

Gonzaga Law School
COVID-19 Emergency Response
Answers to Faculty/Staff/Student Questions
Second Edition

Commencement

- When will we know the plan for Commencement?
 - A survey was sent to 3Ls via the Office of the Dean on March 25th. We encourage all 3Ls to fill it out by March 29th. We anticipate being in a position to announce our plans for Commencement the week of March 30th.

Public Service Requirement

- I am a 3L and I have not completed my public service hours for graduation. Must I complete these in order to graduate?
 - No. By vote of the faculty on March 24th, the public service requirement is suspended for 3Ls. More information about this was included in an email sent by the Registrar on March 25th. The public service requirement will continue to apply for 1Ls and 2Ls as they progress.

Job-Related Questions, Including Externships

- I have a job at the Law School. If the department I work for has approved me to work remotely, how many hours per week can I work?
 - Student employees working remotely (funded in any manner) are limited to working 5 hours per week. You should continue to complete timesheet reporting as normal from March 16th through May 10th. If you are concerned about finances due to this work cap, please contact the Financial Aid Office at finaid@gonzaga.edu or 509-313-6525.
- Is my summer internship/externship still going to happen?
 - At this time, no employer that recruited at Gonzaga Law has indicated that summer plans have changed. Some employers have notified interns that a decision will be made later in April. There is a great deal of discussion happening locally, regionally, and nationally between employers and law schools about summer 2020 positions, but it is simply too early to know the status of summer associate, summer internship, and summer externship placements.
- Should I be looking for a new opportunity?
 - Looking for a new opportunity may not be fruitful at this time because these issues are being faced by law students and law schools across the country. All are in the process of sorting out how work can proceed and what to do if summer opportunities are not available. If you have yet to secure a summer position, please continue to check ZagLAW for opportunities and be in touch with Dean Powers or Assistant Director Ritter.

- When you say local, regional, and national discussions are happening, what does that mean?
 - Dean Powers serves as one of two law school representatives from the West Coast/Rocky Mountain region to NALP – the national association of legal employers and law schools. Every day she participates in national, regional, or local discussions regarding student legal employment, with a current focus on navigating COVID-19 repercussions. We are well-informed on national trends and are accounting for how such trends may or may not impact Gonzaga Law. CPD will continue to update you as decisions are made regarding summer employment opportunities.

- Will the Seattle/Portland trek, NW Minority Job Fair, and Fall OCI still kick off in August 2020?
 - Unknown. Whether to push back the date of summer 2021 recruiting programs, such as those listed above, is under discussion at the national level. Because some schools are moving to P/F grading systems and summer 2020 legal experiences are uncertain right now, some employers and law schools are advocating that Summer 2021 hiring should wait until January/February 2021, instead of starting in Summer 2020 as usual. Dean Powers anticipates that Fall OCI for 3L postgraduate hiring and academic year internships will still start in late August 2020 but 2L hiring for summer 2021 positions may move to Spring 2021, if that maximizes opportunities for our students. We will update you as we know more.

- What about students currently enrolled in externships?
 - All externs should have received an email, asking you to self-categorize:
 - 1) Students who are still permitted to work in the office
 - 2) Students permitted to work remotely
 - 3) Students who can't work in the office and are not permitted to telecommute, but the supervisor is willing to help the student to come up with some substantive legal projects that my office will ultimately supervise
 - 4) Students who can't work in the office, are not permitted to telecommute, and the supervisor is unavailable to help the student with project ideas, etc.

For those students who fall into category 1 or 2, we asked that you please proceed as normal. For those falling into category 3 or 4, we asked that you either schedule a Zoom call or communicate by email. Additionally, all externs should have received the policy, available under the externship tab at <https://www.gonzaga.edu/school-of-law/about/coronavirus>, which addresses issues about telecommuting, supervision, and the classroom components of your experience. Finally, this policy was also sent to all placements and we have been in communication with some of those placements via email.

- I need to apply for my Rule 9, or other limited license, and need a form signed by the law school. How do I do this when the law school is closed?
 - *All certifications should start at the Registrar's Office, even if they request a Dean's signature.*

- We have verified that the WSBA will be temporarily accepting digital signatures for Rule 9 applications. To have page 6 of your Rule 9 application completed, please send completed pages 2, 3, 4 & 7, and any additional disclosures from page 3 of the application to the Registrar's Office in one of the following methods:
 - via email to Waunita Myers myersw@gonzaga.edu;
 - upload to the Rule 9 drop box (under Assignments & Quizzes) on the Registrar's Office TWEN page.

Once your application information has been verified and placed in your student file, you will receive a completed page 6 back via email. Please allow two business days for this to be completed.

- If your limited license paperwork for a state other than Washington allows for digital signatures, please forward the requirements and/or forms via email to Waunita Myers at myersw@gonzaga.edu.
- Please see the [Registrar's Office page](#) for instructions on other Certifications and Verifications. Any items that require original signatures will not be able to be processed until staff have returned to campus. You may mail in any forms that need original signatures, and they will be completed as soon as possible. The mailing address is:

Gonzaga University School of Law
Registrar's Office
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