Harvard Law School Postgraduate Public Service Fellowships
(Public Service Venture Fund/Kaufman/Skirnick)

Memorandum of Understanding

TERMS OF AGREEMENT

As a participant in Harvard Law School’s Public Service Venture Fund, we, the undersigned parties, agree to the following:

1. **The Host organization will provide opportunities for meaningful learning and professional development, as well as integration into the office. The Host organization will:**

   - Aim to include the Fellow in the range of its work where possible, such as client meetings, strategy discussions, and court appearances.
   - Endeavor to expose the Fellow, if the Host organization works in different subject areas, to as many subject areas as possible; this could be accomplished in many ways, (for example, by hosting brown bag lunches in which attorneys from each area discuss their work).
   - Provide the Fellow with primarily substantive work and responsibility matching that of any other entry-level attorney.
   - Make an effort to treat the Fellow as part of the organization’s team (for example, including them in staff meetings if applicable).

2. **The Host organization will provide a clear framework for supervision of the Fellow. The Host organization will:**

   - Explain who will supervise the Fellow and when and how the supervisor(s) will be available to the Fellow, as well as who the Fellow will report to; ideally, the Fellow will have one or two assigned supervisors, but may also receive assignments from others within the Host organization.
   - Identify all of the possible people that may give the Fellow assignments and whom the Fellow should speak with if she or he needs more work or requires assistance in prioritizing work provided by different people within the office.
   - Ensure that the Fellow is supervised by an attorney who spends substantial time in the office or is otherwise regularly available to the Fellow.
3. **The Host organization will provide the Fellow with an Orientation. The Host organization will:**

- Compile materials that the Fellow is going to need, such as background on the organization or matters on which the Fellow will be working, interesting articles or publications, a staff list with names and numbers, etc.
- Provide the Fellow, on or around the first day, with an orientation introducing him or her to the relevant staff and issues, as well as a meeting with his or her immediate supervisor to discuss the organization’s and the Fellow’s goals, (i.e., does she need a writing sample, want to interact with clients, seek exposure to particular legal issues etc.), for the duration of the fellowship.

4. **The Host organization will provide focused and regularly-scheduled feedback as follows. The Host organization will:**

- Schedule feedback in a formal way that helps ensure that even during particularly hectic work periods there is time set aside to provide meaningful review of the Fellow’s work.
- Provide thoughtful review of the Fellow’s research, analysis, writing, oral skills and interpersonal skills so that the feedback will not only help improve the quality of the work that the Fellow performs for the Host organization but will also help the Fellow develop important skills.
- Review the Fellow’s written work and explain what should be different and why.
- Aim to provide a structured mid-fellowship evaluation and an exit interview.

5. **Terms of service for the Fellowship at the Host organization:**

- The specific start and end dates are to be determined by the Fellow and the Host organization. Fellows should generally start no later than mid-September. The Bernard Koteen Office of Public Interest Advising, (the administrator of the fellowship), requires the Fellow spend a full 12-months with the Host organization.
- Any early departure from the fellowship, even for permanent employment, will need to be approved both by the Host organization and by Alexa Shabecoff, Assistant Dean for Public Service at Harvard Law School. An end date that is considerably less than the full year will likely be rejected. However, since the fellowship is designed to help launch the Fellow’s career, as well as provide assistance to the Host organization, HLS will approve and the Host organization should sanction, reasonable early release for another permanent or longer-term public service position.
- The Host organization may not terminate an HLS fellowship without advance notice to the Fellow and the Bernard Koteen Office of Public Interest Advising (OPIA) and a chance to remediate any problems that may have arisen.
6. **Fellowship Payment and Disbursement**

- The fellowship payments will be disbursed directly to the host organization if they have agreed to enroll the Fellow into their health insurance program or other employee-related benefits. The Bernard Koteen Office of Public Interest Advising must receive two separate invoices on official letterhead from the Host organization stating payment for half of the total awarded amount, the stated purposes of the payment, the Employer Identification Number and an authorizing signature from a Host organization official confirming the payment and purpose. The first invoice is to be received before the fellow begins their fellowship, the second is to be received at the 6th month mark. Email is preferred and can be sent to opia@law.harvard.edu.
- Payments will be made directly to the Fellow by check or wire transfer in all other circumstances.

7. **Health care coverage/provisions**

- Health care coverage is required for the duration of the fellowship. If the Host organization is unable to provide health care coverage, it is incumbent upon the Fellow to seek and purchase health insurance independently. Moreover, Harvard Law School requires proof of coverage before disburseing any fellowship payment. Proof can be demonstrated by a photo copy of an insurance card, insurance plan or any document showing proof of coverage.
- If the Host organization has agreed to provide health insurance, a statement of the fact must be provided by the Host organization directly to the Bernard Koteen Office of Public Interest Advising. The letter must be sent, on letterhead, to OPIA at opia@law.harvard.edu

8. **Reporting**

- The Fellow is required to complete the [HLS Employment Survey in Simplicity](#) as soon as they have been awarded and have accepted the PSVF Fellowship.
- The Fellow or the Host organization should alert Alexa Shabecoff at the Bernard Koteen Office of Public Interest Advising (OPIA) at Harvard Law School if any issues arise during the course of the fellowship after an attempt has been made by the Host organization and the Fellow to resolve the issue by themselves.
The Fellow is required to submit a brief report about the work performed at the beginning of the fourth month of the fellowship to OPIA (opia@law.harvard.edu) and Alexa Shabecoff (shabecof@law.harvard.edu).

- The structure of this report can be simple and informal. The report should cover the following four topics in 500-700 words: An update on day-to-day work, including cases or issues the Fellow is currently working on, new highlights or challenges of the fellowship (could be an anecdote about a client, a recent trial, a current issue the host organization is working on, etc.), a continuing assessment of your host organization and their ability to support an HLS fellow and any post-fellowship plans (if applicable).

- The Fellow is also required to submit slightly more in-depth report at the 8-month and year-end mark outlining the work performed and lessons learned.

- At the 6-month mark, Fellows are also required to have a 15-minute telephone debrief with Alexa Shabecoff.

- The Employer is required to provide written reports about the fellowship – the work accomplished as well as the Fellow’s performance and any lessons learned from the fellowship – to OPIA and Alexa Shabecoff at the 6-month and 12-month marks.

- The structure of these reports can be straightforward and informal. The reports should cover the following topics, in about 500-750 words: the work your fellow has accomplished thus far, the fellow’s performance and any lessons you or your organization has learned from the fellowship. Additional information can include: an update on the fellow’s day-to-day work, including cases or issues they are currently working on & any post-fellowship plans (if applicable).

- At the 6-month mark, the Employer is required to have a 15-minute telephone debrief with Alexa Shabecoff.

- Mid-year checks will not be disbursed until all mid-year requirements have been met.

- The Fellow is required to notify Alexa Shabecoff of their employment plans for the year following their fellowship and is encouraged to stay in touch with OPIA in subsequent years.

9. Consideration for openings & assistance with post-fellowship employment

- Should the Employer have an entry-level opening during the fellowship year and the Fellow has performed well, we hope that the Fellow will be given first consideration for that position.

- Should the Employer have budget to hiring for the year following the Fellowship and the Fellow has performed well, we hope that the Fellow will be given first consideration for that position.

- If the Fellow is hired on, we expect that the Employer will give “credit” for the fellowship year towards any benefits and seniority eligibility.

- If the Employer is unable to hire on the Fellow, we hope that the Employer will provide job search assistance to the Fellow so that he or she may remain in the field.
Name of Host organization representative: ________________________________

Title of Host organization representative: ________________________________

Email and Phone number of Host organization representative: ________________________________

Signature: ________________________________ Date: ________________________________

Name of Fellow: ________________________________

Signature of Fellow: ________________________________

Alexa Shabecoff, Assistant Dean for Public Service for the Bernard Koteen Office of Public Interest Advising at Harvard Law School

Signature: ________________________________