

Smoother Summers: Ten Questions for Every Summer Associate Writing Project

1. Are you looking for persuasive work product or objective work product?
2. Do you expect an email, an informal outline, or a formal memo?
3. What is the jurisdiction and what is the procedural status?
4. About how long do you expect the final product to be and about how many hours do you expect the project to require?
5. How should the summer associate begin the research? Print or electronic? Primary sources or secondary sources?
6. Should the summer associate consult other attorneys or review any prior work product?
7. When should the summer associate first check in with you? After researching? After finding adverse authority? After five hours? After a first draft?
8. When is the deadline and is it flexible?
9. What do you intend to do with the final product?
10. How can the summer associate get feedback on the project?