
MEMORANDUM OF UNDERSTANDING

To: _____ *[client / client organization]*
_____ *[individual client contact]*, _____ *[email]*

Copies: Paul Brest, Law and Policy Lab Director (pbrest@stanford.edu)
Luci Herman, Policy Lab Program Manager (lherman@stanford.edu)

From: _____ *[faculty supervisor]*, _____ *[email]*

Date: _____

Re: _____ *[Name of Practicum]*

This Memorandum of Understanding (MOU) between the faculty supervisor and client outlines the commitments of each party for this Stanford Law School Law and Policy Lab practicum.

Practicum Description

Brief statement of the problem, including, as appropriate, the policy context, client goals, and expected working relationship for students with the client.

Brief description of the final deliverable(s), including the goal and expected impact of final research product, and the expected timelines for the work and work product.

Description of practicum research team.

The Law and Policy Lab at Stanford Law School

Policy Lab practicums are credit-bearing courses taught by Stanford Law School faculty members that offer students opportunities to receive academic credit for policy analysis relevant to current issues, typically at the request of a client such as a government, non-profit, or for-profit institution. Practicums usually stand alone, although they also may supplement regular law courses. Many practicums continue across quarters. Admission to practicums is by consent of the instructor, allowing faculty to match student skill sets and interests to particular aspects of the subject and build student teams with complementary abilities. Some teams include graduate

students from other departments and schools, bringing valuable perspectives to bear on a problem and allowing law students to interact across disciplinary boundaries.

Teams typically conduct their analysis working directly with clients, and their work product is expected to be representative of both Stanford's high standards and those of practicum clients. Typical work products may include an oral presentation or briefing, a research report, a series of shorter policy briefs, proposed legislation or regulation, or other final products appropriate to the project. (The specific work products/deliverables of this practicum are described above.) The primary purpose of practicums is to benefit the students' education, a goal that is best served by delivering an excellent work product to the client.

Practicums are typically structured so that the work can be accomplished within one or two quarters, as agreed between the client and the faculty supervisor and as described above. Projects can normally be completed on the Stanford campus, and the analysis will be done at no cost to the client unless international or domestic travel beyond the Bay Area should be required. If so, the cost of such travel and any extraordinary expenses will be allocated as agreed upon in advance between the client and the Policy Lab administration.

Policy Lab practicums conduct policy-oriented research, and **do not provide legal advice**. There is **no attorney-client relationship** between the faculty supervisor or students and the client and no attorney-client privilege, attorney work product privilege or other legal privilege is being created in this practicum. The faculty supervisor and research team members may publish the work of the practicum, including deliverables, subject only to maintaining the confidentiality of individually identifiable personal information, where appropriate, and occasionally to a short delay if requested by the client for review and comment. Client comments will be considered but are not binding on the faculty supervisor or research team members. All materials prepared in practicums are subject to Section 1.4 of the University's Research Policy Handbook, which provides that "the principle of openness in research—the principle of freedom of access by all interested persons to the underlying data, to the processes, and to the final results of research—is one of overriding importance."

Responsibilities of the Parties

The *faculty supervisor* will:

- work with the client to develop the target research or design issue
- guide students on their projects and provide students with ongoing feedback
- as appropriate, assist students in gaining access to information necessary for the success of the project
- communicate with the client in a timely manner to clarify any issues, request information, and update the client on the practicum's progress.
- clarify with the client that the practicum is conducting policy-oriented research, not providing legal advice, and that there is no attorney-client relationship
- avoid the unauthorized practice of law by him/herself or students

The *students*:

- will conduct themselves in a professional manner and will make effective use of the client's time.
- recognize that their educations will best be served by delivering an excellent work product to the client.

The *Client* will:

- work with the faculty supervisor to develop the research and/or design goals for the project
- provide general guidance as needed throughout the research period and in meetings
- provide the research team relevant information and arrange timely access to information, colleagues, and other sources of information, as necessary for the success of the project
- provide the faculty instructor and Policy Lab administration with a substitute representative if the original individual client contact is unable to continue overseeing the project for the client
- provide a short written evaluation of the project at the end of the term.

The Client understands that the practicum is conducting policy-oriented research, not providing legal advice, and that there is no attorney-client relationship or privilege.

<i>Client</i>	<i>Stanford Faculty Member</i>
By: _____	By: _____
Print name:	Print name:
Title: _____	Title: _____
Date: _____	Date: _____

Please send the signed MOU as an email attachment to Program Manager, Luciana Herman, at lherman@stanford.edu.