

**CENTER FOR NEW TECHNOLOGY ENTERPRISE
Student Participation Guidelines and Instructions**

THE FOLLOWING APPLIES TO ALL STUDENTS, REGARDLESS OF THEIR ACADEMIC DISCIPLINE OR OCCUPATION. VIOLATION OF THESE GUIDELINES AND INSTRUCTIONS MAY LEAD TO REMOVAL FROM THE CENTER'S PROGRAM AT THE DISCRETION OF THE DIRECTOR.

Assignments

Matters will be assigned on an as-needed basis according to the interests and availability of individual students. Assignments will be for specific projects. Upon completion of an assignment, please notify Fred Provorny.

Should a client request or it becomes apparent that the client will need additional services; contact Fred Provorny for approval prior to providing any additional legal services.

For a client assignment, you will be placed with one or more supervising professionals from a law firm participating in the program and/or other professional service providers, as the case may be. Fred Provorny is your ultimate supervisor. You will receive direction and supervision from your supervising professional(s). You may not make an initial contact with a client prior to speaking with the appropriate the supervisor(s). All client contact must be authorized in advance by the appropriate supervisor(s). There will be instances in which Fred Provorny will serve as a supervising attorney; in any event, he is ultimately responsible for the program of the Center.

If you have any problems or concerns with any of your supervisors contact Fred Provorny to discuss the matter. Problems with a particular client should be referred to the appropriate supervisor(s) and Fred Provorny.

Responsibilities

Because the Center provides legal services and confidential information will be made available to students regardless of information, all students must comply strictly and in all respects with the Maryland Lawyers' Rules of Professional Conduct, (including, but not limited to rules of confidentiality and conflicts of interest, and against unauthorized practice of law) at all times during your participation in the Center's program. The Rules of Professional Conduct can be found at <http://michie.lexisnexis.com>. Click "Maryland Court Rules," then click "Maryland Rules" on the left side of the screen, then click "Appendix: The Maryland Lawyers' Rules of Professional Conduct." You are expected to adhere to the highest possible standards of ethical conduct, and the Maryland Rules of Professional Conduct represent **minimum** standards. You are also required to conduct yourself at all times in a professional manner; present yourself professionally; keep accurate records and notes; submit accurate time sheets and client status reports to Fred Provorny on a timely basis; and to communicate with your supervisors regularly and as otherwise required.

All students must maintain strict confidentiality with respect to who is a client of the Centre and also with respect to information received from clients. Students will at all times hold all information strictly confidential during and after their participation in the Center's program and will not disclose any confidential information to parties other than lawyers or others with similar obligations of confidentiality in connection with the Center's clients with whom they are working on a given assignment.

When the Center's website becomes operational, services and communications to clients will occur over the secure portion of the site. Each of you will be assigned a password, and access to the secure portion will be limited to clients to which you have been assigned unless modified in specific instances by the Director or members of the Center's staff. You will use a webcam to hold on-line meetings with other students, clients, supervisors and others. If you do not own a webcam, you will acquire one as quickly as possible.

Client Status Reports

Client status reports are to be submitted with the time sheets. Client status reports may be in memorandum form, and should include a summary of the work that has been completed for each client during the reporting period and the work, if any, that remains to be completed for each client.

Compensation:

At present, the Center is not in a position to compensate students. When the Center's funding permits compensation, it will be available for students who do not receive academic credit for their participation and at the current work study rate. Eligibility and amounts of compensation are also based on applicable rules of the Internal Revenue Service then in effect. When the Center announces that it is able to provide compensation and you are eligible to receive it, your compensation will be based on your time sheet(s).

Time Sheets

The completeness and accuracy of time records for billing purposes is essential to the preparation of professional billing statements. Billing time sheets should be completed as the work is being performed. Time should be recorded for each task completed.

Each task entry should contain the date, the client name, an adequately detailed description of the task and the converted unit time. The description column on the time sheet must contain the subject matter of the activity. For instance, if you perform legal research you must provide a description of what you researched in the activity description column. If you have a conversation with someone, you must provide information regarding the subject of the conversation and the name of the person you spoke with. It is not necessary to provide a lengthy description of the task, but the description should provide sufficient information as to the nature of the work performed.

The time spent on each task must be indicated in the hour's column of the time sheet by

converting the time to tenths of an hour according to the following chart:

Students will be reimbursed for disbursements but disbursements should be kept to a minimum and should be pre-authorized in writing by Fred Provorny. Disbursements should be recorded on the billing time sheet on the same line as the task for which the disbursement was made.

<u>Minutes Range</u>	<u>Time in Tenths</u>
1-6	.1
7-12	.2
13-18	.3
19-24	.4
25-30	.5
31-36	.6
37-42	.7
43-48	.8
49-54	.9
55-60	1.0

Please note that the minimum billing time for each task is 0.1 hours.

I CERTIFY THAT I HAVE READ THE ABOVE STUDENT GUIDELINES AND INSTRUCTIONS AND AGREE TO THEM. I ALSO CERETIFY THAT I HAVE READ THE MARYLAND LAWYERS' RULES OF PROFESSIONAL CONDUCT, THAT MY QUESTIONS ABOUT THEM HAVE BEEN ANSWERED.AND AGREE TO FOLLOW THEM.

Signature of Student: _____

Printed Name of Student: _____

Date: _____

Fax completed form to 1-413-793-1616 or send via email to apply@newtechenterprise.org (electronic signature required).