

LAW C290: LEGAL CLINIC PRACTICUM/ETHICS

Item	Value
Curriculum Committee Approval Date	02/21/2025
Top Code	140200 - Paralegal
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

Course Description

Students in an onsite clinic will be under the direction and supervision of clinic attorneys and experienced paralegal instructors. Students in an online practicum will be evaluated by the instructor. Students will interview clinic clients, listen to interviews, or observe consultations, and perform various assignments. Students will examine and evaluate the regulation of lawyers and paralegals, and the unauthorized practice of law. ADVISORY: LAW C100 and LAW C127. Not Transferable.

Course Level Student Learning Outcome(s)

1. Assess communication processes and apply ethical issues and client confidentiality in a legal setting.
2. Compare and distinguish between conflicts of interest, legal advice, and the unauthorized practice of law (UPL).
3. Apply the theoretical knowledge gained in the classroom and practical experience in the legal clinic or online practicum to working in a legal environment with clients.

Course Objectives

- 1. Compare the ethical rules of the American Bar Association (ABA) and the Rules of Professional Responsibility for lawyers in California.
- 2. Compare and contrast the authorized work of lawyers with the authorized work of non-lawyers.
- 3. Describe the Duty of Confidentiality, including its length and the way it is affected by technology.
- 4. Explain how Conflicts of Interest arise and how paralegals can avoid such conflicts when changing jobs.
- 5. Demonstrate a satisfactory level of expertise for interviewing legal clinic clients onsite or online.
- 6. Describe the different types of attorney-client fee agreements and the essential components of each type of agreement.
- 7. Analyze legal problems and demonstrate competence in face-to-face client contact or through written assignments in an online practicum.
- 8. Demonstrate appropriate use of forms for interviewing clients, fact gathering, and reporting.
- 9. Discuss the Duty of Integrity and its application to paralegals.

Lecture Content

CLIENT CONTACT AND CLINIC PROCEDURES (3 hours) Interviewing objectives Telephonic Face-to-face Note taking Ongoing Student Evaluations (3 hours) Student documentation review Student communication skills review Conflict resolution Human relations skill development Class Procedures (3 hours) Clinic communications Types Purposes Qualifying for services Forms Information and signature form Client Intake Questionnaire Interview sheet Record keeping/procedures Clinic security (3 hours)-onsite only Clinic confidentiality of records and information College services ETHICAL ISSUES FOR PARALEGALS AND LAWYERS (16 to 18 hours spread throughout the semester) Regulation of lawyers and paralegals Unauthorized practice of law Confidentiality Conflicts of interest Advertising and solicitation Fees and client funds Competence, negligence and professionalism Personal motivation and career advancement Onsite In-service time with clients and attorney consultations or online practicum performing assigned tasks(28 to 36 hours) Examinations (4 hours)

Lab Content

Students attend weekly legal clinics in session or participate in online practicum and participate in the intake process, observe and listen during client interviews and the attorney consultation process. Students will develop interviewing skills and gain an understanding of how to analyze legal issues and solutions for client fact scenarios.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)

Instructional Techniques

This course may be taught using multiple methods including classroom, video, audio, participation in the legal clinics, and online strategies. Instructors utilize a variety of teaching and learning strategies, including lectures, cooperative learning groups, written homework assignments, interviewing techniques, clinic observation, student presentations, and group discussion. Various types of assessment are utilized, including quizzes, written examinations, and multiple-choice, essay and instructor evaluation of participation in clinic processes.

Reading Assignments

Students will read from the course materials and/or textbook as well as any other primary and/or secondary readings assigned by the instructor.

Writing Assignments

Students will be required to complete written assignments, research memos, and write essay or short answer exams based on the information learned in the course.

Out-of-class Assignments

Students will complete the required readings, work on assignments, study for tests, and communicate with the instructor and/or fellow students.

Demonstration of Critical Thinking

Written research analyzing relevant ethical issues and short critical thinking exercises related to course materials.

Required Writing, Problem Solving, Skills Demonstration

Weekly clinic participation in person or online, practical observation of interviewing techniques, application of ethical standards, face to face client contact, and written assignments.

Textbooks Resources

1. Required California State Bar. California Rules of Professional Conduct for Lawyers, ed. California State Bar www.calbar.ca.gov, 2018 2. Required Cannon, T. Aytch, S.T.. Concise Guide to Paralegal Ethics, 5 ed. Aspen, 2019

Software Resources

1. Law Simulation Series: Paralegal Law Practice Experience . Aspen, 2013 ed. Under the direction of the instructor students will utilize a flexible interactive software environment for training students to perform real-world tasks within a law office.

Other Resources

1. Coastline Library