

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

**Justice Studies 184, Record Clearance Project:  
Advanced Practice and Community Involvement  
Spring 2011**

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

**Course Description: JS 180 – Record Clearance Project Advanced Practice and  
Community Involvement**

Record Clearance Project (RCP) Advanced Practice and Community Involvement students.  
Students taking Record Clearance Project Advanced Practice and Community Involvement must have satisfactorily completed RCP Practice course (or its equivalent). In RCP Advanced Practice and Community Involvement (APCI) work, students use their experience with the RCP in two main ways: (1) to provide outreach to meet community needs, and (2) to provide assistance with current RCP classes to facilitate smooth operation of RCP work. In the future, a third aspect of APCI work will involve evaluation of former RCP clients' and students' experiences, with the goal of improving the program, informing policy and providing areas for research.

Spring 2011 RCP APCI students will plan and coordinate a Speed Screening session and several community education presentations. APCI students also will help with teaching and supervision of cases and projects in the RCP Practical Legal Skills and Practice classes. They may take on direct client representation if needed.

## Course Goals and Student Learning Objectives

Through the RCP Advanced Practice and Community Involvement course, advanced students gain deeper understanding of how legal work serves social justice goals in communities that lack access to legal resources. By helping to deliver services to large numbers of community members, advanced students gain insight into the criminal justice system, and some of the ways in which processes might be improved. They also learn more about the professional skills and obligations involved in providing legal services.

Client screening. Advanced 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, and perform follow-up work resulting from the screening.

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.

Presenting RCP to other students and the public. 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 may be asked to represent the RCP to the public.

## 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/> .

## Classroom Protocol

Because APCI student responsibilities are varied, advanced students need to be flexible in their schedules and willing to take on needed tasks as they arise. Specific expectations include the following.

Class. APCI students attend RCP Practical Legal Skills and Practice classes whenever clients are present and additionally as needed to assist with training. APCI students prepare for and participate in presenting trainings to Practical Legal Skills and Practice students; role-play clients

or participants in the hearing process; critique student work (such as in mock interviews); help to prepare and grade Practical Skills quizzes and perform additional tasks as needed. Throughout, APCI students represent the Record Clearance Project and SJSU professionally in all interactions and are expected to exhibit high degrees of professionalism.

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.

Timeliness and communication. Because real people with real legal cases are involved, it is crucial that APCI students keep in close touch with me and others involved in the RCP program and commitments.

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.

Written assignment. At the end of the semester, APCI students prepare a paper on the Record Clearance Project experience (minimum eight pages).

Court sessions. APCI students are expected to attend the two court sessions scheduled during the semester, and help with organization and preparation. In Spring 2011, sessions are tentatively scheduled as follows: 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.

## **Tentative Course Calendar and Assignments**

Before the semester begins, APCI students may help with screening and preparing potential clients.

## **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).)