

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

Justice Studies 141 and 142 – Fall 2021
Record Clearance Project – Representation and Community Engagement

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Course website. Course materials including the syllabus, readings, class notes, sample documents, resources and other materials are found on the course website on SJSU's Canvas.

Course Requirements and Assignments

To receive credit for JS 141 and 142 and meet the Justice Studies internship requirements, students must complete a minimum of 120 hours of RCP-related work per class and complete the internship research paper as outlined on the JS internship website. See Papers section below.

Timeliness and communication. Because real people with real legal cases are involved, it is crucial that students keep in close touch with their case-handling partners and teacher. Because the court has filing deadlines to have our petitions heard, our work is compressed into the weeks before the filing deadline. **It is critical for students to keep up with the schedule** so that we are able to file quality, accurate and compelling petitions on time. Thus it may be very hard to make up any work missed, with the consequence being no credit for the course.

Check the course website frequently for updates. **Check your sjsu.edu email daily and respond promptly.** Please provide a **phone number** where we can reach you regarding case-handling. Please advise me and staff if you will be out of town during the semester.

Time-keeping. Timesheets are due weekly. Turn them in to Michelle Taikeff at Michelle.taikeff@sjsu.edu Sunday night detailing your hours for the previous week. All hours spent on RCP work count toward the hourly requirement, except hours coming to and from regularly scheduled classes. Note that students enrolled in both JS 141 and 142 receiving six units of credit must meet requirements for 6-unit internships.

Record your time in minutes on the timesheet provided on the class website. Provide sufficient detail so that how you spend your time is clear. For example, list whether you spent time interviewing your client, drafting the declaration, running a workshop, etc. Be aware that most of the work for the semester is completed before the last month, and gauge your progress accordingly.

Providing timely, accurate timesheets is a course requirement. Keep track of your totals so that you can make sure to complete the hour requirement during the semester. There is ALWAYS more work to do – just ask for it!

You are welcome to attend any of the JS 140 sessions even if you are not scheduled to participate, since as you know from JS 140, various perspectives are welcome and helpful. If you attend, however, you are expected to contribute without

Before you meet your client, give your supervisor at least two days to review documents that you intend to discuss with your client. By giving us sufficient time to review the documents, we can provide the feedback, raise the questions and identify the issues that you need to address in your client meeting. This is efficient, saves everyone time and improves your educational experience.

Scheduling. Some RCP activities such as workshops, Speed Screenings and court are scheduled beyond regular class hours. Students are asked to endeavor to attend the extra hours.

This schedule is . Notice of changes will be emailed to students at the email address they supply and posted on the course website. Workshop sessions

6	9.23	Speed Screening training: forms and procedures	<p>Work on Speed Screening clients</p> <p>Work on Cycle A declaration</p> <p>Prep Workshop 3A</p>	<p>Get Speed Screening Assignments</p> <p>Do RAP analyses & submit to supervising attorney (SA) Prepare client checklists, submit to SA Prepare for Sp Scrng interviews</p>
6*	9.23/24	<p>WORKSHOP 3 A – Speed Screening forms</p>		
7	9.28	Speed Screening training: interviewing and ethics		

