

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

**Justice Studies 140 – Spring 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 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 MacQuarrie Hall 523	When students are asked to meet outside regular class time, it is noted with an * in the "week #" column
1	1.25	Introductions Description of course Guest speakers: former RCP clients Why expungement matters		Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments
2	1.30	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	2.1	Legal eligibility for expungement		
3	2.6	Reading criminal histories (RAP sheets)		Read “reading RAP sheets” module and related section of “Helping Clients” manual
3	2.8	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	TBD	WORKSHOP 1 – Legal eligibility and RAP sheet analysis		
4	2.13	Giving community education presentations		Read community education module materials. Read “Clearing Criminal Records in a Nutshell” presentation in detail Submit Workshop 1 report
4	2.15	Community education presentations (cont’d)	Give community education presentations in-class exercise (Do not need to prepare the Employment Rights section of the presentation – though you are welcome to do so)	Practice with partners presenting community education presentation
4	TBD	WORKSHOP 2 – Community education presentations & critique		
5	2.20	Guest speaker Sandra De Leon - Professional dress Legal ethics and professionalism		Read ethics & professionalism module Submit Workshop 2 report
*	Wed 2.21 1-4 PM	Comm ed presentation – Reentry Resource Center 151 W. Mission, SJ		
*	Thurs 2.22 9:00 AM	Court – expungement hearing Dept 42, Hall of Justice, 190-200 W. Hedding, SJ		
5	2.22	Legal ethics and professionalism (cont’d) Legal research		

6	2.27	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	3.1	Review & prep for quiz		
*	Fri 3.2 tentative 12:45 – 4:00 PM	Expungement / employment presentation Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
7	3.6	QUIZ 1		Complete legal research treasure hunt homework exercise on-line (2)
7	3.8	Guest speakers RCP mentors Victoria Kirschner, Cheryl Lozano (invited), Christine Nguyen (student assistant), Nishtha Jolly -- The Path to Expungement mentoring program		
*	Fri 3.9 10:00 AM	Court – COR hearing Dept 31, Hall of Justice 190-200 W. Hedding, SJ		
*	Mon 3.12 12:00 noon	Guest speakers: former RCP clients -- Why expungement matters		
*	Tues 3.13 12:00- 1:15	Guest speaker Judge Paul Colin (invited) (J. Colin heard expungement calendar two years ago) MacQuarrie Hall room 523		

	3.13	Guest speakers: visiting law students from Columbia Law School -- Law school and the application process		
*	Wed 3.14 12:45 – 4:00 PM	Expungement / employment presentation Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
*	Thurs 3.15 12:00 - 1:15	Guest speakers (invited) – the Criminalization of Poverty MacQuarrie Hall room 523		
8	3.15	Speed Screening training: forms and procedures		Read Speed Screening module
9	3.20	Speed Screening training: interviewing and ethics refresher		
*	Wed 3.21 1-4 PM	Comm ed presentation – Reentry Resource Center 151 W. Mission, SJ		
9	3.22	Speed Screening: mock interviews	In-class exercise: Speed Screening mock interviews in-class exercise	
9	TBD	WORKSHOP 3 – Speed Screening interviews		
-	3.27 & 3.29	SPRING BREAK – no class		
10	4.3	Speed Screening prep		Complete Speed Screening homework exercise (3) Submit Workshop 3 report

10	4.5	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 Resource info for clients (to be familiar with what resources exist; you don't need to know the content)
*	Fri 4.6 12:45 – 4:00 PM	Expungement / employment presentation Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
11	4.10	Legal writing: shells Choosing the right sample petition Using “track changes”		Debrief Speed Screening: post a short comment on Discussions section of Canvas noting 2 responses: 1) what went well & why, and 2) what is an area to improve upon for next time. homework exercise (4) Review sample petitions module
11	4.12	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	4.17	Legal writing: grammar and style Editing exercises: grammar		Submit Workshop 4 report
*	Wed 4.18 1-4 PM	Comm ed presentation – Reentry Resource Center 151 W. Mission, SJ		
12	4.19	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	
13	4.24	Interviewing: gathering information from clients	Demonstration interview	Read interviewing module Submit Workshop 5 report
13	4.26	Interviewing: conveying information to clients		
*	Thurs 4.26 tentative 6:00 – 7:30 PM	Comm ed presentation: Salvation Army Adult Rehabilitation Center 702 W. Taylor (corner Stockton), SJ		
*	Fri 4.27 12:45 – 4:00 PM	Expungement / employment presentation Elmwood Jail 945 Thompson Road, Milpitas		Need to submit clearance forms one week in advance
14	5.1 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)
14	5.3	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	TBD	WORKSHOP 6 – legal interviewing		
15	5.8	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 (5)

15	5.10	Debrief JS 140 experience		
*	5.18 2:45 – 5:00 PM	Legal interpreting (in place of final exam)		Read Legal interpreting module
*	5.22 5.23			Turn in mock petition Turn in Speed Screening profile