

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

Justice Studies 140 – Fall 2018
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 and the required community education session 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 Dwight Bentel Hall 133	When students are asked to meet outside regular class time, it is noted with an * in the "week #" column
*	Thurs 8.16 9:00 AM	Court – expungement hearing Dept 42, Hall of Justice, 190-200 W. Hedding, SJ		
1	8.21	Introductions Description of course Guest speakers: former RCP clients Why expungement matters		Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments
1	8.23	Legal eligibility for expungement		Read “legal eligibility” module Review legal eligibility sections of “Helping Clients Clear Criminal Convictions” Read Rap Sheet attachments to “Helping Clients”
2	8.28	Legal eligibility for expungement		

2	8.30	Reading criminal histories (RAP sheets)		Read “reading RAP sheets” module and related section of “Helping Clients” manual
3	9.4	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 Anahi at Anahi.beltran@sjsu.edu See list posted on Canvas in announcement for scheduled sessions
3	9.6	Community education		Read community education module materials. Read “Clearing Criminal Records in a Nutshell” presentation in detail
3	TBD	WORKSHOP 1 – Legal eligibility and RAP sheet analysis		
4	9.11	Community education (cont’d)		Submit Workshop 1 report
4	9.13	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	*	WORKSHOP 2 – Community education & critique		
5	9.18	Legal ethics and professionalism		Read ethics & professionalism module Submit Workshop 2 report
5	9.20	Legal ethics and professionalism (cont’d) Legal research		

6	9.25	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	9.27	Guest speaker Christine Bautista – Tips regarding how to dress professionally Review & prep for quiz		
7	10.2	QUIZ 1		Complete legal research homework exercise on-line (2)
*	Wed 10.3 12:50 -4 PM	Comm ed – Reentry Resource Center 151 W. Mission, SJ		
7	10.4	Guest speakers RCP mentors, Christine Nguyen (mentoring coordinator assistant), and current mentoring client -- The Path to Expungement mentoring program		
8	10.9	Speed Screening training: forms and procedures		Read Speed Screening module
8	10.11	Speed Screening training: interviewing and ethics refresher		
*	Thurs 10.11 6:00 – 7:30 PM	Comm ed: Salvation Army Life Skills class 702 W. Taylor, SJ		
9	10.16	Speed Screening prep – model interviews		

9	10.18	Speed Screening: mock interviews	In-class exercise: Speed Screening mock interviews in-class exercise	
9	TBD	WORKSHOP 3 – Speed Screening interviews		
10	10.23	Legal writing: shells Choosing the right sample petition Using “track changes”		Complete Speed Screening homework exercise (3) Submit Workshop 3 report Review sample petitions module
*	Wed 10.24 12:45 – 4:00 PM	Comm ed: Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
10	10.25	Speed Screening 1 Maranatha Christian Center 1811 S. 7 th Street, SJ	Please come early if you can help set up	Review Speed Screening materials, especially the Interview Record and Client follow-up checklist Review Resource info for clients (to be familiar with what resources exist; you don’t need to know the content)
11	10.30	Speed Screening debrief		
11	11.1	Legal writing: declarations Editing exercises: advocacy		
11	TBD	WORKSHOP 4 – choosing the right sample petition	Bring laptop if you have one for practice using “track changes” function	
12	11.6	Legal writing: grammar and style Editing exercises: grammar		Submit Workshop 4 report

12	11.8	From interview to declaration – turning mock clients’ testimony to declaration form	In-class exercise: interviewing & writing in-class exercise	Read legal writing module
12	TBD	WORKSHOP 5 – legal writing	Bring laptop if you have one for practice	
*	Fri 11.9 12:45 – 4:00 PM	Comm ed: Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
13	11.13	Interviewing: gathering information from clients	Demonstration interview	Read interviewing module Submit Workshop 5 report
*	Wed 11.14 12:50 - 4:00 PM	Comm ed – Reentry Resource Center 151 W. Mission, SJ		
13	11.15	Interviewing: conveying information to clients		
13	TBD	WORKSHOP 6 – legal interviewing		
14	11.20	Interviewing practice	Critiqued individual role-play interviews (switch client / interviewer roles) in-class exercise	Review the RCP declaration and materials for the “client” you will be role-playing Submit Workshop 6 report Complete Interviewing homework exercise on-line (4)
14	11.22	Thanksgiving holiday - no class		

15	11.27	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	Complete Quiz 2 on-line by 11.27 @ 11:59 PM Open book, but must be your own work
15	11.29 3:00 - later	Speed Screening 2 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 Resource info for clients (to be familiar with what resources exist; you don’t need to know the content)
16	12.4	Speed Screening debrief Follow-up questions for mock interview client		
16	12.6	Legal interpreting		Read Legal interpreting module
*	12.15			Turn in mock petition (see syllabus for description)
*	Mon 12.17 2:45 – 5:00 PM	(in place of final exam) Legal interpreting continued Course debrief over pizza		
*	12.18			Turn in Speed Screening profile assignment (see syllabus for description)