

**San José State University**  
**College of Applied Sciences and Arts/Justice Studies Department**

**Justice Studies 170, Record Clearance Project Practice Internship – Spring 2011**

<b>Instructor:</b>	Margaret (Peggy) Stevenson
<b>Office Location:</b>	MH 521
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<b>Office Hours:</b>	Tuesday, 2:00 p.m. – 5:45 p.m., Thursday, 2:00 p.m. – 2:45 p.m. and by appointment
<b>Class Days/Time:</b>	Thursdays 3:00 – 8:45 (expected) plus additional times for community presentations TBA according to student schedule
<b>Classroom:</b>	MH 520 (3:00 – 5:45) + TBA (6:00 – 8:45)
<b>Prerequisites:</b>	Upper division standing and permission of instructor

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

Record Clearance Project (RCP) Practice Internship. Students taking Record Clearance Project Practice Internship gain and apply the legal skills necessary to help eligible individuals prepare petitions to clear their criminal convictions, and perform related work to assist RCP clients and the community.

RCP Practice Interns interview clients, apply the law regarding dismissal of criminal convictions, understand legal ethical and professional obligations, read criminal histories (“rap sheets”), draft legal petitions seeking to dismiss criminal convictions, make community education presentations, attend a court hearing on record clearance petitions, help plan and conduct several client interviews at a Speed Screening event and related tasks.

**Course Goals and Student Learning Objectives**

Through the RCP Practice Internship, students gain understanding of attorney-client interactions in interviewing and counseling, the ethical and professional obligations involved in legal work, how legal paperwork is prepared for court, how to look up the law, how to apply facts to the law, how advocacy is involved in presenting material, how the adversary system functions (in part), 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 that we observe, how to effectively present legal information to the community, and how and why this all matters. By the end of the course,

students should have gained skills, experience and insight regarding the criminal justice system, those involved in it, and some of the ways in which processes might be improved.

Direct client assistance. RCP Practice students help eligible individuals prepare petitions to clear their criminal convictions. Students work in teams, usually assisting several clients during the semester. It is expected that each RCP Practice student has primary responsibility for one client and assists as a team member for other clients.

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. Pro bono attorneys usually are involved in helping supervise students' work, along with supervision from the course instructor.

Client screening. Students help screen clients before class begins, and assist prospective clients with help in getting rap sheets and preparing for participation in the RCP. They participate in the planning and operation of a Speed Screening event at which large numbers of people are screened and advised at one time.

Community education presentation. Working as part of a team, 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.

Presenting RCP to other students and the public. When available, Practice students attend several sessions of JS 103 Courts and Society, both presenting their clients' cases, listening to former clients speak, and attending a Tuesday evening court session where their clients' cases are heard.

## **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.

Additional readings are assigned beyond those in the syllabus as the semester progresses. Additionally, I will post new readings from current events on the course website.

## **Course website:**

Course materials including the syllabus, readings, class notes, resources and other materials are found on the course website Desire2Learn, at <http://sjsu.desire2learn.com/> .

## **Meeting JS 170 Internship Requirements.**

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 meets JS 170 requirements.

## **Classroom Protocol**

Class. Practice students are expected to attend all regularly scheduled classes; 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.

Some RCP activities are scheduled outside of regular class hours. Students are asked to make every effort to attend the extra sessions, but it is not required if unable to do so. Other obligations are required beyond class hours, such as giving community presentations. However, those may be scheduled according to student schedules (in coordination with my schedule to enable supervision).

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-dbgen/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. Students will be asked to find another internship if they do not meet professional obligations.

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 are filing deadlines 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 contact information in the Dropbox folder at the class website on Desire2Learn and update any changes in information over the semester. This is important so that I can get in touch with you regarding any client-related 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 frequently for updates. Check your email daily and respond promptly to notes to you from supervising attorneys and me.

Time-keeping. Students keep a contemporaneous written record of their time and activities for the course. Students turn in their timesheets at the end of every month. The description of activities should include sufficient detail to understand what the student did, and be kept in 15-minute increments. 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, a paper on the Record Clearance Project experience (minimum four pages) and a paper in accordance with JS 170 Internship requirements posted on the Justice Studies website.

Court sessions. Two court sessions are scheduled this semester, though both are tentative at this time. The first is on Thursday, March 24 from 3:30 – 5:00, probably at the Terraine Courthouse.

The second (and larger) court session on Tuesday, May 10 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. Because of the tight time schedule and increased numbers of clients, 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 and other obligations as described, including assistance with and participation in JS 111 – Special Topics: RCP Practical Legal Skills. This may involve presenting training sessions, role-playing clients or participants in the hearing process, critiquing student work (such as interviews), and other tasks.

## **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 left corner.)

## **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/>.

## **General Education Guidelines**

Students should be aware of SJSU General Education Guidelines, listed at <http://www.sjsu.edu/senate/S09-2.htm> . Courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments, or distinct academic units. (As outlined in the General Education Guidelines, R, S and V courses are in the following categories: Earth and Environment (R), Self, Society & Equality in the U.S. (S), and Culture, Civilization & Global Understanding (V).)