

# TIMEKEEPING LIGHTNING SESSION:

## .5 WELL-SPENT



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# Data

- *Programs*
- *Externships*
- *Clinics*

# Why

- *Pedagogy*
- *Supervision*

# How

- *Confidentiality*
- *Resources*

# Agenda



Excel



Tick



Clio

Program  
s

# Externship Survey Data

96% require (Berkeley Lextern Survey)

Weekly (55%); Bi-weekly (24%)

## Why?

- *Verify Hours (100%)*
- *Skills (65%)*
- *Reflection (29%)*
- *Confirm Substantive Experience (41%)*
- *Communication Tool (21%)*

# Clinic Survey Data

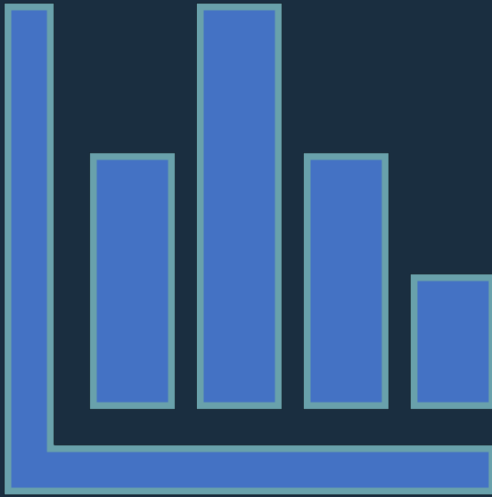
92% of clinic faculty require tracking

## Why?

- *Skills (93%+)*
- *ABA (72%)*
- *Communication (63%+)*
- *Reflection/self-assessment (54%+)*

## Why not?

- *Grading worries*
- *Administrative*



POLL

■ Necessary in the Short Term ■ Must be Acquired ■ Advantageous but not Necessary ■ Not Relevant

Adhere to proper timekeeping  
and/or billing practices

74.5%

11.5%

2.4%

11.6%

# IAALS & FOUNDATIONS FOR PRACTICE





# Pedagogy

Useful for teaching:

- *Ethics & professionalism*
- *Communication & client relationships*
- *Reflection and self-assessment – efficiency, process*
- *Attorneys' Fees*

# Supervision

## Externships

- Student tracks efficiency
- Supervisor & profs know what student is doing

## Clinics

- Tool for profs
- Same as above
- Balancing workload
- Insight for grading

# Confidentiality



# Resources



UC Hastings/USF Excel Doc + Recorded Lectures [\(1\)](#) & [\(2\)](#)



University of Virginia Clinic Sample Materials



Vermont Law School Info Sheets &

[ABA Article: 5 Tips for Young Lawyers](#)



# WRAP-UP & QUESTIONS