



Pro Bono Code of Conduct

When students log into their pro bono account for the first time, the Pro Bono Code of Conduct will appear. Agreement to the Code of Conduct is required before you may proceed to others areas of the account. The agreement contains the following:

Professionalism is required in all pro bono work. Only proceed if you are able to agree with all statements below. Indicate your agreement by initialing next to each statement.

I understand my pro bono assignment(s) can be found in my pro bono account. It is my responsibility to know my assignment(s) / shift(s).

I understand I may sign-up for additional shifts using the "Open Sign Ups" tab in my pro bono account. I agree to honor my commitment to pro bono service by attending all pro bono shifts as assigned. If I will be absent due to illness or unforeseen circumstances, I will communicate with the project supervisor in a timely manner.

I agree to communicate with project supervisors as soon as possible if I need to make a change to my schedule. Project supervisors are listed in the project-specific materials on the Pro Bono Onboarding SharePoint site. If a project supervisor is not listed there, I may always email Dean Schultz directly.

I will record my pro bono time in my pro bono account as I complete it.

I have read, or will read prior to my first pro bono shift, the memo from Dean Schultz entitled The Professional Responsibilities of Law Students Engaged in Pro Bono Work. The memo is located in the Pro Bono Onboarding SharePoint site. My responsibilities include, but are not limited to, protecting client confidentiality, avoiding conflicts of interest, and refraining from giving legal advice or anything that could be construed as legal advice to a client or prospective client.

I will go to Dean Schultz (angela.schultz@marquette.edu) or any available supervising attorney with questions about these and other professional responsibilities.

I agree to all components of the Marquette Law School Pro Bono Code of Conduct. In addition to the specific items listed on this document, I will use my own professional judgment and routinely ask for input and feedback as I develop my skills in this arena. I acknowledge that I reflect the Office of Public Service and Marquette University Law School in my interactions with clients, supervising attorneys, and other volunteers, and I will conduct myself accordingly.