

**San José State University**  
**College of Applied Sciences and Arts/Justice Studies Department**  
**Justice Studies 170, Record Clearance Project Internship -- Fall 2010**

<b>Instructor:</b>	Margaret (Peggy) Stevenson
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<b>Office Hours:</b>	Tuesday, 1:30 p.m. – 5:15 p.m., Thursday, 1:30 p.m. – 5:45 p.m. and by appointment
<b>Class Days/Time:</b>	Thursdays 6:00 – 7:30; four Tuesday evenings (see schedule following), a community presentation (off campus) and meetings with clients TBA
<b>Classroom:</b>	TBA
<b>Prerequisites:</b>	Upper division standing and permission of instructor

**Course website:**

Course materials including the syllabus, readings, class notes, resources and other materials are found on the course website, accessible from [www.online.sjsu.edu](http://www.online.sjsu.edu). The new system Desire2Learn is also available directly at <http://sjsu.desire2learn.com/>.

**Course Description: JS 170 – Record Clearance Project Internship**

Please read general information regarding the JS 170 Internship program and requirements posted on the Justice Studies website at <http://www.sjsu.edu/justicestudies/Programs/internships/index.htm>

It is the student's responsibility to assure that he / she is meeting JS 170 requirements.

Record Clearance Project (RCP). Interns (“advanced students”) working on the Record Clearance Project help eligible individuals prepare petitions to clear their criminal convictions. Advanced students work in teams, and usually assisting two clients during the semester. Each JS 170 student is assigned primary responsibility for one client and assists as a team member for another client.

Advanced students are responsible for interviewing their client(s), drafting the petition(s) for their client(s), performing related tasks (e.g., filing, serving documents) so that the petitions are heard in the appropriate court, and preparing their client(s) for their hearing. Advanced students

help with screening clients before class begins, and assisting prospective clients with help in getting rap sheets and preparing for class.

Advanced students attend several sessions of JS 103 Courts and Society, presenting their clients' cases and attending a Tuesday evening court session where their clients' cases are heard.

Advanced students write a paper regarding the process.

Community education presentation. Working as part of a team, advanced students make presentations regarding how to clear a criminal record to community groups in or near San José. (Students use a prepared powerpoint; an attorney is present.) This is part of outreach for new RCP clients.

Review of aspects of the criminal justice system. Advanced students review aspects of the criminal justice system, including racial disproportionality and conditions of incarceration.

## **Course Goals and Student Learning Objectives**

Through assisting a person affected, students gain understanding of how legal paperwork is prepared for court, how facts are applied to the law, how advocacy is involved in presenting material, how the adversary system functions (in part), how ethical considerations are applied, how clients are prepared for a court appearance, how a judge deliberates, how the parties – including judge, attorneys, probation department, court clerks and sheriff's deputy (bailiff) – perform their roles in a court hearing and the backgrounds of the individuals involved in the hearing that we observe, and how individuals involved in the criminal justice system are affected by the process. By the end of the course, students should have gained experience and insight – both firsthand with clients, and academic through reading – regarding the criminal justice system and some of the ways in which it might be improved.

## **Required Texts/Readings**

**Textbook**      None

### **Other Readings**

Training materials and required readings are posted on the course website. Reading assignments for each day are to be completed before coming to class.

## **Classroom Protocol**

Timeliness and communication. Because real people with real legal cases are involved, it is crucial that students keep in close touch with their team and the supervisors. Because there is a filing deadline in order to have our petitions heard in court, our work is compressed into the weeks before the filing deadline. It is critical for students to keep up with the schedule so that we are able to file quality, accurate and compelling petitions on time. Thus it may be very hard to make up any work missed.

Please fill out the Student Profile sheet, attached here, and update any changes in information over the semester. This is important so that I can get in touch with you regarding case-handling matters. Please let me know if you will be out of town during the time we are preparing our

cases for court. Check the course website at least once a week for updates. Check your email daily and respond promptly to notes to you from teaching assistants and me.

Class. Attend all classes (please note irregular class schedule on syllabus); complete reading assignments; participate in training; prepare court papers to request that an individual's criminal conviction be dismissed, observing all ethical and legal rules; present information to a community group regarding record clearances; represent the Record Clearance Project and SJSU professionally in all interactions; and write two papers (one on the case-handling work, another to meet JS 170 requirements on a topic of your choice related to class work). See the Tentative Course Calendar, following, for more detail and due dates.

Please check with me if you experience or anticipate any problems or issues coming up with regard to the class. Problems are best dealt with early on, however, so getting in touch sooner rather than later is best.

## **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops is at <http://info.sjsu.edu/web-dbggen/narr/soc-fall/rec-298.html>. Information about late drops is at <http://www.sjsu.edu/sac/advising/latedrops/policy/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

## **Assignments and Grading Policy**

Grading is based on credit / no credit basis.

Time-keeping. Students keep a contemporaneous written record of their time and activities for the course. The description of activities should include sufficient detail to understand what the student did. Keep in mind the JS 170 requirement that students spend a minimum of 120 hours on their internship.

Written assignments. Students prepare client record dismissal petitions, two papers (one in accordance with JS 170 Internship requirements posted on the Justice Studies website).

The court session on Tuesday, November 2 will be in Santa Clara courthouse (directions, logistics to be supplied). Following the hearing, the judge, District Attorney, Public Defender, Probation officer and court clerks will address the class and answer questions. Students write a reflective paper regarding the experience. Please carefully review separate memos and training materials regarding this. Professionalism and timeliness are critically important.

Community education presentation. Students present information to community groups regarding how people can dismiss eligible convictions.

Participation. Students are expected to participate in class sessions.

## **Tentative Course Calendar and Assignments**

Before the semester begins, students may help with screening and preparing potential clients. (These hours count toward the class total, and should be logged on time records.) Students will have a training sessions and then work with clients on cases.

The syllabus is subject to change; as soon as I know of a change in the syllabus, I will send an email to the class list, put an announcement on the website and post a revision of the syllabus with the change. (The date of the syllabus is in the upper right square.)

Additional readings are assigned beyond those in the syllabus. As the semester progresses, I will post new readings from current events on the course website (another reason to check the website every week).

## **University Policies**

### **Academic Integrity**

The University's Academic Integrity Policy is available at [http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf). Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's integrity policy, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development; I comply with this obligation. The website for Student Conduct and Ethical Development is [at http://www.sa.sjsu.edu/judicial\\_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html).

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Violations of academic integrity rules may affect your graduation and career plans. Please scrupulously observe all academic integrity requirements.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

## **Student Technology Resources**

The University would like you to know that computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual

equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

### **Learning Assistance Resource Center**

The university would like you to know that the Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at <http://www.sjsu.edu/larc/>.

### **SJSU Writing Center**

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is <http://www.sjsu.edu/writingcenter/about/staff/>.

### **Peer Mentor Center**

The Peer Mentor Center is located on the 1<sup>st</sup> floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering “roadside assistance” to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required. The Peer Mentor Center website is <http://www.sjsu.edu/muse/peermentor/>.

Please complete the **Student Profile form** following and turn it in as soon as possible. Email versions are fine.

### Student Profile Form

I will keep this information confidential. However, it is helpful to have for our class project and so that I can contact you quickly if needed. Please update this information if it changes during the semester.

Name:

Email:

Phone:

City where you live:

Are you a                    0 full-time                    0 part-time student?

What year are you?    0 junior                    0 senior                    0 somewhere in between

What plans do you have, if any, following graduation?

For our class project, foreign language ability may be helpful. If you are fluent in a language other than English, please list:

Do you work                    0 full-time                    0 part-time                    0 not now?

Any other information I should know that may affect your scheduling availability or performing class duties?

Note: JS 103 (Courts and Society) class meetings that JS 170 students are expected to attend are highlighted (9.21, 10.26 and 11.9). JS 170 students should attend the court hearing (11.2) as well.

JS 170 / JS 184 Record Clearance Project Thursdays 6:00 – 7:30 p.m. (generally)

Room: TBA

Cls #	Date	Topic		Reading assignment / Website	Written assignments
	Pink = non-Thursday meeting	Purple = clients present		Grey = holiday	8.13.10
1	8.26	Introductions Description of course Training / refresher on 1203.4; interviewing; ethics		Description of Course folder (skim for later reference except read Greensheet carefully)  Training materials on record clearance, interviewing, ethics	
2	9.2	Meet clients			Turn in shell for each of your client's convictions
3	9.9	Training on reading rap sheets; work on petitions with team			Turn in rough draft of declaration for one conviction for each client
4	9.16	Second client meeting			In prep for next week's presentation, email me a paragraph summarizing your client's case and petition
5	TUES 9.21 (no mtg Thurs 9.23)	How record clearance petitions are presented – JS 170 presentation  MH 523			
6	9.30	Meet with clients, sign petitions, assemble documents		Folder materials on how to file and process court documents	split up various tasks: filing, serving, copying, mailing copies to clients
7	10.7	Preparing community education presentation on record clearances for community groups			Practice with partner presenting community education presentation

8	Week of 10.14	[scheduled time outside of class; no Thursday meeting] present community presentations on record clearances			
9	10.21	No meeting this week, in light of two meetings each of next three weeks			
10	TUES 10.26	<b>Guest speakers former record clearance clients</b> Background for 11.2 court hearing MH 523			
10	10.28	<b>Note: two class meetings this week</b> Prep clients in moot hearing			
11	TUES 11.2 5:30 – 8:00 p.m.	ATTEND COURT HEARING Santa Clara Courthouse Dept. 57? (upstairs) 1095 Homestead Road, Santa Clara (near intersection Lafayette)			
11	THURS 11.4 8:35 a.m. - ? (no afternoon class)	(optional) ATTEND COURT HEARING (felonies) Hall of Justice Dept. 24 (basement) 190-200 W. Hedding San Jose (near intersection N. First St)			

12	TUES 11.9 5:30 – 8:15	<p><b>Guest speaker attorney Amy Whelan, Bien, Rosen &amp; Galvan LLP</b></p> <p>Civil rights litigation on behalf of prisoners</p> <p><b>Guest speaker attorney Madeline Neighly, National Employment Law Project</b></p> <p>Racial disparities in the criminal justice system</p>			
12	11.11	No class – Veterans Day holiday			Turn in paper on Record Clearance Project experience via email
13	11.18	<p><b>Guest speaker attorney Madeline Neighly, National Employment Law Project</b></p> <p>Racial disparities in criminal justice (continued from 11.9)</p>		Readings posted on website	
14	11.25	No class – Thanksgiving holiday			
15	Weeks of 11.29 and 12.6	TBA; possibly planning for Record Clearance Summit in January			Turn in final paper according to the directions for JS 170 paper requirement (APA format, citations and page length)