

MEMORANDUM

TO: All Judicial Clinic Students
FROM: Linda F. Smith, Clinical Program Director
RE: Requirements

Work Requirements:

Each student is required to work under the supervision and at the direction of a judge or judges. It is necessary to complete all work assigned to the satisfaction of the supervising judge(s).

Each student is expected to work 50 hours for each credit. For example: Interns enrolled for 3 credits will work 150 hours over the semester, those enrolled for 2 credits will work 100 hours, and so on.

Interns should be available to work while classes are in session, and externs should be available through the last day of exams. The student and supervising judge may agree to a longer or shorter period of work (e.g. extending into the exam period) if both desire. A student is expected to coordinate his/her work schedule with that of the supervising judge(s), to check in when and as requested, and to keep regular office hours if so requested.

In the event that a student placed with the District Court is not assigned enough legal research or written work by his/her primary judge to comply with the hourly work requirements, that student should: 1) make the situation known to the supervising judge and offer to take an additional project, 2) inform Linda Smith (Room 117, 581-4077) of any continuing problem, and accept work from another judge if assigned.

Reporting Requirements:

All students must maintain and submit (to Prof. Smith's front office mail box) the following items in order to comply with the requirement that the College of Law regularly review each clinical placement and program and review the participation of each student in that placement or program:

1. Time/Task Logs

Each student should maintain an account of all the time devoted to his/her clinical work, and should indicate the nature of the task performed (i.e. research, writing, supervision) and the time devoted to each task, without identifying the name of the case or clients or legal issues involved in the work. We have provided a form Time Log, but you are free to use any form you choose.

2. Representative Written Work

Each student should submit at least 8 pages of original written work completed in the ordinary course of his/her clinical work and representative of his/her work.

Students should only submit written work after the decision, order or opinion for which the work was done has been "published." Usually, students will submit the order or opinion as it was published. They should also check with the supervising judge about any work they intend to submit to confirm its submission is appropriate and permissible in the court's view.

3. Reporting Forms and Meetings

Each student is asked to complete **two** interim and one final reporting form, and to meet briefly with me after completing the interim forms to discuss your experiences. These forms are available outside Room 117.

Academic Component Required:

Each student is required to successfully complete the Judicial Process course (2 or 3 graded credits) in order to reflect upon the Judicial Clinic experience and to receive credit for participating in the Judicial Clinic. The course is offered both Fall and Spring Semesters, and should be taken simultaneously or after the placement component.

If you have problems or questions, call Prof. Smith at 581-4077 (days) or 583-9344 (evenings).