



# CLINICAL EDUCATION PROGRAM SYLLABUS

<b>COURSE TITLE:</b>	<b>CLINICAL EDUCATION PROGRAM</b>
<b>COURSE NUMBER:</b>	LAW E508-1, LAW E508-2, or LAW E508-3
<b>PROFESSOR(S) NAME:</b>	Clinical Education Advisor Dan Lanahan, Esq.
<b>PROFESSOR CONTACT INFO:</b>	Email: <a href="mailto:d.lanahan@empirecollege.com">d.lanahan@empirecollege.com</a>
<b>SCHEDULE:</b>	2 - 3 one hour mandatory meetings per semester set with student input. Form and content of meetings TBD First mandatory meeting for Fall 2016 will be on: <b>Thursday, Sept 8<sup>th</sup>, 2016 from 5-6pm in Room #209</b>
<b>UNITS:</b>	1 unit = 48 hours of clinical work 1, 2, or 3 units – student’s option based on financial and time commitments and constraints. A student may receive up to three units of credit per academic year. A student who participates in the program may receive a maximum five units of credit. No more than three units may be earned from the same internship, unless otherwise approved by Clinical Education Advisor.
<b>COURSE TYPE:</b>	Elective
<b>PREREQUISITES:</b>	Completion of second-year required coursework.
<b>COREQUISITES:</b>	None
<b>TEXTS AND MATERIALS:</b> (Identification of any texts, materials and references used throughout the course.)	No required materials to purchase. Employers or supervisors will have materials available for student’s use and reference.
<b>COURSE DESCRIPTION:</b>	Important information: There will be a <b>mandatory Clinical Education class on Thursday, September 8th from 5-6 p.m. in Room #209.</b> <u>You must pick-up a Clinical Education packet in the Law School Office.</u> Students need to review and bring the Clinical Education packet to the first class indicated above. <u>Description:</u> Third- and fourth-year students are allowed to work in public or private law offices for unit credit. Students may receive one hour of credit for each 48 hours of participation. Participants in the Clinical Education Program have the option to register with the California State Bar through its Practical Training of Law Students Program. In order for the student to receive credit, the student must enroll in the Clinical Education class which meets at least three times during the semester. At the conclusion of each semester, the supervising attorney must submit an evaluation report of the student on forms provided by the School of Law. Approved clinical education units will be charged the same tuition rate as all other academic units.

<p><b>COURSE OBJECTIVES / ANTICIPATED LEARNING OUTCOMES:</b> (Description of what students will be expected to know and be able to do at the end of the course. What skills or knowledge will be gained by the end of the course.)</p>	<p>Students have the opportunity to improve and practice practical lawyering skills like research, writing, presentation, argument, negotiations and more under the supervision of practicing attorneys.</p>
<p><b>FORMAT OVERVIEW / METHOD OF INSTRUCTION</b> (Description of how the course will be taught, including breakdown of lecture, practicum, etc.)</p>	<p>Students work or volunteer under the supervision of a practicing attorney to gain valuable legal experience. This program also offers valuable opportunities to network with working professionals. Students will also learn from experts as guest speakers present at the mandatory meetings along with the Professor.</p>
<p><b>EXAMS:</b></p>	<p>No exam in this course.</p>
<p><b>GRADING / ASSESSMENT CRITERIA:</b></p>	<p>Empire College uses the following grading system for this class.</p> <p><u>Pass/Fail Classes:</u>  65 - 100 P Pass/Credit  64 and Below F Fail/No Credit</p> <p>Grade is based on timely meeting deadlines, attending all mandatory class sessions, turning in required evaluations, work samples, proof of hours worked. Requirements are clearly expressed in the Clinical Education packet and communicated to all enrolled students at the first mandatory meeting. That meeting is listed on each semester's schedule.</p> <p>In order to receive credit for Clinical Education units, at the conclusion of each semester, the student must submit the following:</p> <ul style="list-style-type: none"> <li>• Application and Proposal</li> <li>• Complete Supervisor's Evaluation- (Note: the supervising attorney must submit an evaluation report on forms provided by the Empire College School of Law.)</li> <li>• Completed Student's Evaluation</li> <li>• Proof of Hours Worked</li> <li>• Approved Writing Sample</li> </ul>
<p><b>ATTENDANCE:</b></p>	<p>Students are working or volunteering to gain valuable legal experience. Attendance and meeting the minimum required hours are crucial. Students must attend 100% (all mandatory meetings) during the semester. First mandatory meeting date and time is published in semester schedule.</p>

<b>ASSIGNMENTS:</b>	Students work on assigned project by their supervising attorney. Projects may include research, writing and editing. More details are explained in the packet included below.
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Syllabus subject to change.

Current Clinical Education Program package begins on the next page. Packets are available in the Law School Office and are posted online with the law school syllabi.

# EMPIRE COLLEGE SCHOOL OF LAW CLINICAL EDUCATION PROGRAM

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## A WORD ABOUT THE CLINICAL EDUCATION PROGRAM

1. Clinical Education is available to **third and fourth year** students who have approval from either the Clinical Education Supervisor or the Dean.
2. The student must submit the “Application and Proposal” document describing intended work to the Clinical Education Supervisor for approval. The application is normally submitted to the Clinical Education Supervisor at the first Clinical Education meeting.
3. The student has the option to register with the California State Bar through the Practical Training of Law Students Program. (Forms are available in the office).
4. One (1) hour of credit is granted for each 48 hours of participation.
5. Up to (5) units of credit are granted for participation in the program. The maximum units per academic year is three (3) units.
6. In order to receive credit for your internship, at the conclusion of each semester, the student must submit the following:
  - Completed Supervisor's Evaluation- (Note: the supervising attorney must submit an evaluation report on forms provided by the Empire College School of Law.)
  - Completed Student's Evaluation
  - Proof of Hours Worked
  - Approved Writing Sample
7. Approved clinical education units will be charged the same tuition rate as all other academic units.

# EMPIRE COLLEGE SCHOOL OF LAW

## CLINICAL EDUCATION PROGRAM

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### GUIDELINES FOR SUPERVISORS OF CLINICAL EDUCATION STUDENTS

The attorney who undertakes the supervision of clinical students directly participates in the legal education of the student. This undertaking requires commitment and agreement to expend the time necessary to analyze and evaluate the student's work. The following guidelines have been prepared by Empire College School of Law to assist you in meeting the School's requirements.

The School of Law permits students in good standing to earn academic credit for legal work performed in an office, in court, and/or in the legal department of a government agency. The organization must agree to accept full responsibility for the student, designate a specific supervisor to whom the student must answer, and evaluate the student's performance for the student and the Law School.

Forty-eight (48) hours of clinical work must be performed for each unit of academic credit awarded. Students may earn up to five (5) units of clinical education, with no more than three (3) units being awarded in any given academic year.

#### **SUPERVISION**

1. Students working in clinical or extern programs are expected to receive the **personal supervision** of a practicing attorney or judge. There must be an attorney to whom the student is primarily responsible and who regularly reviews his or her work to see that it meets the standards of the profession and of the particular office.
2. The school of Law expects the research and writing skills of the student be evaluated. Guidance should be given so the student may learn the quality of work demanded of the competent practitioner working in the area of law involved.
3. Supervisors should exercise their sound consideration on whether and to what extent students should participate in giving advice to, or representing, clients.

For information on specific State Bar rules in this area, supervisors should contact the State Bar of California.

4. At the conclusion of the semester, the supervisor will be asked to evaluate the student on forms provided by the School of Law. We ask that this be objective and based on the quality of the work done. Only by receiving accurate evaluation can we better prepare students for clinical positions in the future and determine whether the particular student's

A "No-Credit" designation is the equivalent to a grade of C- or lower and shows that the student has done unsatisfactory work. A "credit" is equivalent to a C or above and indicates work demonstrating at least minimal acceptable competence in successfully completing the assigned tasks.

### **ASSIGNMENTS**

1. Students should be given professional assignments, i.e. an assignment that would be given to a new attorney, rather than to an office assistant, secretary, or paralegal. It is therefore, anticipated that students will not normally be called upon to do typing or office filing, nor will a substantial amount of their work involve merely summarizing depositions.
2. The students should be given assignments reflecting the variety of work done in the office both as to procedural and substantive areas of law.
3. Where feasible, the student should be allowed to observe or participate in client interviews and court or administrative appearances.

### **OTHER CONSIDERATIONS**

Working with a practicing attorney or judge is often the most stimulating experience in a student's law school career; the enthusiasm felt in this type of work carries over into the student's other courses. We encourage supervisors to acquaint the student on an informal basis, with the practical demand of practice in terms of time, economics, office management, etc.

Finally, should a problem occur during the semester with a student's performance, punctuality, or attitude, the supervising attorney should contact either the Assistant to the Dean or the Dean of the Law School at 707/ 546-4000. The School of Law is willing to work with the supervising attorney and to assist him or her in any way possible so that accepting clinical students will be a rewarding and profitable experience for student and supervisor alike.

**EMPIRE COLLEGE SCHOOL OF LAW  
CLINICAL EDUCATION PROGRAM**

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**APPLICATION AND PROPOSAL**

Name \_\_\_\_\_ Student ID No \_\_\_\_\_

Class of \_\_\_\_\_

Name and type of agency where clinical education will be performed:

Address of Agency: \_\_\_\_\_

Name of Direct Supervisor: \_\_\_\_\_

Supervisor's Direct Telephone Number: \_\_\_\_\_

**SUPERVISOR MUST SIGN THE FOLLOWING:**  
I have received, read, and agree to abide by the Empire College School of Law  
Guidelines for Supervisors of Clinical Education Students

\_\_\_\_\_  
Supervisor's Signature

What is the nature of the work you will be doing? \_\_\_\_\_

Date you will begin: \_\_\_\_\_ Units of Credit Requested: \_\_\_\_\_

Total of Previous Clin Ed Units: \_\_\_\_\_

Credit to be given for \_\_\_\_\_ semester, 200\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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**FOR LAW SCHOOL OFFICE USE ONLY**

**APPROVED BY:**

\_\_\_\_\_  
Dean or Clinical Education Supervisor

\_\_\_\_\_  
Date





5. What is your opinion of the student's knowledge and understanding of the law?
  
  
  
  
  
  
  
  
  
  
6. Was the student able to interpret, apply, and organize facts in written form?
  
  
  
  
  
  
  
  
  
  
7. If applicable, was student professional in conducting interviews with clients?
  
  
  
  
  
  
  
  
  
  
8. Is there a course that you feel should be required of the student that would enhance the student's effectiveness if it were taken during the time he or she is with your organization?
  
  
  
  
  
  
  
  
  
  
9. Overall, how would you rate the student and the quality of work involved?

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Supervising Attorney/Judge

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Date

EMPIRE COLLEGE SCHOOL OF LAW  
CLINICAL EDUCATION PROGRAM

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EVALUATION BY STUDENT

Name of Student: \_\_\_\_\_

Supervising Agency/Firm: \_\_\_\_\_

Address of Agency/Firm: \_\_\_\_\_

Telephone of Agency/Firm: \_\_\_\_\_

Semester and Year Covered: \_\_\_\_\_

PLEASE ANSWER THE THREE QUESTIONS THAT FOLLOW IN DETAIL.

1. Describe the kinds of cases on which you worked.

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2. Please describe the accessibility of judges, clerks, and/or attorneys for questions, criticism, and/or observations.

3. Please describe the hours spent performing research and writing tasks v. the hours spent observing, the volume of work and other general comments.