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We post confidential client information on the course website as well. You must attach your sjsu.edu email to Canvas. This is required by the SJSU computer security team to assure that all information stays within the SJSU domain.

We frequently send out Announcements via Canvas please check your sjsu.edu email frequently.

## Course Requirements and Assignments

This class involves professional interaction with real people – and attendant responsibilities. Students who do not consistently meet the serious and important course requirements that assure the ethically required legal competence and professionalism, are asked to leave the class without receiving credit for any work performed. This may happen at any time in the semester when it appears that a student is unable for whatever reason to meet class requirements. Therefore, particularly important that students meet requirements and understand the heightened risk in JS 140 of not receiving credit for work done that is involved in this class.

Class and assignments Attending all classes is fundamental to meeting course objectives in JS 140. See University policy F15-12 (<http://www.sjsu.edu/senate/docs/F15-12.pdf>) regarding the expectation that students will attend all meetings for the class. In class, students practice legal skills as outlined in the course schedule.

In JS 140, students must complete reading assignments before class; participate in training, including taking and passing quizzes to indicate mastery of content; maintain professional integrity by observing all ethical and legal obligations; present information to a community group regarding record clearances

Class (Attending .0008 Tc -0lt con4 >>BT\* <</007 Twing.s )Tj 0all clal 3

Reserve workshop space ahead of time by signing up in class. Once you sign up, you are expected to attend except in the case of an emergency. This is because we plan workshop sessions specifically based on the number of people attending.

After you attend each workshop, submit a workshop write-up to Judy through Canvas. The

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unless you notify us promptly regarding situations like medical and family emergencies that reflect a good reason for the inability to complete the work on time.

Written assignments. There are two written assignments for class: a Speed Screening client profile and a mock record clearance petition described below. (CLOs 1-4). Turn these assignments in by the due dates and keep a copy in case of loss.

**Speed Screening client profile.** The Speed Screening client file is a roughly four-page description of one or more people you interviewed at a Speed Screening. The goal of this assignment is to encourage reflection on the process of your legal interview. Among things you might write about are: how the person corresponds to the profile of other RCP participants we have seen or read about; how effectively (or not) the law provides a remedy for the client's situation. What

yourself:

[https://docs.google.com/presentation/d/1R3cLUp2H7g2aNuYkVDfgrkdymOeLSsZ5Ui4w2cnq/pub?start=false&loop=false&ayms=3000&slide=id.g119583dea1\\_0\\_0](https://docs.google.com/presentation/d/1R3cLUp2H7g2aNuYkVDfgrkdymOeLSsZ5Ui4w2cnq/pub?start=false&loop=false&ayms=3000&slide=id.g119583dea1_0_0)

## Grading Policy

Grading is based on accumulated points earned from work on the above. Relative weight of each component appears in the following table. Related course learning outcomes (CLOs) are listed following the assignment.

Total points:


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Faculty members are required to report alleged violations of the Academic Integrity Policy to Student Conduct and Ethical Development. Instances of academic dishonesty will not be tolerated. Cheating or plagiarizing (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in an Academic Sanction and administrative sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that San José State's Academic Integrity Policy requires approval of instructors.

## Classroom Protocol

Timeliness and communication. Check the course website at least once a week for updates. Check your sjsu.edu email daily and respond promptly to notes to you from teaching assistants and me. Read your email on a real computer, not a handheld. This allows you to read the entire email and the attachments.

Problems. Please check with me if you experience or anticipate any problems or issues regarding class. Since problems are best dealt with early on, getting in touch sooner rather than later is best.

ACCESS Student Success Center :

The Academic Counseling Center for Excellence in the Social Sciences (ACCESS) provides General Education advising for undergraduate students majoring or intending to major in any of the departments in the College of Social Sciences (CoSS). ACCESS Academic Advisors are committed to helping you develop a clear path to graduation and supporting your academic success.

Fall 2022 Office Hours: Monday-Thursday 8:AM - 4:45 PM and Friday 9:00 AM-4:30 PM. You can schedule an appointment and find more information at [sjsu.edu/access](http://sjsu.edu/access).

Library Liaison

The Department's library liaison is Nyle Monday, [nyle.monday@sjsu.edu](mailto:nyle.monday@sjsu.edu).

## University Policies

Please review the university-wide policy information relevant to all courses, such as academic integrity, accommodations, dropping and other important information and resources on the Office of Graduate and Undergraduate Programs (GUP)'s Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>

## Justice Studies reading and writing philosophy

It is departmental policy to include the following paragraph in every JS course syllabus:

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language (i.e., reading and writing) throughout its curriculum. A sustained and intensive exploration of language prepares students to think critically and to communicate meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural. Graduates of the Department of Justice Studies at San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.