

Cover Sheet: Request 10099

LAW6XXX Advanced Civil Clinic

Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Dampier,Tanya tdampier@law.ufl.edu
Created	2/26/2015 12:47:05 PM
Updated	3/3/2015 10:04:35 AM
Description	Advanced certified legal interns (AC/LIs) will help mentor interns in their first clinic semester. Mentoring responsibilities will increase as they gain experience and knowledge. AC/LIs will be given the chance to lead firm meetings, and possibly teach some substantive classes. Exact responsibilities will depend on the student's abilities and interests, and the professor's needs.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	LAW - Juris Doctor	Inman, Rachel		3/3/2015
College	Approved	LAW - College of Law	Flournoy, Alyson Craig		3/3/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			3/3/2015
Statewide Course Numbering System					
Office of the Registrar					
Student Academic Support System					
Catalog					
College Notified					

Department Name and Number			
<p>Recommended SCNS Course Identification</p> <p>Prefix ___ ___ ___ Level ___ Course Number ___ ___ ___ Lab Code ___</p> <p>Full Course Title _____</p> <p>Transcript Title (please limit to 21 characters) _____</p>			
Effective Term and Year		Rotating Topic <input type="checkbox"/> yes <input type="checkbox"/> no	
Amount of Credit ___	Contact Hour: Base ___ or Headcount ___		S/U Only <input type="checkbox"/> yes <input type="checkbox"/> no
Repeatable Credit <input type="checkbox"/> yes <input type="checkbox"/> no If yes, ___ total repeatable credit allowed			
Variable Credit <input type="checkbox"/> yes <input type="checkbox"/> no If yes, ___ minimum and ___ maximum credits per semester			
Course Description (50 words or less)			
Prerequisites		Co-requisites	
Degree Type (mark all that apply) <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional <input type="checkbox"/> Other _____			
Category of Instruction <input type="checkbox"/> Introductory <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			

Department Contact	Name	Phone	Email
College Contact	Name	Phone	Email

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

Syllabus MUST contain the following information:

- ☐ Instructor contact information (and TA if applicable)
- ☐ Course objectives and/or goals
- ☐ A topical outline (at least tentative) of subjects to be covered
- ☐ Required and recommended textbooks
- ☐ Methods by which students will be evaluated and their grades determined
- ☐ Policy related to class attendance
- ☐ Policy related to make-up exams or other work
- ☐ Statement related to accommodations for students with disabilities
- ☐ Information on current UF grading policies for assigning grade points

It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF's honesty policy
4. Contact information for university counseling and mental health services

The University's complete Syllabus Policy can be found at:

<http://www.aa.ufl.edu/policy/SyllabiPolicy.pdf>

Advanced Civil Clinic – Family Advocacy Clinic

Prof. Jeff Grater
105J BGH
352-273-0800
grater@law.ufl.edu

Class Objectives and Design:

You have already completed the regular full representation clinic, but you want more client work, experience, refinement. This course is designed to do that, and more. You will still handle clients, maybe even more than during the regular clinic.

Also, on the theory that “To teach is to learn twice” (Joseph Joubert), you will help mentor interns in their first clinic semester (“CLIs”). As you grow in knowledge and experience, your mentoring responsibilities will increase. You will be given the chance to lead firm meetings, and possibly to teach some substantive classes in which you have particular expertise. Your exact responsibilities will depend on your abilities and interests, and the professor’s needs. Be sure to work closely with your professor to design the details of the program to fit you.

Office Hours:

I believe in the open door policy, and generally am available to discuss your cases in person and phone (I do not check email compulsively). However, I have much on my plate, and it won’t be unusual for me to close my door to concentrate on other projects. If you have something urgent, go ahead and knock.

Textbook and Course Materials:

Please obtain or have access to: Grater and Schrieber, Virgil Hawkins Civil Clinic Guide (Unpublished), which is affectionately known as the Guide. Past interns often found the Guide to be the most helpful book they used in the clinic. Recently I have offered it in electronic form (instead of making you buy a printed copy). This allows for better searching, and saves you money, but there is a downside: interns seem to not refer to the Guide as often as when it was printed. I strongly suggest that you read the Guide and refer to it frequently, especially before asking for help. We have several copies printed in our classroom. You may print your own copy if you choose.

I recommend, as secondary reading and reference: Gold-Bikin and Kolodny, *The Divorce Trial Manual* (ABA 2003). This book guides you from initial client interview, through organization, discovery, and trial. Prior interns kept stealing (borrowing) this book from me, so it might be worth your consideration. Most interns do not buy this.

Also, students have found useful: Hegland, Kenney F., *Trial and Clinical Skills in a Nutshell* (Thompson/West 2005). This book focuses on transferable legal skills, such as interviewing, legal counseling, negotiation, trial, general clinical skills, and others. You do not need to buy this, but be aware of it as a potential resource.

Learning the Law: How do you learn the law you will be practicing? I suggest that you start with Chapter 61, Florida Statutes, and the Florida Family Law Rules of Procedure. What other sources would you recommend (recall a similar question in the assignments for the first day of class)? In days past, I required interns to obtain Florida Dissolution of Marriage (The Florida Bar CLE, Latest Ed.). This practitioner's book generally has a good discussion of all the major aspects of Florida divorce practice. It was recently updated, but some aspects of Florida family law are changing frequently, so make sure what you are reading is up to date. Supplemental Materials: Our clinic library contains many useful materials that you should consult often. A few of these include:

- _ Florida Statutes Annotated
- _ Goldenberg, Florida Family Law & Practice (James Publishing, as up-dated)
- _ Florida Family Law (Matthew Bender)
- _ Florida Dissolution of Marriage (The Florida Bar CLE Latest Ed.); this is also available on Lexis. I used to require this book, but it has not been updated recently, and with recent important changes in the law, it is obsolete until updated.
- _ All Florida Bar publications (CLEs) specific to family law issues.
- _ Trawick's Florida Practice and Procedure
- _ Trawick's Florida Practice and Procedure Forms
- _ Fla. Jur.
- _ Florida Statutes
- _ Chavkin, Clinical Legal Education (Lexis Nexis 2002) (on reserve at law library)
- _ Krieger and Neumann, Essential Lawyering Skills (Wolters Kluwer latest version) (also on reserve)
- _ Camp, NO (Crown 2007). A different take on negotiation, and a good balance with Fisher and Ury, Getting to Yes.

Over time you will need to read and become familiar with:

- _ Chapter 61, Florida Statutes
- _ Florida Family Law Rules of Procedure
- _ Florida Rules of Civil Procedure
- _ Florida Evidence Code.

The last three are in the Florida Rules of Court (clinic library). Always check on-line resources such as Lexis, Westlaw, Florida Statutes (<http://www.senate.gov>), and Florida Rules of Procedure (Florida Bar website, <http://bit.ly/1Ftlbxp>). Please let me know if this link dies, as sometimes the Florida Bar changes things around.

Evaluation:

Because the advanced clinic is so small, it will be graded S/S+/U. There is no final exam. Your grade will be based upon your:

- Client work
- Initiative
- Work with CLIs
- Participation in firm and other meetings
- Reflective papers or weekly journals
- Final project

Information on UF Law grading policies:

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Point</u>	<u>Grade</u>	<u>Point</u>
A (Excellent)	4.0	C+	2.33	D-	0.67
A-	3.67	C (Satisfactory)	2.00	E (Failure)	0.0
B+	3.33	C-	1.67		
B (Good)	3.00	D+	1.33		
B-	2.67	D (Poor)	1.00		

Note: Per faculty policy, the mandatory mean grade for all course sections is 3.15-3.25, inclusive. If the mean GPA for students enrolled in the course section (determined as of the beginning of the semester) is above 3.2, the lower end of the range is 3.15 and the upper end of the range may be .05 higher than the mean GPA of the students enrolled in the course. If the mean GPA of the students enrolled in the course section (determined as of the beginning of the semester) is below 3.2, the lower end of the range may be .05 lower than the mean GPA of the students enrolled in the course and the upper end of the range shall be 3.25.

For courses in which there are 25 or fewer students enrolled in total in all sections of the course being offered in a given semester, the range is recommended rather than mandatory; in no event, however, may the mean grade exceed 3.6 except as follows: If the mean GPA for students enrolled in the course section (determined as of the beginning of the semester) is above 3.55, the mean grade for the course section may exceed 3.6, but may not exceed the mean GPA of the students enrolled in the course section plus .05.

Grades awarded to LL.M. students, exchange students, and graduate students, and grades of E are excluded from calculation of the mean grade.

The law school grading policy is available at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>.

Student Course Evaluations

Students can provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will receive notice of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Class Attendance Policy:

Unless you are teaching a particular class, you are not required to attend normal CLI classes. You are to attend all firm meetings, and you likely will sit in on some team meetings. At least weekly, you will meet with your professor to discuss your cases, mentoring etc.

Attendance is mandatory. If you must miss a firm or other meeting, please email the professor as soon as possible.

Your Office Hours

Similar to the office hours you kept as a CLI, you will keep 10 office hours per week. As a significant part of your job is mentoring CLIs, you will need to coordinate with as many of their office hours as possible.

Time Commitment

On average expect to devote at least 15 hours per week (probably more) on your clinic duties. The actual number will vary depending on how busy your cases are, the number of credit hours assigned to this class, etc. As with CLIs you are responsible for your client work until the first day of the following semester. If it needs to be done, you do it—even if your second cousin is getting married.

Written Assignments

- 200 word journals: you will continue to do these following the requirements for the regular clinic. Now that you are advanced, make them even better, with more emphasis on what you are learning.
- Final project: You will create a class for the regular clinic. It should last 100 minutes, be relevant to what full rep clinic students need, and include a complete lesson plan with all materials. Your proposal should be submitted for your professor's approval during the 6th week of the semester. The actual project is due on the same day as the looking back paper. There are many ways to submit your project, depending on its format. For example, if it is primarily a lecture or similar presentation, you could video yourself presenting it. If it is a role play, the problem, scripts, necessary support materials, etc., would be submitted as a package.
- If you have alternative idea for your final project, it will be considered, but be sure to discuss it with your professor as early as possible.

Accommodations for Students with Disabilities:

Students requesting classroom accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the students who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.