

**To: Remington Center Summer 2018**  
**From: students Frank J. Remington Center**  
**Date: March 21, 2018**  
**Re: Summer Course Requirements**

This memo outlines some of the basic course requirements for the Remington Center's Summer 2018 prison-based clinical program. Please read the memo carefully; if you have questions, raise them at the April 13, 2018 meeting. If you still have questions after the meeting, feel free to contact Remington Center staff by phone at 262-1002 or email at [fjrc@law.wisc.edu](mailto:fjrc@law.wisc.edu).

### **Attendance**

Please understand that the summer program is a full-time, 12-week commitment. You are expected to be in the office during normal office hours, Monday-Friday, from Tuesday, May 29, 2018 through Friday, August 17, 2018. You and your supervising attorney can decide on what your usual hours will be each day. However, please recognize that on days you go to the prisons (once or twice a week), you are likely to leave Madison between 6:00 a.m. and 7:30 a.m., and may return quite late in the afternoon. Having a part-time job elsewhere is not an acceptable reason to obtain time off from your clinical work, nor is non-Remington Center classwork taken in addition to your clinic.

As will be explained on a separate information sheet, you will be appointed as a part-student Project Assistant (PA) during the summer session. As a PA, you are entitled to 2 vacation days during the session. You will be expected to inform your supervising attorney ahead of time to get permission for any day you take off. If you need to take more than 2 days off during the summer session, you must get prior permission from your supervising attorney, and you will be expected to make up the time.

### **Orientation**

During the first week of the intersession, some of your time will be spent in large- and small-group orientation classes, during which you will learn the basics necessary to prepare you for your first client interviews. Near the end of the first week, most students will make their first institution trip for tours, orientation, and/or interviews. During the second and third weeks of intersession, you may attend additional classroom sessions, and visit your prisons. We expect to schedule several additional large-group classroom sessions throughout the summer. Your supervising attorney will inform you whether or not you are required to attend some or all of these sessions.

### **Legal Assistance to Inmates**

This is obviously a primary focus of your clinical work at in the summer program, regardless of whether you are focusing on general assistance to state or federal inmates, claims of innocence, family law concerns, or restorative justice. You and your supervising attorney will discuss your requirements in this area, and your commitments to your individual clients. During June, you can expect to visit the prisons once or twice a week to conduct initial interviews and build up a

caseload of clients. In July and August, you can expect to visit the prisons at least once a week for follow-up interviews. Generally, the rest of your time is spent in the office or law library, researching and resolving your clients' concerns. Your supervising attorney will meet with you on an individual basis, usually once a week, to discuss your clients and cases.

### **Reflection and Evaluation**

The Remington Center has a program-wide policy designed to assist you in becoming self-reflective practitioners and to ensure you receive concrete and useful feedback on your work in the program. There are three aspects of this policy: 1) reflective small groups; 2) reflective writing; and 3) structured oral and written feedback to students by their supervising attorneys.

1) Reflective small groups: Students will meet on a regular basis in reflective small groups of 6-12 people. Each small group will be facilitated by one or two supervising attorneys. You will receive more detailed information about these small groups at the beginning of the summer session.

2) Reflective writing: During the summer, each student will be asked to reflect in writing on aspects of his or her experiences in the program. This requirement may be met by writing regular journal entries, or by writing two short reflective papers. You may be also asked to continue with some reflective writing during the following school year.

3) Evaluation Procedures: Clinic grades will be S+, S, S-, and U. In addition, however, we believe that it is important to provide you with useful, structured feedback about your work in the program before the summer program ends. We also want to hear from you how well you think the program has fulfilled its educational mission. Many supervising attorneys will provide informal mid-summer evaluations. Our more formal end-of-summer evaluation procedure includes (1) written comments by each student on his or her own work, as well as on the supervising attorney's performance, (2) a conference between each student and his or her supervising attorney, and (3) written comments by the supervising attorney.

To assist you in understanding the criteria by which we evaluate our clinical students, I have attached a statement of the Remington Center's "core values," along with set of criteria we have developed to use in grading the performance of clinical students.

### **Follow-Up Requirements**

Students in each of the summer clinical projects will be expected to continue into the 2018-19 academic year as set forth in the following paragraphs. Information about fall registration is included on the information sheet entitled "Registration-Stipends-Tuition."

- **LAIP**: LAIP students are expected to resolve as many of their clients' cases as possible by the end of the summer. In order to complete their clients' cases and take on new clients as appropriate, students are required to enroll for minimum 6 credits, with a minimum of 3 credits in fall and 3 credits in the spring. This balance can be adjusted in consultation with your supervising attorney.

- **Oxford Project:** Students are expected to resolve as many of their clients' cases as possible by the end of the summer. In order to complete their clients' cases and take on new clients as appropriate, students are required to enroll for minimum 4 credits, with a minimum of 2 credits in fall and 2 credits in the spring.
- **Wisconsin Innocence Project:** Students are required to enroll for 7 credits in the fall semester, which includes a classroom component, and for a minimum of 3 credits in the spring semester.
- **Family Law Project:** Students are required to enroll for a minimum of 4-5 credits in the fall semester, and 3-4 credits in the spring semester.
- **Restorative Justice Project:** Students are required to enroll for 3-4 credits in both the fall and spring semesters.

### **Remington Center Core Educational Values**

*Students best construct their legal education by doing the real work of lawyers, taking advantage of opportunities for **experiential learning** as they arise.*

*Students best learn the art of lawyering by **taking responsibility** for trying to solve clients' problems in an ethical, creative, and diligent manner.*

*Students will best contribute to the quality of the legal system by developing the habit of engaging in **life-long critical reflection** about themselves, the practice of law, and the justice system.*

From these core educational values, we hope students will learn the following substantive aspects of lawyering and the law:

- Lawyering requires integrity, authenticity, civility, humility and ethical behavior.
- Lawyers engage in a helping profession that revolves around human relations.
- Lawyers must work hard, and be thorough, in pursuing their clients' interests.
- Lawyers must be effective communicators.
- Lawyers must develop sound judgment in a variety of contexts.
- Lawyers must be respectful and nonjudgmental toward their clients and other actors in the system.
- Lawyers have an obligation to address the needs of under-served populations.
- There are limits to the ability of lawyers and the law to solve clients' and society's problems.

## **Remington Center Clinical Grading Criteria**

### Satisfactory +

- This grade is for students who significantly exceed the expectations outlined above
- It is reserved for “outstanding” students whose performance, attitude, and effort are above and beyond the call of duty
- Per law school rules, no more than 20% of students in a given course section can receive S+; we are not required to give S+ to 20%.

### Satisfactory

- Our presumption is that this is the grade most students will receive–i.e. it is the norm
- To receive an S, a student must provide a high quality product and excellent effort
- In considering whether the student meets program expectations, Supervising Attorneys (SA’s) will consider the student’s:
  - attendance
  - diligence/responsibility in communicating with the clients
  - diligence/responsibility in communicating with the SA, other students
  - ethics; honesty
  - development of judgment
  - effort
  - initiative
  - commitment to clients and to high quality legal practice
  - willingness to reflect on the clinical experience
  - professionalism: diligence/responsibility with regard to work product; punctuality in meeting deadlines, including deadlines for drafts; organization; preparation; thoroughness; follow-through
- It is our expectation that students who are “trying their best” will generally receive an S

### Satisfactory –

- This grade is appropriate for students who are doing some work for their clients, but who are not working up to their potential;
- Are failing to take responsibility for their clients and their work;
- Are failing make the effort to meet the standards outlined above.

### Unsatisfactory

- This grade is appropriate for a student who ignores or stops working on his or her clients’ cases and at the program.
- This grade is appropriate for a student who engages in unprofessional and/or unethical conduct toward the client and/or SA.