

Record Clearance Project (RCP) Project – Representation (141) and Community Engagement (142).

Required Texts/Readings

Textbook. There is no textbook; the course reader from JS 140 will remain useful. Updated documents will be posted on the course website. Advanced students will be added to the JS 140 website for access to materials there.

Other Readings. Training materials and other required readings are posted on the course Canvas website.

Course website. Course materials including the syllabus, readings, class notes, sample 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 Cesar Gonzalez at cesar.a.gonzalez@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

Additionally, requirements of any organizations where we operate (e.g., jail, the Reentry Resource Center) must be strictly observed.

RCP advanced students assisting clients on expungement petitions work in teams to prepare petitions to clear their criminal convictions. Students are responsible for interviewing their clients, drafting the petitions for their clients, preparing their clients for their hearings, and performing related tasks.

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.

Do not give your clients any documents you prepare until your supervising attorney has reviewed and approved them. You can and should go over draft language from the Declaration with your clients, but do not give them a copy to review without attorney the end of the client meeting process.

Both students of the two-student team should be present at the interviews, including substantive phone interviews. This is so that more than one person has knowledge of the client off-campus, that it is a private setting (to preserve confidentiality) in a public place (e.g., *not*

and other course materials for further information regarding client meetings and professionalism.

Use only your sjsu.edu email account for **every** communication in this class. This is because of internal email protections for transmitting confidential information. You cannot forward your sjsu.edu email to another email address.

Based on your involvement in JS 140, you are aware of the professionalism and other requirements for RCP court sessions and Speed Screenings.

Case reviews. In several class sessions, we will discuss issues that come up in our cases at case review. This could relate to the client relat0.00(1)7(-6(c)u.i)7(e)7(w)-6(. T)7(hi)7(s)-6(c)7(ou)-20(1)7(d re)6(1)-1

might want to analyze are: How did your experiences with different clients compare? What went well in your work with your clients? What could be improved? How well did your training

spects of working with people in custody or recently released were particularly interesting or surprising? How has this experience affected your plans? See the course schedule for the due date.

SJS4 Registration. Because this course is a service-learning course, you are required to place yourself in the Spartans 4 Service (SJS4) no later than mid-term. The SJS4 database facilitates student placement as approved learning sites and collects data needed to assess SJ our community, and the impact of these activities on student learning, and ultimately on retention and graduation rates. You are to log your hours on the system at the end of the semester or no later than May 22, 2018. This tutorial shows you how to place yourself:

https://docs.google.com/presentation/d/1tXhR3cLUp2H7g2aNuYkVDfrgkdymOeLSsZ5Ui4w2cng/pub?start=false&loop=false&delayms=3000&slide=id.g119583dea1_0_0

If you have any questions regarding the SJS4 site, please email RCP Project Assistant Cesar Gonzalez at cesar.a.gonzalez@sjsu.edu.

Grade P of wll JE q007 WB/ET 1000 m0 GGT JEC /P AD BC q007 WB/ET 1000 GGT JEC /P AD

By enrolling, you understand and accept the risk that you may not receive credit if you do not