HAMLINE UNIVERSITY SCHOOL OF LAW
IMMIGRATION LAW CLINIC
COURSE SYLLABUS
Fall 2011
Room 303 (Library)
Thursdays 3:00 – 4:50 p.m.

Adjunct Professors:
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Required Reading Materials: Available on TWEN

I. Goals and Objectives of the Clinic

The Clinic is designed to give students practical experience working on a variety of immigration matters. Students will be responsible for all aspects of case management for the matters assigned to them. Responsibilities include meeting with clients, performing intake interviews, analyzing cases for legal remedy, gathering evidence, drafting and filing applications, and maintaining client correspondence. Students will also observe and participate in Immigration Court hearings. Students should leave the Clinic with a sound, practical, and realistic understanding of what is required to practice in the area of immigration law.

II. Requirements of Clinic

You will be required to perform 70 hours of work on Clinic cases. This does not include time spent in class. At the end of the semester, you must turn in a record that documents the hours you spent working on cases including the date, amount of time worked, which case you worked on and the tasks performed. Use your hours wisely. Only up to one

hour can be spent preparing for each of your initial client interviews. Learning the procedure and what evidence is required in your cases is part of your readings and preparation for the substantive classes. Make sure you do not put in too many or too few hours each week so that you can complete your hours on time but have hours remaining so that you can work until the end of the semester. Within reason, you will be expected to complete the work on your cases even if you run out of hours just as licensed practitioners are required to do.

You must come to your placement site at least two times per week to work on Clinic cases. You will need to make and provide a set schedule to the professor and meet with the professor approximately once a week to ensure progress on your cases and ask questions.

Files must remain in the placement office and cannot be taken off site.

At the beginning of the semester, you must sign and turn in a confidentiality agreement. You will also ask your clients to sign an agreement allowing Clinic students to work on their cases. These forms are on TWEN under Class 1.

You will make an informal presentation to the class at the end of the semester on the type of cases you handled, the issues in the cases and what work you were able to complete to assist the client.

Aside from working on cases, you will be required to do the following:

1. Attend three hours of detained court master calendar hearings and write up a short note on what you observed and your thoughts about the experience;
2. Attend an hour of non-detained master calendar hearings; and
3. Observe your professor complete an intake with a prospective client.

If possible, you may find it interesting to attend a final detained or non-detained hearing. Possible dates for observing hearings will be provided by the professors.

If you participate in detained court by interviewing and/or representing detainees, those hours will count towards your 70 clinic hours. Observing non-detained court, observing intake and time spent preparing your note regarding detained court do not count towards your 70 clinic hours.

You must be sure to record ALL WORK completed for a case, including an opening summary of the case and the issues the case raises, phone calls made, work completed, applications filed, emails made, new issues that develop, etc., in your placement's file management system for that client.

III. Attendance Policy

Attendance is critical in clinic setting. Classroom attendance is expected unless illness or an unavoidable conflict interferes. Anticipated classroom absences should be communicated to the professor beforehand. In addition to classroom attendance, students will have a variety of case-related meetings and appointments. Any unapproved absence on a case-related commitment may affect a student's grade. Students are expected to meet their case commitments with the same professionalism expected of licensed practitioners.

IV. Testing and Grading

The Clinic has no tests. Grades will be based on a combination of casework performance (80%) and class participation (20%). The course evaluation form is on TWEN under Class 1.

V. Computers

Computers may be used during class for the purpose of taking notes and referring to TWEN.

COURSE SCHEDULE

Class 1	August 25, 2011	Introduction to Clinic Interviewing and Interpreters Confidentiality Rules of Professional Responsibility
Between Class 1 and 2		ILCM/LASM Training Students will be required to attend a training on immigration forms software at ILCM/LASM
Class 2	September 1, 2011	ILCM/LASM Tour Training Distribution of cases File Management Class at ILCM/LASM
Class 3	September 8, 2011	Overview of Immigration Agencies Petitions for Alien Relative
Class 4	September 15, 2011	Adjustment of Status Consular Processing Affidavits of Support

Class 5	September 22, 2011	Admissibility/Eligibility for Adjustment Unlawful Presence Waivers of Inadmissibility
Class 6	September 29, 2011	Naturalization and Citizenship
Class 7	October 6, 2011	Removal Hearings and Defenses Immigration Consequences of Criminal Activity
Class 8	October 13, 2011	Violence Against Women Act Immigrant victims of crime U/T Visas
	October 20, 2011	No Class – Mid-Term Break
Class 9	October 27, 2011	No class – meet at ILCM/LASM for case planning
Class 10	November 3, 2011	No class – meet at ILCM/LASM for case planning
Class 11	November 10, 2011	No class – meet at ILCM/LASM for case planning
Class 12	November 17, 2011	No class – meet at ILCM/LASM for case planning
Class 13	November 24, 2011	No class – Thanksgiving Break
Class 14	December 1, 2011	Case Presentations General Discussion of Clinic Professor Evaluation