

PRO BONO POLICY

What Qualifies as Pro Bono?

Pro Bono is considered any work legal in nature where law students provide uncompensated work under the supervision of a licensed attorney. Law firms do not qualify unless the work they are doing is also pro bono. They would not be able to charge for the work done by their office or the law student. If you have a question as to whether any project you are going to work on is pro bono approved, please complete the Pro Bono Proposal form. (FIU Law website – Experiential Programs – Pro Bono)

Where are the forms that I need to process my pro bono hours and which ones?

Pro Bono forms are located on the FIU Law website under Experiential Programs – TAB Pro Bono.

You will need to complete the [A\) Mutual Understanding Agreement](#), [B\) Time Log](#) and [C\) Student Evaluation](#) (the Intern Placement Evaluation).

You will need to have your supervisors sign the Mutual Understanding and the Time Log. The Intern Placement Evaluation is your evaluation of the placement. Hours will not be processed unless all signatures have been obtained and all forms are submitted.

How do I submit my hours for processing?

Pro Bono forms once completed and signed are uploaded onto the TWEN Page – Pro Bono Program.

Submit under the assignment tab. No forms will be accepted via email or in hard-copies.

Go to lawschool.westlaw.com and sign up for the Pro Bono Program course. Go to assignments and upload onto the assignment tab.

How long does it take to process?

We work with graduation dates. So priority are given to the graduates for processing.

How many hours do I need to fulfill my graduation requirement?

You need 30hrs

How many hours do I need to get a graduation medallion?

You need 130hrs

If I take a clinic or externship can I use those hours towards my Pro Bono Requirement?

You can use any hours in excess of the required clinic or externship hours as long as you provide notice to me prior to grading. . You will then need to convert those hours to pro bono by using the required pro bono paperwork and submission via TWEN.

IMPORTANT NOTE: Once a clinic or externship has been graded you cannot use any of the hours from that program.

The Pro Bono Office sends out regular emails with approved pro bono placements. The Clinical Program also offers in-house opportunities. If you have questions or concerns in completing this requirement, please email me.

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