



# STETSON LAW

## **Public Service Requirement (For J.D. students who enter before Fall 2018)**

- A. **Required Hours:** All J.D. students who enter the College of Law in or after Fall 2014 (whether as a new or transfer student) are required to complete 60 hours of pro bono public service. At least 30 hours must be completed in legal-related activities; the 30 remaining hours may be completed in either legal or non-legal-related activities.
- B. **Completing the Hours:**
1. **Deadline to complete all hours:** Students must complete all 60 required hours before the end of their next-to-last semester in law school. Students who have not completed all required hours by this deadline will have their grades and transcripts held until they have completed the requirement. July graduates must complete their public service requirement by the end of the fall semester of the year prior to graduation.
  2. **Annual hours requirement:** Each student must complete at least 10 of the required hours each academic year, unless the Public Service Faculty Coordinator grants an exception for extraordinary circumstances. A student may complete more than 10 hours in any given year; once a student has completed all 60 hours, he or she is not required to complete additional hours to meet this annual minimum. For purposes of this policy, an academic year ends on May 31.
- C. **Legal-Related Activities:** Legal-related activities include:
1. Pro bono or public service for the indigent;
  2. Pro bono or public service for a public agency;
  3. Thirty (30) of the hours required for academic credit in public service opportunities in designated clinics and internship as designated by the Director of Clinical Education or the Public Service Coordinator;
  4. Pro bono service for a private attorney on a case in which he or she is working pro bono;
  5. Pro bono service performed under the supervision of a faculty member, if the faculty member is engaged in a legal pro bono project; and
  6. Pro bono service performed for a law school project pursuant to a grant or other funding, where the work is supervised by someone other than the faculty member overseeing the project, and the work is not used by the faculty member for activities that would generally be supported by research assistance (such as

scholarship or speeches).

- D. Pro Bono and Public Service Activities:** Pro bono and public service activities must be approved by the Public Service Faculty Coordinator. Non-legal-related activities exclude fundraising for the University and the College of Law. Students who wish to satisfy their non-legal pro bono requirement by volunteering for departments on campus must have the prior approval of the Public Service Faculty Coordinator.
- E. Publicity:** Pro bono and public service activities will be promoted by the Office of Student Life. Any promotion will specifically categorize activities as either legal or non-legal-related. Students will be formally introduced to these requirements during New Student Orientation.
- F. Training:** Prior to engaging in pro bono or public service work, students will be required to undertake a Stetson-approved training that will address professionalism and ethics, including the unauthorized practice of law.
- G. Timekeeping:** Students are required to complete periodic time records of pro bono and public service hours and activities in which the student engaged using the pre-approved Stetson public service timesheet that is signed by the student, the pro bono/public service supervising attorney and the Public Service Faculty Coordinator. Students will periodically submit these timesheets to the Public Service Faculty Coordinator, as arranged by the Public Service Faculty Coordinator.
- H. Evaluations:** Upon completion of the pro bono or public service hours, students will complete and provide to the Public Service Faculty Coordinator a written reflective paper about their pro bono or public service experience.

**Cross-reference:** Requirements for Degree and Maximum Time to Complete J.D. Degree.

*Amended by the faculty on May 5, 2004, January 19, 2005, April 14, 2010, May 14, 2013.*