

HARVARD LAW SCHOOL SUMMER PUBLIC INTEREST FUNDING & PRO BONO SERVICE PROGRAM

MANDATORY SUPERVISOR EVALUATION OF STUDENT

1. Name of Student: _____

2. Name of Placement Organization: _____

3. Address of Organization: _____
Street Address

City State Zip

4. Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ Email: _____

5. Date placement began: ____/____/____ Date placement ended: ____/____/____

6. Did you provide monetary compensation to the student this summer (i.e. wages, housing, travel, etc.)? ☐ Yes ☐ No

If yes, specify amount and source: _____

7. Did the student complete the assigned tasks in a timely manner? ☐ Yes ☐ No8. Did the student perform in a professionally responsible manner? ☐ Yes ☐ No

9. What was most beneficial for your organization about this experience? _____

10. Would you supervise another HLS student for SPIF or the Pro Bono Program? ☐ Yes ☐ No

11. Do you have any comments or suggestions concerning the Summer Public Interest Funding (SPIF) or the Pro Bono Service Program? _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Signature: _____ Date ____/____/____

Both pages of this form must be returned to the SPIF Office via fax, email or mail by **September 9, 2016**. *STUDENTS WILL NOT RECEIVE PRO BONO OR SPIF CREDIT FOR THEIR POSITION UNTIL THIS FORM IS RECEIVED AND A CHARGE FOR THEIR FULL SPIF AWARD WILL BE PLACED ON THEIR STUDENT BILL.* Please return this completed form via file upload, e-mail, fax or mail:

HLS Student Financial Services, ATTN: SPIF
1585 Massachusetts Ave.; Wasserstein Hall Suite 5027 Cambridge, MA 02138
FAX: (978) 367-3821

EMAIL: spif@law.harvard.edu

FILE UPLOAD: <https://hls.harvard.edu/dept/sfs/summer-public-interest-funding/spif-forms/secure-upload-form/>

For questions on funding or submitting this form, please call 617-495-0643 or email spif@law.harvard.edu

For questions on pro bono credit, contact the Clinical & Pro Bono Office at 617-495-5202 or email clinical@law.harvard.edu

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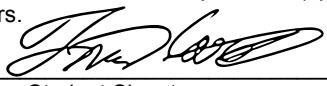
STUDENT TIME LOG

You must submit this time log with your supervisor's signature to verify your **TOTAL** number of hours worked. (Failure to submit a time log documenting your hours worked will result in forfeiture of your SPIF award.) Please record your hours in as accurately and detailed a way as possible. For SPIF purposes, a **maximum** of 37.5 hours per week and 280 hours total count towards your work requirement. **Any work beyond 37.5 hours per week and 280 total is considered volunteer and should be included in the additional Volunteer Hours column.**

| Week | Dates | Description of Work Done | Total Hours | Work Hours (maximum 37.5 hours) | Volunteer Hours (list hours above 37.5) |
|---------------|-----------------|--|-------------|------------------------------------|--|
| <i>Ex.</i> | <i>June 5-9</i> | Researched Smith v. Doe, prepared for court hearing, wrote brief | 45 | 37.5 | 7.5 |
| 1 | May 8-14 | | | | |
| 2 | May 15-21 | | | | |
| 3 | May 22-28 | | | | |
| 4 | May 29-Jun 4 | | | | |
| 5 | June 5-11 | | | | |
| 6 | June 12-18 | | | | |
| 7 | June 19-25 | | | | |
| 8 | Jun 26-July 2 | | | | |
| 9 | July 3-9 | | | | |
| 10 | July 10-16 | | | | |
| 11 | July 17-23 | | | | |
| 12 | July 24-30 | | | | |
| 13 | July 31-Aug 6 | | | | |
| 14 | Aug 7-13 | | | | |
| 15 | Aug 14-20 | | | | |
| 16 | Aug 21-27 | | | | |
| 17 | Aug 28-Sept 3 | | | | |
| 18 | Sept 4-7 | | | | |
| TOTAL: | | | | | |

I certify that the hours indicated above are accurate and request that these hours be counted toward the Summer Public Interest Funding and HLS pro bono requirements. I also certify that in addition to the 37.5 hours per week (up to a maximum of 280 hours) for which the student was compensated they volunteered _____ additional hours.

Student Name _____


 Student Signature _____

Date _____

Supervisor Name and Organization _____

Supervisor Signature _____

Date _____

Other required information to be completed by student:
 Did you receive any additional income this summer beyond your SPIF award (employer wages, fellowships, etc)? ☐ Yes ☐ No

If yes, how much and from what sources? _____