

For students wishing to participate in the Business Practice Credit:

A. **Possible Placement Opportunities**

1. **Liberty Mutual Insurance Company:**

CLAIMS & LITIGATION

The Claims and Litigation Group provides legal insurance expertise and corporate litigation services to all Liberty departments, with a primary emphasis on the management of lawsuits and claims against Company. Responds to the Claims departments on variety of non-coverage issues including policyholder liability, indemnity right, settlements, appeal evaluation and authorization. Provides legal services on suits and adversarial matters involving the Company. Other matters handled by the Group include services on rate filings, regulatory examinations, government investigations, antitrust compliance, fair claims practices, loss prevention advisory and reinsurance claims.

CORPORATE

The Corporate Law Group is responsible for providing legal services and support in connection with matters such as parent-subsidary relationships, insurance company investment regulation, securities law, capital alternatives and financing, directors and officers powers and duties, corporate acquisitions and divestitures, joint ventures, real property, copyright issues, patents, software licensing and equipment leasing, together with the negotiation, drafting and review of the agreements and documents necessary to effect the Company's various transactions with outside parties.

COVERAGE

The primary responsibility of the Coverage Group is to advise Claims on coverage and related claims handling legal issues. The Coverage Group provides opinions on all types of policies, including general liability, excess, auto, homeowners and employers liability. Coverage attorneys are consulted on policy drafting issues on an as needed basis.

LIFE COMPANY

The Life Company Group is responsible for providing legal advice and services to Life Company management and personnel on corporate matters, product development, state and federal law impacting the Company's products, life, pension and disability claims, reinsurance agreements, claims litigation, structured settlements, contractual arrangements and third-party vendor and joint venture.

PROPERTY & CASUALTY

The Property & Services Group supports the insurance and service operations. Practice areas include new product development, regulatory compliance (products, rates, trade practices and distribution system, including electronic commerce), underwriting support (exposures and drafting assistance), regulatory aspects of acquisitions and affiliations, mass merchandising and association agreements, managed care, agent and broker issues, fraud, securitization of customer obligations, surplus lines, reinsurance, captives, integrated risk and finite products, residual market, rating organization issues, self-insurance and data protection issues involving insurance operations.

PUBLIC AFFAIRS

The Public Affairs Group is responsible for the coordination of legislative and regulatory issues, public policy development, grassroots and political action programs at the federal and state level for the Liberty Mutual Group. This includes working closely with management to review, analyze and respond to legislative and regulatory proposal and to develop political strategies to support or oppose these proposals, including internal and external communications, coalition building, direct lobbying. The group coordinates the LMG's public affairs activities with those of national and local insurance, business, labor and consumer organizations.

2. **Technology:**

(a) **RNK Telecommunication** (Stoughton, MA), a competitive local exchange carrier - The position would be 10-15 hours a week. The work will include writing briefs, comments, and filings to be made with the Massachusetts Department of Telecommunications and Energy and Federal Communications Commission, as well as to other bodies and agencies, such as the Attorney General Office, and legislature. Writing legal memoranda and internal reports, letters, and other documents will be part of this job. The student intern will likely participate in or observe pre-hearing scheduling conferences, hearings, settlements, and perhaps even a trial. The areas of law in which RNK is involved spans from administrative and regulatory to corporate, civil, and occasionally criminal.

(b) **Natural Microsystems, Inc.** (Dedham, MA), the student intern should have computer skills (typing skills - all lawyers do their own typing). The work will focus on a number of contract issues involving drafting/tailoring existing forms in the following areas: intellectual property protection (such as Confidentiality/Non-Disclosure Agreements), Software Licensing Agreements, Consulting Agreements and terms and conditions related to contracts for sale of goods. This company would prefer a third year student and a student who has taken UCC Article 2. There may also be some employment issues which need to be researched, from time to time.

3. **Securities:**

(a) **NASDAQ-OMX Group, Inc**

The Legal Department of NASDQ OMX Group, Inc. performs two distinct roles: legal counsel to a self-regulatory securities exchange and in-house counsel to a corporation. These two roles required different tasks primarily addressing securities and corporate laws.

(b) **FINRA**

A private trade association self regulatory organization under SEC supervision. The FINRA supervises all registered brokers dealers and other securities professionals.

B. **Process/Requirements, etc.**

- (a) **Process:** If student is interested, s/he is to submit one page summary of student's skills (writing, analysis, etc.) background (undergraduate degree, prior work experience, interests) and the reason(s) student believes his/her skill set and background is a good match for the position. Interested students must submit his/her application on or before January 24, 2005 with his/her business law faculty member.

Please Note: The available placements are limited this Semester and the Competition Keen Placement is within the discretion of the organization agreeing to participate in this program.

(b) **Requirements**

(i) **65 Hours** Students must spend a minimum of 65 hours during the semester: (The schedule for accomplishing this must be worked out among student placement and supervising faculty member).

(ii) **Meeting with Faculty** Student must meet with supervising NELIB faculty member approximately 5 times during the semester to discuss field work (dates of times to be as agreed with faculty member).

(iii) **Fieldwork Journals** Students must prepare each week a brief descriptive and analytical narrative of his/her activities in the placement during that week.

(iv) **Clinic Requirements** Student must satisfy all other requirements usually associated with like clinic experiences. All students selected for participation shall receive a detailed letter summarizing the above requirements.

- (c) **Student Agreement on Time:** All participating students must signed and return to Professor Finneran. Agreement on Time allocation for the Business Practice Credit-set for the below:

(d) **Evaluations:**

(i) All Field Supervisory must complete and return to Professor Finneran at the end of the Business Practicing credit semester, the

(ii) Faculty Advisor Evaluation and Clinical Director Evaluation

C. **Memorandum Summarizing Business Practice Responsibilities**

DA: January, 200____
TO: Students taking Business Law Practice Credit
FR: Russell Engler, Director of Clinical Programs and
Professor Susan Finneran
RE: Course requirements and logistics

1. Fieldwork

The Practice Credit is offered in conjunction with a variety of courses in Business Law. Students enrolled in this program will work in law offices or agencies which deal regularly with Business law.

As you know, you are required to spend a minimum of 65 hours in your fieldwork working at the placement or working on cases assigned by your supervisor(s). You will work out with your course instructor and fieldwork supervisor whether you perform five hours of fieldwork each week or establish a different schedule for completion of your work. Your fieldwork must be completed by the end of classes, December 3.

Each of the placements will require you to conform to its own system of time-keeping and record-keeping. Please be aware of those requirements and fulfill them faithfully. The future of this program will depend on your performance this semester.

2. Supervision

Each of you will have one supervisor who will assign, direct and oversee your work throughout the semester. On some matters, you may be supervised by another person, but that person will report to your supervisor, who will be responsible for evaluating your fieldwork.

3. Meetings with Course Instructor

You will meet with your course instructor, approximately five times during the semester, to discuss your fieldwork and its relationship to the concepts taught in the Business Law classes. The purpose of these meetings is to help you to integrate your fieldwork experience with the content of the classroom courses. The times of those meetings will be arranged with the course instructor and your attendance is a course requirement.

4. Fieldwork Journals

One of the goals of this course is to have you describe and reflect upon the practice of business law, to develop a critical perspective upon that practice, and to analyze your experience from that perspective. To this end, we ask you to submit a journal of your fieldwork experience during the semester: that is, to prepare each week a brief descriptive and analytic narrative of your activities in the placement during that week.

The journal serves a variety of purposes. It is most important as a tool to help you to understand the connection between the subject matter of Business Law and the work which you perform or observe in the field. But it will also help us to evaluate the quality of your placement and your experience, to spot problems that might be arising, and to incorporate the field experience into class discussions.

Journals should not exceed one or two typewritten pages and should be turned in each week by 4:00 p.m. Monday. Please place a copy of your journal in Professor Engler's mailbox on the fourth floor, a second copy in Professor Finneran's mailbox, and a final copy in your supervising instructor's mailbox, if different. Your regular submission of the journals is a course requirement and will be a factor in determining your grade for the course. Grades will not be released until we have all journals.

5. Evaluation and Grade

The clinical component will be graded separately from the classroom part of the Business Law course. Your supervisor will evaluate your fieldwork and your course instructor, in consultation with Professor Engler and/or Professor Finneran, will assign a grade based upon that evaluation. Your supervisor will be communicating his or her assessment of your work throughout the course and you may receive an oral evaluation of your overall performance at any time. Your final evaluation will be written and can be made available to you after the completion of the course. The criteria to be applied in your evaluation will include the following. Your supervisor will let you know early in the course if he or she will add other criteria.

1. Analysis of Problems (ability to recognize and analyze factual and legal problems that arise in your cases).
2. Mastery of Applicable Law (willingness to learn the applicable substantive and procedural law, initiative in finding and applying the law, understanding of issues arising out of ambiguities in the law).
3. Writing Ability (ability to write clearly and correctly, to recognize weaknesses and to improve performance in subsequent attempts).
4. Professional Practices (record-keeping, file upkeep, punctuality, dependability, helpfulness to colleagues).
5. Professional Responsibility (assumption and fulfillment of responsibility on cases, sensitivity to ethical issues).

6. Course Evaluation

At the end of the course we shall ask each of you to complete an evaluation of the clinical component and the placement. We shall provide a form for this purpose. Your opinions and suggestions are very important in determining the form the course will take in the future.

7. Office Hours of Clinical Director

We hope that any problems that arise in supervision or in fieldwork can be worked out between student and supervisor. However, either of us will be happy to meet with any of you to discuss such problems and to discuss any suggestions you might have for improving the program. Matters relating to the administration of the fieldwork can be addressed to Professor Finneran or to Professor Engler, who can be reached most easily at the law school's Clinical Law Office (617-422-7380).

Please represent our school with your very best work and professional conduct.

AGREEMENT ON TIME ALLOCATION FOR THE
BUSINESS LAW PRACTICE CREDIT

The undersigned student at New England Law | Boston has registered for the Business Law Practice Credit which requires a minimum of 65 hours of non-compensated work for the credit during the semester for which the credit is granted. After consideration of the student's schedule and the site supervising attorney's needs and concerns, the following schedule has been agreed upon.

The student, _____, agrees to work at _____
_____ from _____ (date) _____ (month) through
_____ (date) _____ (month), normal working hours during the week to be
the following: _____

Within reasonable limits, this schedule shall be adjustable between the student and supervising attorney at the work site. Any major changes must be reported to the sponsoring professor.

Student's Signature _____

Date _____

Supervising Attorney's
Signature _____

Date _____

TO THE STUDENT: FURNISH A SIGNED COPY OF THIS AGREEMENT TO THE SPONSORING PROFESSOR AND THE FACULTY COORDINATOR.