

## CLINIC SYLLABUS

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| <b>CLINIC TITLE:</b>  | <b>ELDER LAW CLINIC</b>   |
| <b>CLINIC NUMBER(S):</b>  | LAW E513  |
| <b>UNITS OR UNIT OPTIONS:</b>   | 2 Units   |
| <b>COURSE TYPE:</b>   | Elective  |
| <b>PROFESSOR(S) NAME:</b>   | Professor Lauren Gardner  |
| <b>PROFESSOR CONTACT INFO:</b>  | Lauren Gardner; 707-542-8384; <a href="mailto:lgardner_attorney@att.net">lgardner_attorney@att.net</a><br>Clinic phone; 707-736-6150  |
| <b>TERM:</b>  | Spring 2014   |
| <b>SCHEDULE:</b>  | Thursday, 3:45 p.m. – 5:45 p.m.<br>Classes will be held at Salvation Army/Silvercrest Retirement Center 1050 3 <sup>rd</sup> Street, Santa Rosa, 95404 - ( <b>Note: First training session <u>only</u> meets at Empire College in a classroom or conference Room from 3:45-5:45pm. Check Law Office for exact location.</b> )   |
| <b>PREREQUISITES:</b>   | Completion of 1 <sup>st</sup> year coursework. Students must be in Good Academic Standing.  |
| <b>COREQUISITES:</b>  | None  |
| <b>TEXTS AND MATERIALS:</b><br>(Identification of any materials and references used throughout the clinic.)   | <i>Elder Law in a Nutshell</i> , Frolik West. 5 <sup>th</sup> Edition. ISBN# 9780314926012<br>Estate planning documents –will be emailed to students for Week 1<br>Handouts may be distributed by Professor.  |
| <b>CLINIC DESCRIPTION</b> (from catalog):   | This class provides students with real life client counseling opportunities with senior citizens. The clinic allows students to interact with clients, provide advice, follow-up, and direct clients to legal and non-legal resources. Students will draft legal documents and correspondence under the supervision of a practicing attorney. The clinic will provide the public with free legal advice.  |
| <b>CLINIC OBJECTIVES / ANTICIPATED LEARNING OUTCOMES:</b> (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"> <li>1. Learn to conduct a client interview</li> <li>2. Learn to build a client file</li> <li>3. Conduct research related to case</li> <li>4. Prepare documents to support case</li> <li>5. Develop and demonstrate case follow-up skills and habits</li> <li>6. Demonstrate presentation skills by presenting their topic paper.</li> <li>7. Demonstrate and practice empathetic listening and patience</li> <li>8. Direct to local SoCo resources</li> </ol>  |
| <b>FORMAT OVERVIEW / METHOD OF INSTRUCTION:</b> (Description of how the clinic will be taught, including breakdown of lecture, practicum, etc.)   | Students will interact with clients, provide advice, and follow up and direct clients to legal and non-legal resources. The students will draft legal documents and correspondence under supervision of a practicing attorney. Attorney Lauren Gardner will supervise all work done in the Elder Law Clinic. Students will meet weekly prior to the start of the clinic to discuss the status of the cases, issues or documents on which they are working, and for the weekly lecture discussion. Periodically, handouts are distributed for reading and discussions. |
| <b>EXAMS:</b>   | No exam is administered in this clinic. Students will prepare and present a paper/pamphlet on a topic of their choice. (Topic must be   |

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|   | <p>approved by instructor). The paper will be written about a legal topic of interest to elderly persons and will be written for the layperson. The paper will be provided to the clinic staff in “Microsoft Word” format. The presentation will be made to the class and may also be to a group of senior citizens. Twenty (20) copies of the paper must be brought to the presentation. The paper will be in lieu of a final.</p>  |
| <p><b>GRADING / ASSESSMENT CRITERIA / CLASS POLICIES:</b></p> | <p>Empire College uses the following grading system for Clinics:</p> <p><u>Pass/Fail:</u><br/> 65 - 100 - P Pass/Credit<br/> 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. <b>All assignments must be typed, proofread, spell checked and are due no later than the Monday following the clinic at 12:00 noon for editing, unless prior approval is granted by instructor.</b> All assignments and correspondence <u>must</u> have instructor approval prior to communicating with client.</p> <p>Grades are earned/calculated based on:<br/> 60% participation and attendance<br/> 40% paper/pamphlet and presentation (See details in Final Week 15 below.)</p> |
| <p><b>ATTENDANCE:</b></p>                                     | <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. <b>All assignments must be typed, proofread, spell checked and are due no later than the Monday following the clinic at 12:00 noon for editing, unless prior approval is granted by instructor.</b></p>  |

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| <b>ASSIGNMENTS:</b>   |   |
| <b>Week 1: 1/9/14</b><br>First class, training session <u>only</u> meets at:<br><u>Empire College in the Board Room</u><br><u>Conference Room from 3:45-5:45pm.</u> | After that the clinic will be held at Salvation Army/Silvercrest Retirement Center 1050 3 <sup>rd</sup> Street, Santa Rosa, 95404<br><br>Introduction to basic estate planning, overview of basic elder law issues, including conservatorships, probate, administration of trusts, and elder abuse. Instruction in interviewing and providing legal advice to elderly persons. Sample estate planning documents will be emailed to students at least one week prior to first class. <ul style="list-style-type: none"> <li>• Read first 3 chapters of book and estate planning documents prior to first class.</li> </ul> |
| <b>Weeks 2: 1/16/14</b>   | Client counseling begins at Silvercrest Retirement Center. Students must attend first and second session and complete required reading to begin client counseling.  |
| <b>Weeks 3-14: 1/23/14 – 4/10/14</b>  | Remainder of classes consists of client counseling and advice. The beginning of class will be a forum for student questions regarding legal advice to Professor and advisory board students. Students will meet with clients off campus at Silvercrest Retirement Center, 1050 3 <sup>rd</sup> Street, Santa Rosa. Students may be asked to make home visits to shut-in clients.  |
| <b>Final Week 15: date TBA</b>  | Students will also prepare and present a paper/pamphlet on a topic of their choice. (Topic must be approved by instructor). The paper will be written about a legal topic of interest to elderly persons and will be written for the layperson. The paper will be provided to the clinic staff in Microsoft Word format. The presentation will be made to the class and may also be to a group of senior citizens. Twenty (20) copies of the paper must be brought to the presentation. The paper will be in lieu of a final.   |