**Professor Vessels’ Assignment Clarification “Cheat Sheet”**

You may need to ask any number of these questions of your supervisor when you get an assignment:

- When do you need this? or How long do I have to work on this?
- How long should I spend on this project?
- Are you available if I have questions or need to check in? Can I email you with questions?
- Do you have any suggestions about the best place to start? or I was thinking of starting with the treatises [or Westlaw] [or ______]; would you recommend anything else?
- Are you interested in federal [or state] or 10th Circuit] law only, or should I broaden my search?
- Are there any samples of this type of motion, brief, pleading, memo? Where can I find them?
- Along with my memo, do you want me to turn in copies of the cases or other research materials I used? [even if the answer is “no,” save them in case your supervisor asks for them later.]
- Are there any documents from the case file that I can look at to familiarize myself with the case more generally?

**And the most important one:**

- OK, just to make sure I understand, you want me to... (sum up assignment).

---

1 Adapted from the Chapman University School of Law Assignment Clarification Cheat Sheet.