

CLINIC SYLLABUS

CLINIC TITLE:	IMMIGRATION LAW CLINIC
CLINIC NUMBER(S):	LAW E524
UNITS OR UNIT OPTIONS:	2 Units
COURSE TYPE:	Elective
PROFESSOR(S) NAME:	Professor Robyn Mancini
PROFESSOR CONTACT INFO:	Office Phone Number: 707.528.3917; rmancini@empirecollege.com
SCHEDULE:	Mondays, 6:00pm – 8pm, Room # 217
TERM:	Fall 2018
PREREQUISITES:	Completion of 1 st -year required coursework. Students must be in Good Academic Standing.
COREQUISITES:	None
TEXTS AND MATERIALS: (Identification of any materials and references used throughout the clinic.)	<i>Immigration Law Clinic Course Materials</i> (Must be purchased in the Empire College Bookstore) Additional reading or assignments may be provided by Professor.
CLINIC DESCRIPTION (from catalog):	The immigration law clinic is designed to provide students with hands-on, practical experience working on U visa cases for victims of crime. Under the supervision of the professor, students will be responsible for all aspects of case management for the clients assigned to them. Responsibilities include performing client interviews, conducting legal analysis, gathering evidence, drafting and filing applications, and maintaining client correspondence. Students are expected to adhere to the rules of professional conduct at all times. This includes maintaining client confidentiality, interacting respectfully with clients, and pursuing all casework in a diligent and timely manner.
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. Develop and demonstrate case follow-up skills and habits 6. Learn all aspects of completing U visa and/or Deferred Action applications for submission to U.S. Citizenship and Immigration Services 7. Students must demonstrate the minimum level of competency for an attorney in CA specializing in the area of Immigration Law
FORMAT OVERVIEW / METHOD OF INSTRUCTION: (Description of how the clinic will be taught, including breakdown of lecture, practicum, etc.)	Students will interview, follow up with and advise clients under the direction of the supervising attorney. Students will draft forms, declarations, legal documents and correspondence related to the cases they are assigned to. Students will meet weekly with Professor Mancini to work on the cases to which they are assigned. Course material will be presented in a lecture-discussion and Socratic method

	format.
EXAMS:	No exam is administered in this clinic. Students must have completed packets for submission to USCIS due by Week 15.
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>In order to receive a passing grade in the clinic, each student must submit a completed U visa petition and I-192 waiver application for submission to USCIS. Each packet should be of the quality deemed acceptable for a licensed attorney in the field of immigration law.</p> <p>Grading will be assessed by: 60% completed USCIS application 30% participation 10% attendance</p>
ATTENDANCE:	GENERAL POLICY INFO: 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.
ASSIGNMENTS:	
No class on 09.03.18 – holiday – campus closed	
Week 2: 9.10.18-Room 211	Overview and discussion of U Visa Regulations Course Materials: U Visa Regulations, VSC Notes and Practice Pointers & USCIS Policy Memos
Week 3: 09.17.2018 – Room 211	Grounds of Inadmissibility and Waivers Course Materials: Overcoming Inadmissibility for U Visa Applicants, by Gail Pendleton Handouts – to be provided
Week 4: 09.25.2018- Room 211	Conducting Client Interviews/Ethical Considerations/Rights of Non-citizens Handouts/Class Binder Materials – to be provided
Week 5: 10.01.2018 Room 211	The Fee Waiver – Form I-912 Handouts and Course Materials to be provided.
Week: 6-14	Clinic
Final Week 15: Finals exams run 12/10 to 12/20/18 – no class during exam period.	Completed packets for submission to USCIS due. ***Make up class for the 09.03.2018 holiday date TBD.***

Syllabus subject to change.