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

# Justice Studies 140 – Spring 2019

# 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.

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| **Week #** | **Date** | **Topic** | **In-class exercise** | **Homework assignments – to be completed before class** |
|  |  | **Tues & Thurs 3:00 – 4:15**  **Sweeney Hall 242** |  | When students are asked to meet outside regular class time, it is noted with an \* in the "week #" column |
| 1 | 1.24 | Introductions  Description of course  **Guest speakers: former RCP clients** Why expungement matters |  | Read text portion of “Helping Clients Clear Criminal Convictions”; skim attachments |
| 2 | 1.29 | 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 | 1.31 | Legal eligibility for expungement |  |  |
| \* | Thurs 1.31  9:00 AM | Court – expungement hearing  Dept 42, Hall of Justice, 190-200 W. Hedding, SJ |  |  |
| 3 | 2.5 | Reading criminal histories (RAP sheets) |  | Read “reading RAP sheets” module and related section of “Helping Clients” manual |
| 3 | 2.7 | 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](mailto: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 | 2.12 | Community education |  | Read community education module materials.  Read “Clearing Criminal Records in a Nutshell” presentation in detail  Submit Workshop 1 report |
| 4 | 2.14 | 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 | TBD | WORKSHOP 2 – Community education & critique |  |  |
| 5 | 2.19 | **Guest speaker Sandra De Leon -** Professional dress  Legal ethics and professionalism |  | Read ethics & professionalism module  Submit Workshop 2 report |
| 5 | 2.21 | Legal ethics and professionalism (cont’d)  Legal research |  |  |
| 6 | 2.26 | 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 | 2.28 | Review & prep for quiz |  |  |
| 7 | 3.5 | **QUIZ 1** |  | Complete legal research treasure hunt homework exercise on-line (2) |
| 7 | 3.7 | **Guest speakers RCP mentors Victoria Kirschner, Laura Wright** (invited), **Christine Nguyen (student assistant), --** The Path to Expungement mentoring program |  |  |
| 8 | 3.12 | Speed Screening training: forms and procedures |  | Read Speed Screening module |
| 8 | 3.14 | Speed Screening training: interviewing and ethics |  |  |
| 9 | 3.19 | Speed Screening: mock interviews | In-class exercise: Speed Screening mock interviews in-class exercise |  |
| 9 | 3.21 | Legal writing: shells  Choosing the right sample petition  Using “track changes” |  | Review sample petitions module |
| 9 | TBD | WORKSHOP 3 – Speed Screening interviews |  |  |
| 10 | 3.26 | **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) |
| 10 | 3.28 | **Speed Screening Debrief** |  | Submit Workshop 3 report |
|  | 4.2 & 4.4 | **Spring Break** |  |  |
| 11 | 4.9 | Legal writing: declarations  Editing exercises: advocacy |  |  |
| 11 | 4.11 | Legal writing: grammar and style  Editing exercises: grammar |  |  |
| 11 | TBD | WORKSHOP 4 – choosing the right sample petition | Bring laptop if you have one for practice using “track changes” function |  |
| 12 | 4.16 | From interview to declaration – turning mock clients’ testimony to declaration form | In-class exercise: interviewing & writing in-class exercise | Read legal writing module  Submit Workshop 4 report |
| 12 | 4.18 | Interviewing: gathering information from clients | Demonstration interview | Read interviewing module |
| 12 | TBD | WORKSHOP 5 – legal writing | Bring laptop if you have one for practice |  |
| \* | 4.22 | **Quiz 2 - Online** |  | Quiz will be available from 4.15-4.22 |
| 13 | 4.23  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) |
| 13 | 4.25 | Interviewing: conveying information to clients |  | Submit Workshop 5 report |
| 14 | 4.30 | 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 | 5.2 | Legal interpreting |  | Read Legal interpreting module |
| 14 | TBD | WORKSHOP 6 – legal interviewing |  |  |
| 15 | 5.7 | 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 (3) |
| 15 | 5.9 | Mock Interview |  |  |
| \* | 5.21  2:45 – 5:00 PM | (in place of final exam)  Legal interpreting continued  Debrief JS 140 experience |  |  |
| \* | 5.21  5.22 |  |  | Turn in mock petition  Turn in Speed Screening profile |