



CLINIC SYLLABUS

CLINIC TITLE:	LEGAL AID CLINIC
CLINIC NUMBER(S):	LAW E548-2 or LAW E548-3
UNITS OR UNIT OPTIONS:	2 or 3 Units, student option
COURSE TYPE:	Elective
PROFESSOR(S) NAME:	Professor Ronit Rubinoff
PROFESSOR CONTACT INFO:	Email: rrubinoff@legalaidsc.com Cell for ER texting is: 707-688-4034
TERM:	Fall 2014
SCHEDULE:	Students and Legal Aid Class Coordinator will arrange each student's schedule. Minimum of one half day per week required. Hours must be met during Legal Aid business hours. Students are strongly encouraged to work additional hours to improve their skills more substantially. Classes will be held at Legal Aid of Sonoma County 144 South E St, Santa Rosa, CA 95404 Note: First training sessions will be one-on one at Legal Aid. Subsequent group trainings will be set at Legal Aid within the first six weeks.
PREREQUISITES:	Completion of 1 st year coursework. Students must be in Good Academic Standing.
COREQUISITES:	None
TEXTS AND MATERIALS: (Identification of any materials and references used throughout the clinic.)	No text required Handouts may be distributed by Professor.
CLINIC DESCRIPTION (from catalog):	This class provides students with real life client counseling opportunities and exposure to a variety of poverty law topics. The clinic allows students to interact with clients, provide legal advice under the supervision of an attorney, draft simple pleadings and direct clients to legal and non-legal resources. Students may work in the areas of Unlawful Detainers, Restraining Orders, Elder Abuse, and Guardianships. Students will draft legal documents and correspondence under the supervision of a practicing attorney. Some students may gain the opportunity to attend court hearings.
CLINIC OBJECTIVES / ANTICIPATED LEARNING OUTCOMES: (Description of what students will be expected to know and be able to do at the end of the Clinic. What skills or knowledge will be gained by the end of the Clinic.)	<ol style="list-style-type: none"> 1. Learn to conduct a client interview 2. Learn to build a client file 3. Conduct research related to case 4. Prepare documents to support case. 5. Learn how to prepare declarations and judicial council forms. 6. Develop and demonstrate case follow-up skills and habits 7. Students will learn local court practices. 8. Demonstrate and practice empathetic listening and patience 9. Learn about local resources for clients
FORMAT OVERVIEW / METHOD OF INSTRUCTION: (Description of how the clinic will be taught, including breakdown of lecture, practicum, etc.)	Students will begin by shadowing experienced staff and volunteers. Students will then be given increasing responsibility for handling clients from intake through the conclusion of their legal matter. Students will meet with supervisor bi-weekly to discuss the status of their training, cases, and any research projects they have been

	assigned. Periodically, handouts may be distributed for reading and discussions. Students are encouraged to participate in bi-weekly UD and DV team case meetings held by staff.
EXAMS:	No exam is administered in this clinic.
GRADING / ASSESSMENT CRITERIA / CLASS POLICIES:	<p>Empire College uses the following grading system for Clinics:</p> <p><u>Pass/Fail:</u> 65 - 100 - P Pass/Credit 64 and Below - F Fail/No Credit</p> <p>Pass/fail student grades are based on participation in the clinic, which includes regular attendance, completion of assignments, client work and/or research in a timely manner, and dressing and acting in a professional manner.</p> <p>Clinic participation and attendance are mandatory; cell phones and electronic communications are prohibited during clinic time. Regular and punctual attendance is essential for the successful completion of law school. As the clinic deals with real legal issues students should plan to attend every class. If you miss or are unprepared more than two (2) classes or fail to complete assignment(s) on time, you will receive an F or no-pass grade. Roll will be taken at each class. If you are more than ten minutes late to class you will be marked absent.. All assignments and correspondence <u>must</u> have instructor approval prior to communicating with client.</p> <p>Grades are earned/calculated based on: 100% based upon participation, attendance and timely completion of any assigned tasks.</p>
ATTENDANCE:	<p>Under the standards of the Committee of Bar Examiners of the State Bar of California, “regular and punctual attendance” is necessary to satisfy residency requirements. Students should plan to attend all classes. A minimum of 80 percent attendance is required in each course/clinic. The instructor will take roll at each planned meeting. Make-up sessions will be scheduled at professor’s discretion. A student who has exceeded the absence limits outlined will be automatically dropped from the course.</p> <p>If you miss or are unprepared more than two (2) classes or fail to complete assignment(s) on time, you will receive an F or no-pass grade. Roll will be taken at each class. If you are more than ten minutes late to class you will be marked absent.</p>
ASSIGNMENTS:	
Week 1 and Week 2: 9/2 to 9/12	Clinic will be held at Legal Aid of Sonoma County 144 South E St, Santa Rosa, CA 95405. Students will meet one on one with intern coordinator. Students will be given an introduction to what services Legal Aid Provides and provided with a handout of orientation materials. An overview of Unlawful Detainers, Domestic Violence Restraining orders, civil harassment, and guardianships.

	Instruction in interviewing and providing legal assistance to the client base.
Week 3: week of 9/15	Client shadowing begins at Legal Aid of Sonoma County.
Weeks 4-15: after 9/15 and up until final exams begin – Exam period 12/8 to 12/18	Additional substantive instruction in domestic violence and housing law provided, as well as in office protocols. Remainder of classes consists of performing client triage, client interviews and client paperwork.

Syllabus subject to change.