

**Memorandum of Understanding between  
The Tennessee College of Law First Year Legal Research and Writing Program and**

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The Memorandum of Understanding between The Tennessee College of Law First Year Legal Research and Writing Program (“UTCOL”) and the \_\_\_\_\_ CLO \_\_\_\_\_ is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015. This MOU records an agreement between UTCOL and

\_\_\_\_\_ to establish a program (the “Program”) of supervised practical service learning in the context of the first year legal research and writing curriculum for students at UTCOL under the following terms and conditions.

1) Term: This agreement will become effective as of the date it is executed by both parties, and will continue for a period of the spring semester of \_\_\_\_\_ (i.e. January through May), unless earlier terminated in accordance with the terms of this Agreement.

2) Responsibilities of UTCOL: a) the following sections of UTCOL’s first year legal research and writing curriculum will participate in the Program:

\_\_\_\_\_.

Prior to their participation in the Program, every effort will be made to have each student successfully complete the first semester legal research and writing curriculum at UTCOL. b) UTCOL will designate a faculty member and/or full time staff coordinator (the “Field Coordinator”) to work with the supervising attorney(s) and/or full time staff member at \_\_\_\_\_ (the “Supervising Attorney”) to coordinate the Program. c) UTCOL will have the opportunity to meet the attorney prior to final approval. d) Prior to the start of the spring semester, UTCOL will provide an orientation for any new Supervising Attorney. The Field Work Coordinator will also maintain regular contact and will meet several times during the year with the Supervising Attorney. e) each section of students will accept a research assignment from the Supervising Attorney at \_\_\_\_\_ and, under faculty supervision, research the issues related to the same and prepare a written memorandum for the Supervising Attorney by the conclusion of the spring semester. f) each section of students will present their findings and memorandum to the Supervising Attorney in order to receive feedback. g) each section of students, after receiving feedback from the Supervising Attorney, will revise as necessary their memorandum for final submission to the Supervising Attorney.

3) Responsibilities of \_\_\_\_\_: a) \_\_\_\_\_ will designate a full-time attorney and/or full time staff member as the Supervising Attorney. \_\_\_\_\_ will

use its best effort to avoid any change in the Supervising Attorney during the term of this agreement; however, in the event a change becomes necessary, \_\_\_\_\_

will promptly advise the Field Work Coordinator on the vacancy of the Supervising Attorney and will make a reasonable effort to promptly select a replacement. b)

\_\_\_\_\_ will select, in December of the year prior to the spring semester beginning, \_\_\_\_\_ number of research issues to be addressed by the student sections described above.

The issues will be submitted to the Field Coordinator. c) The Supervising Attorney will review and evaluate each memorandum submitted by the students as described above. c)

The Supervising Attorney will then meet with the students at the UTCOL or the offices of \_\_\_\_\_ to provide feedback on the initial draft of the memorandum.

4) Termination: Either party may terminate this Agreement upon sixty (60) prior written notice to the other party; provided, however, that no such termination will take effect until the end of the academic year in which such notice is given. Notice of termination given in writing not less than thirty (30) days prior to the start of the spring semester.

5) Miscellaneous: This Agreement constitutes the entire Agreement between the parties, superseding all prior agreements, understandings or negotiations pertaining to its subject matter, and shall be binding upon the successors and assignees of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

**The Tennessee College of Law First Year Legal Research and Writing**

By: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_