that you have copies of all your assignments in an electronic folder including your journals – this will serve as record of your residency for use in seeking employment.
4. Set Up Meeting with Site Supervisor for Final Assessment

In this meeting try also to:

- Discuss finalizing files and other duties with Site Supervisor.
  - Reference: Ask Site Supervisor for reference if you think this is possible (and/or speak with other attorneys who you think would be able to provide a reference) .
  - **Writing Sample: Is there anything that may make a good writing sample for you? If so, seek permission from site supervisor to use.**
  - If you will not meet the hourly requirement (315 - 7 credits or 360 - 8 credits) make arrangements with your site supervisor to complete the hours.
5. Complete Week 10 Assignments:
    - a. Final Supervisor Evaluation form signed by Site Supervisor & yourself & uploaded on TWEN. The preference is that this discussed with you and that you and residency Supervisor sign; however, it not completed by your last day or if the Residency Supervisor would prefer to send directly to Faculty Supervisor that is acceptable.
    - b. Final Timesheet completed and uploaded – if completing 7 credits, 315 hours & if 8 credits, 360 hours. (Hours in excess of the requirement *may* be

claimed as pro bono hours if you are in a public interest placement! If unsure if your placement qualifies ask Student Services).

- c. Week 10 Journal/Assignment – PowerPoint presentation of your residency - completed & uploaded.
- d. Effective Lawyering Traits - assessment at end of your residency – completed & uploaded showing all three columns completed.
- e. Student Evaluation of Placement – complete and upload on TWEN.
- f. Certification of Completion – make sure to certify your time sheets are accurate, number of hours and whether remote or in person.

6. Formal Letter of Appreciation:

- Send a formal letter of appreciation to site supervisor thanking them for their participation in the Residency program. This can be a handwritten thank you note, which I recommend, or an email. Confirm that assignments are completed, your last day, and include your best contact information!!
- If you have a more personal relationship with your supervisor or others at your workplace, please feel free to leave a more personal thankyou note.

7. Return anything that needs to be returned – for e.g. computers, security badges, clean up desk area and return supplies etc. Confirm if required.

8. **Make sure to say goodbye and THANK EVERYONE!!!!!!**