

HAMLIN UNIVERSITY SCHOOL OF LAW  
IMMIGRATION LAW CLINIC  
**COURSE SYLLABUS**

Fall 2009

Law/Grad Building, Room 240A  
Thursdays 3:00 – 4:50 p.m.

**Adjunct Professors:**

**Susan Jorgensen Flores**

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Required Reading Materials: Available on TWEN

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**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 which documents the hours you spent working on cases which includes the date, amount of time worked, which case you worked on and the tasks performed.

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 case. 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;
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 posted on the TWEN class calendar. All hours spent observing hearings and intakes will count towards your 70 required 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%). Course evaluation forms fully describing the grading criteria will be distributed on the first day of class.

### **V. Computers**

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

## COURSE SCHEDULE

Class 1	August 20, 2009	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	August 27, 2009	ILCM/LASM Tour Training Distribution of cases File Management Class at ILCM/LASM
Class 3	September 3, 2009	Overview of Immigration Agencies Petitions for Alien Relative
Class 4	September 10, 2009	Adjustment of Status Consular Processing Affidavits of Support
Class 5	September 17, 2009	Admissibility/Eligibility for Adjustment Unlawful Presence Waivers of Inadmissibility
Class 6	September 24, 2009	Naturalization and Citizenship
Class 7	October 1, 2009	Removal Hearings and Defenses Immigration Consequences of Criminal Activity
Class 8	October 8, 2009	No Class – meet at ILCM/LASM for case planning
	October 15, 2009	No Class –Holiday
Class 9	October 22, 2009	Violence Against Women Act Immigrant victims of crime U/T Visas

Class 10	October 29, 2009	No class - meet at ILCM/LASM for case planning
Class 11	November 5, 2009	No Class – meet at ILCM/LASM for case planning
Class 12	November 12, 2009	No class - meet at ILCM/LASM for case planning
Class 13	November 19, 2009	Case Presentations
	November 26, 2009	No Class –Holiday
Class 14	December 3, 2009	Case Presentations General Discussion of Clinic Professor Evaluation