

San José State University
College of Health and Human Sciences /Justice Studies Department

Justice Studies 140 – Spring 2020
Record Clearance Project – Practical Legal Skills

Course Schedule

This schedule is **subject to change**. Notice of changes will be emailed to students at the email address they supply and posted on the course website. Workshop sessions will be scheduled to accommodate student availability.

Week #	Date	Topic	In-class exercise	Homework assignments – to be completed <u>before</u> class
		Tues & Thurs 3:00 – 4:15 Clark Building 310	<u>Thursday</u> workshop will be ? <u>Friday</u> workshop will be ?	When students are asked to meet outside regular class time, it is noted with an * in the "week #" column
1	1.23	Introductions Description of course Guest speakers: former RCP clients Why expungement matters		Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments
2	1.28	Legal eligibility for expungement		Read legal eligibility module Review legal eligibility sections of “Helping Clients Clear Criminal Convictions” Read Rap Sheet attachment to “Helping Clients”
2	1.30	Legal eligibility for expungement		
*	1.30 Thursday 9:00 AM	Court – expungement hearing Dept 42, Hall of Justice, 190-200 W. Hedding, SJ		
3	2.4	Reading criminal histories (RAP sheets)		Read “Reading RAP sheets” module and related section of “Helping Clients” manual

3	2.6	Reading criminal histories (cont'd) – using the conviction organizer	Rap sheet & review of answers in-class exercise	Turn in top three preferences for community education presentations to the canvas discussion titled 'Top three choices for Nutshell presentation' See list posted on Canvas in announcement for scheduled sessions
3	2.6/2.7	WORKSHOP 1 – Legal eligibility and RAP sheet analysis		
4	2.11	Community education		Read community education module materials. Read "Clearing Criminal Records in a Nutshell" presentation in detail Submit Workshop 1 report
4	2.13	Community education (cont'd)	Give community education presentations in-class exercise (Do not need to prepare the Employment Rights section for comm ed– though you are welcome to do so)	Practice with partners presenting community education presentation
4	2.13/2.14	WORKSHOP 2 – Community education & critique		
5	2.18	Guidelines for professional dress Legal ethics and professionalism		Read ethics & professionalism module Submit Workshop 2 report
5	2.20	Legal ethics and professionalism (cont'd) Legal research		

6	2.25	Legal research	Legal research treasure hunt – bring laptop if you have one -- in-class exercise	Read legal research module Complete ethics and professionalism homework exercise on-line (1)
6	2.27	Review & prep for quiz		
7	3.3	QUIZ 1		Complete legal research treasure hunt homework exercise on-line (2)
7	3.5	Legal writing: shells Choosing the right sample petition Using “track changes”		Review sample petitions module
8	3.10	Legal writing: declarations Editing exercises: advocacy		Review several redacted declarations posted on Canvas
8	3.12	Legal writing: grammar and style Editing exercises: grammar		
8	3.12/3.13	WORKSHOP 3 – Choosing the right sample petition	←	
9	3.17	From interview to declaration – turning mock clients’ testimony to declaration form	In-class exercise: interviewing & writing in-class exercise	Submit Workshop 3 report
9	3.19	Review of Quiz 1 results		
9	3.19/3.20	WORKSHOP 4 – Legal writing		

10	3.24	Guest speakers: RCP mentors -- The Path to Expungement mentoring program		Submit Workshop 4 report
10	3.26	Guest speakers: law students helping RCP during Alternative Spring Break: Law school – applying to and being there		Read legal writing module
*	3.31 & 4.2	Spring Break		
11	4.7	Legal interpreting		Read Legal interpreting module
11	4.9	Speed Screening: forms and procedures		Read Speed Screening module
11	4.9/4.10	WORKSHOP 5A – using Speed Screening forms	Bring laptop if you have one for practice using “track changes” function	Read interviewing module
12	4.14	Speed Screening: interviewing and ethics refresher		Take Quiz 2 on-line sometime between 4.14 and 4.20
12	4.16	Speed Screening: mock interviews	In-class exercise: Speed Screening mock interviews in-class exercise	
12	4.16/4.17	WORKSHOP 5B – Speed Screening interviews		
*	Mon 4.20	Complete Quiz 2 online		Quiz will be available from 4.14-4.20 Submit Workshop 5 report (including parts A & B)

13	4.21 3:00 – later	Speed Screening 1	Location TBD Please come early if you can help set up	Review Speed Screening materials, especially the Interview Record and Client follow-up checklist Review list of Resource info for clients (to be familiar with what resources exist; you don't need to know the content)
13	4.23	Speed Screening debrief		
14	4.28	Interviewing: gathering information from clients Interviewing: conveying information to clients	Demonstration interview	
14	4.30	Interviewing practice	Critiqued individual role-play interviews (switch client / interviewer roles) in-class exercise (4)	Review the RCP declaration and materials for the “client” you will be role-playing
14	4.30/5.1	WORKSHOP 6 – legal interviewing		
15	5.5	Putting interviewing and writing together: draft petitions Mock interview	Mock interview for mock petition assignment – Turn “client’s” story into a mock record clearance petition	Submit Workshop 6 report Complete Interviewing homework exercise on-line (3)
15	5.7	Mock Interview		
*	Thurs 5.14 2:45 – 5:00 PM	(in place of final exam) Speed Screening 2	Location: TBD	
*	5.18 5.20			Turn in mock petition Turn in Speed Screening profile