

# MONTEREY COLLEGE OF LAW CLINICAL STUDIES PROGRAM

## GUIDELINES

### Goals

The goals of the Clinical Studies Program at Monterey College of Law are to:

- train students in legal skills (analytical thinking, oral and written communication);
- provide students with insight into the workings of the legal system;
- provide students with experiences that would not otherwise be available to them;
- promote the sense of professional responsibility among law students; **and**
- expand Monterey College of Law students' connections with the local community.

Students participating in the Clinical Studies Program are visible representatives of Monterey College of Law to the legal community. Graduates of Monterey College of Law often obtain employment after admission to the bar as the result of their exposure to courts, law firms and agencies during the clinical studies experience.

### Participation

To be considered for placement, students must:

1. be in good academic standing (GPA 70.00 or higher);
2. be in good financial standing;
3. be enrolled as a second, third or fourth year student (under exceptional circumstances, a first year student may be considered for placement);
4. have completed any prerequisite course requirements; **and**
5. submit the application prior to the semester for which credit is sought.

Students placed with a court, law firm, or agency through the Clinical Studies Program must adhere to the standards of professional conduct as set forth in the Code of Professional Responsibility of the American Bar Association and the Rules of Professional Conduct of the State Bar of California. Any student who fails to comply with these standards, or whose conduct is of embarrassment to Monterey College of Law, will be suspended from further participation in the Program at the Dean's discretion.

### Opportunities

Notices from courts, law firms, and agencies requesting student interns are posted on the student bulletin boards next to the student mail boxes.

### Judicial Internships

Judicial Internships are sometimes available with local superior courts. The student may work with a specific judge, the court research attorneys, or several judges.

### Legal Internships

Legal internships are sometimes available with governmental agencies, such as the District Attorney, Public Defender or County Counsel, private law firms, and legal services agencies which provide free (*pro bono*) assistance to needy clients.

(NOTE: A clinical student may not be supervised by an attorney who: 1) is related to the student by blood, marriage or domestic partnership; 2) by whom the student has been employed during the preceding twelve (12) months; and/or 3) with whom the student is otherwise significantly connected (e.g., business partner, significant other.)

### Advisory Clinic

The Small Claims Advisory Clinic at Monterey College of Law provides students the opportunity to interview and provide free advice to people who have filed, or been served with, a Small Claims Court action in Monterey, San Benito, or Santa Cruz counties. Under the supervision of the Clinic Director, students learn to analyze the client's problem and assist in providing a legal solution.

### Procedure

The student interested in participating in the Clinical Studies Program must do each of the following at the time of regular registration and before beginning work:

1. Obtain the Clinical Studies packet from the Registrar.
2. Submit a completed application form to the Registrar for potential approval by the Dean of Clinical Programs. If the application is approved, written notice will be given to the student.
3. Register and pay tuition for the unit(s).

### Credit

Credit toward a clinical studies unit will be granted for work which meets the goal of acquisition of intellectual legal skills. Activities which satisfy the criteria for credit include such tasks as: participation in court or administrative proceedings; conferences with lawyers and other professionals; legal research; and drafting pleadings, motions, points and authorities, briefs, research memoranda, orders, discovery, contracts, and estate planning documents. Mere clerical tasks such as filing, photocopying, and answering telephones do not satisfy program criteria.

Students must complete at least sixty (60) work hours for each unit of credit in each semester to be eligible for credit. No more than seven (7) units of Clinical Study (including the three (3) units earned in connection with the Small Claims Advisory Clinic) may be applied towards Graduation credits. Clinical Study units may not supplant required Monterey College of Law curriculum course work.

*Students wishing to receive credit for participating in the Clinical Studies Program may not receive compensation for the work performed.*

### **Completion of Work**

In order to obtain credit, students must submit the following to the Registrar prior to the end of the semester in which they want to receive credit:

1. VERIFIED TIME SHEETS. Students are required to keep time sheets detailing the date, a brief description of the work done and the amount of time consumed. These time sheets must be verified by the supervising attorney or judge.
2. SAMPLE WORK PRODUCT. Students must submit a minimum of five (5) pages of their intellectual work product for each unit of credit.
3. SUPERVISOR EVALUATION REPORT. The supervising attorney or judge evaluates the student's competence, professionalism, attitude and response to assigned responsibilities. Students may review their supervisors' evaluations.
4. STUDENT EVALUATION REPORT. The students evaluate the benefits and drawbacks of the placement and make any suggestions for improvement.

All of the above materials must be submitted to the Registrar prior to the last day of examinations for the semester in which the student has registered for the unit(s). Failure to submit all materials by the deadline will preclude the award of any credit.

### **Grading**

Students will receive a grade of "Pass" or "Fail" for any units of Clinical Study. The final grade will be determined by the Dean of Clinical Programs based on the verified time sheets, the supervisor's evaluation and the sample work product. No grade or credit will be given unless all required documents have been submitted to the Registrar.