TEXAS A&M UNIVERSITY
SCHOOL OF LAW

# Experiential Registration & Application Information Packet

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## Introduction

The Texas A&M University School of Law Legal Clinics offer you the opportunity to develop your skills by working under the supervision of experienced attorneys and representing actual clients. Clinical work provides you hands-on experiences in a variety of practice areas, including family law, tax, intellectual property, housing, immigration, environmental, estate planning, and entity formation. Clinic clients include entrepreneurs, nonprofit organizations, government entities, and individuals.

By enrolling in a clinic at Texas A&M University School of Law you satisfy several requirements:

1. Units for clinic courses counts to satisfy the six-experiential unit graduation requirement.
2. Since we represent actual clients in clinics, when you enroll in a clinic you satisfy the requirement for actual client representation; and

This registration guide was organized to help address some of the frequently asked questions about clinic registration. Please refer to the course schedule on the website for specific dates and deadlines. We hope it addresses your questions and concerns. If your question is not answered here, please email us at experiential@law.tamu.edu.

## Accommodations in the Experiential Program

If you need accommodations at the Star Telegram Building, please see our website at https://law.tamu.edu/current-students/student-affairs/accommodations . In addition, our Student Affairs Office handles the process for all accommodations. Those requests can be sent to law-disability@law.tamu.edu.

## Clinical Program

### *1. Clinic Credit Hour Policy for New Clinic Students*

Each law school clinic must include a classroom component. The amount and level of credits awarded in each clinic depends on the amount of time allocated to the classroom component and to the student's clinical work. Depending on the clinic, students will spend at least 42.5 hours in out of class work during the term for each hour of academic credit earned. Students are responsible for keeping a log of their hours for review for by a faculty member throughout the semester.

Please use the chart on the following page to determine the number of hours you are required to be in the clinic offices, then use the spaces at the bottom to select the days and times you would like to work in the clinic. If you need to come into the clinic offices to do work outside of your regular schedule, or if your regular schedule needs to be adjusted at any time, please email the clinic secretary and your clinic director so we can try to make space available for you.

The chart on the next page will help you understand the time new clinic students spend on in class and on outside of class work. Time calculation for out-of-class work is based on an average distribution of time per week over a twelve-week semester. The earlier part of the semester will be slower until you are finally immersed in the client work. Clinics do not have a final, however you are expected to complete and transition all of your casework before you head out for the semester break.

Students are allowed to count no more than 2 hours towards their semester office hours total for onboarding into the clinic in the first week. This includes setting up Clio, VM and their clinic specific email.

*Please choose hours **between 8am-6pm Monday-Friday** unless you have arranged other hours through your clinic director.

| NAME OF CLINIC | NUMBER OF CREDITS ENROLLED FOR | Class meeting Hours | Out of Class Hours (Also includes Clinic Office Hours ) |
|---|---|---|---|
| Civil Rights Clinic<br>Tax Dispute Resolution<br>Trademark & Copyright Clinic | **4 credits** | **3 hours**<br>**(Meets twice per week for 90 minutes each time )** | **11 hours per week**<br>(NOTE: students are required to spend a minimum of 8 hours per week in the clinic offices. The remaining 3 hours may be worked remotely) |
| Entrepreneurship<br>Patent Law Clinic<br>Probate & Estate Planning<br>Family and Veterans Advocacy | **4 credits** | **2 hours and 10 minutes**<br>**(Meets once per week)** | **12 hours per week**<br>(NOTE: students are required to spend a minimum of 8 hours per week in the clinic offices. The remaining 4 hours may be worked remotely) |

## *2. Clinic Credit Hours for Advanced Clinic Students*

Students who have completed one semester of a clinic may continue in that same clinic for a subsequent semester for experiential credit. They may do so for two-six credits, with the consent of the clinic instructor. The number of credits is to be determined by the student and their instructor. All advanced clinic students are required to attend six one-hour class sessions scheduled throughout the semester and to contribute to clinic orientation. Students enrolling as an advanced clinic student must devote the following hours of out-of-class work per week, over a twelve-week semester:

| No. of Credits | Out-of-class work |
|---|---|
| 2 credits | 7 hours |
| 3 credits | 10.5 hours |
| 4 credits | 14 hours |
| 5 credits | 17.5 hours |
| 6 credits | 21 hours |

## *3. Clinic Credit Hours for Continuing Clinic Students*

Students who want to continue in a clinic for second or third semester for non-experiential credit may do so for They may do so for two-six credits, with the consent of the clinic instructor. The number of credits is to be determined by the student and their instructor. Students enrolling as a continuing clinic student must devote the following time below to their office hours each week over a twelve- week semester:

| No. of Credits | Office hours work |
|---|---|
| 2 credits | 7.5 hours |
| 3 credits | 11 hours |
| 4 credits | 14.5 hours |
| 5 credits | 18 hours |
| 6 Hours | 21.5 hours |

4. Summer Clinics

The summer clinic course, when available offers students the opportunity to develop their skills in the general areas of interviewing, counseling, dispute resolution, law practice management, legal research and other core lawyering skills that advances their career development. As a primarily experiential course, this course focuses on teaching professional skills and integrates doctrine, theory, and legal ethics. Students in the summer clinic will be assigned cases from either the Family and Veterans Advocacy Clinic or the Tax Dispute Resolution Clinic. Students enrolling with an interest in Family and Veterans issues will learn about divorce, custody, child support, family violence, protective orders, veterans' benefits, and other issues, plus preparing for trials and other issues. Students enrolling with an interest in tax will learn how to dispute additional taxes imposed by the IRS (during audits, administrative appeals, or Tax Court litigation) and how to settle debts for less than the full amount owed. The summer clinics are not offered every summer.

| NAME OF CLINIC | NUMBER OF CREDITS ENROLLED FOR | CLASS MEETING HOURS | OUT-OF-CLASS HOURS (also includes clinic office hours) |
|---|---|---|---|
| SUMMER/ TDRC<br>SUMMER/ FVAC | **3 credits** | 2hours per week for 2 weeks 9:30am-11:30am | 20 hrs per week For 7 weeks Class counts toward the Total of 20 hours. |

## *5. Office Hours Form*

Each student is required to submit an Office Hours form which is in **Appendix A**. This must be completed and turned in once you are accepted and before clinic orientation. All students are required to set their own office hours in accordance with their instructor's policy. First time clinic students should expect to spend a minimum of 6-8 out of class hours in the clinic space, depending on the clinic and number of credits taken (see the chart above for more precise guidelines). Continuing or Advanced clinic students will need to spend hours in the clinic as determined by their instructor. This allows the student some flexibility to set their hours around their class schedule. For clarification of hours please see the following chart. The required orientation hours are not included in the total office hours.

| | Class Meeting Times | Out of Class Work |
|---|---|---|
| 2 | 2 hours per week | 5 hours per week |
| 3 | 2 hours per week | 8.5 hours per week |
| 4 | 2 hours per week<br>Patent, Probate& Estate, FVAC & ELC clinics | 12 Hours per week<br>Patent, Probate& Estate, FVAC & ELC clinics |
| 4 | 3 hours per week | 11 hours per week |
| 5 | 3 hours per week | 14.5 hours per week |
| 6 | 3 hours per week | 18 hours per week |

## *6. Conflicts of Interest*

Like all professional law offices, the Clinical Program has a case management system to ensure that our law firm avoids conflicts. For identifying potential conflicts of interest, all potential representation must be cleared through the system and any other case management systems to ensure that we do not have a conflict. Your own contacts may create potential conflicts of interests. When working in the clinic setting you must fill out a form identifying cases and/or relationships that may cause a conflict. This form gives us the information needed to run through the system to clear you of any conflicts that may come up.

You will be required to complete a Conflict-of-Interest Form when you apply and are accepted into a clinic. For your convenience, please find the form in **Appendix B**. In addition, you will be sent this form shortly after you are accepted and it's very important that you complete and return it before the deadline set out in the accompanying email. Missing the deadline will result in your being dropped from the clinic. You will be required to update your Conflict-of-Interest form during the semester if anything changes with your employment or volunteer work.

## *7. Confidentiality*

The clinical program requires that all students, staff, and faculty honor client confidentiality. This is an ethical requirement of lawyers in every state. The following policies, procedures, and tools are in place to safeguard client confidentiality.

### a. HB300 and House Bill 33

Once you have been accepted in a clinic you will be required to take confidentiality training. Please be sure to complete this training in a timely manner when you receive instructions to do so. Not doing so will result in your being dropped from the clinic. Please See **Appendix C** for training information and forms.

### b. Law Practice Management System

The law practice management system that is used in our clinical program is called Clio. For instruction on how to use Clio, please refer to the Clio website where you will find several helpful tutorials. You will also receive Clio training in our mandatory orientation during the first week of the semester. As a clinical student, you must keep your casework updated in Clio as part of your clinic grade.

### c. VM Environment

VMWare is out virtual desktop infrastructure that allows students to work on client matters on their own laptop and devices both in and outside of the Clinical Program offices, we have set up a secured virtual environment for all students to use. Students are required to use this environment anytime they are performing clinical work.

### d. Clinic Space

For the confidentiality of our clients and the information that is stored in our clinic, the space that is card accessible is only available to clinic students only.  Other Texas A&M Students, faculty, staff, friends or even family members are not allowed in the secured clinic space.

We must keep our clinic office space secure to ensure confidentiality and safety to our clients. For this purpose, if someone asks for access to a secured space, please direct them to the security guard in the main lobby or to one of the legal clinic administrators such as the Associate Director of Experiential Programs or the Clinic Secretary. Unsecured spaces are available to all TAMU law students and all students can access the front entrance to the main space with their TAMU ID cards.

## *9. Clinic Considerations*

Some things that you should take into consideration before enrolling into a clinic are the following:

- The clinic is held at the Star Telegram Building which is located at 307 W. 7th Street, Fort Worth, Texas 76102.
- All clinic courses require that students spend a certain number of hours per week at the clinical space at the Star-Telegram Building (please refer to the chart above for details).
- Per our Academic Standards, students are expected to submit logs of their time to their supervising attorneys to receive credit. Further direction will be given by individual clinic directors on how one should keep track on time, though most clinics involve keeping track of time in Clio.
- Students may not enroll in more than one clinic in any one semester.
- Students may not enroll in a clinic and an externship during the same semester unless approved to do so by the Associate Dean of For Experiential Education.
- Before enrolling in a clinic and once enrolled in a clinic, students must disclose any internship, externship, or work arrangement outside of the clinic in order to avoid conflicts of interest.
- Once a student is accepted into a clinic, they must commit to attend the mandatory orientation which is held on the first Friday of the semester from 12:00 p.m. to 4:00 p.m.

## *10. Parking*

Parking for clinic students is located in the law school parking lots. We encourage you to walk from campus to the Star Telegram building and to schedule your courses to permit enough time to get to and from class on time. There is no valet parking for enrolled clinic students.

If you have a special circumstance requiring a parking accommodation, please submit a request for parking accommodations to the Student Affairs office through law-disability@law.tamu.edu . All medical or physical related accommodations requiring a parking spot at the building will be considered with great care and diligence on a case-by-case basis.

Unless a special arrangement has been made, students who choose to valet park their cars will have to pay the

regular parking rate on their own.  Street meter parking is available around the Star Telegram Building.  The parking meters take credit cards and some still take change; most are also compatible with the FW Park phone app. Street meter parking is available on a first come, first serve basis.

Molly the Trolley drops off about a block from the Star Telegram Building. Molly the Trolley picks up at the Sheraton by the law school and drops off at Main Street and close to 7th. For the Trolley schedule, please visit www.fwta.org/MollytheTrolley.aspx.

In the case of bad weather, the Clinics will reimburse Uber or Lyft transportation costs to and from the law school to the Star Telegram Building if at least two students share the ride. If you cannot find a second student to ride with you and the weather is bad, please obtain an exemption from your clinic director or the Director to take a trip alone. More specifics that must be followed about this are in the clinic manual.

**<u>Security Pick Up</u>**

In the evening and after class between the hours of 5-6pm, the security guard at the law school is available to shuttle clinic students back to the law school.

Please call the front security desk if you would like a ride from the Star Telegram Building back to the law school. <u>The number is 817-212-3999</u>. We ask that if you have other classmates to ride with to avoid multiple pick-ups to please ride as a group.

Please exit at the top of the stairs and the security guard will pick you up at the loading zone under the flags on Throckmorton. Please see illustrations of location and the security vehicle used for pickup below.


### 11. *Pro Bono Credit for Clinic Coverage*

Clinic directors and supervisors may approve pro bono credit for students who have completed and exceeded all clinical hour requirements for a given semester together with all practice management assignments. Practice management assignments include completing all time slip/activity entries in CLIO, sending all closing/end of semester letters, organizing the case or matter file, etc. Pro bono credit applies only to excess hours, as determined in the discretion of the student's supervising attorney or clinic director

Students interested in receiving pro bono credit for excess hours are solely responsible for preparing a log of those hours, including specific dates, the number of hours worked on those dates, and descriptions of the tasks performed, while also redacting all confidential client information (e.g., names and other identifying information, which may extend to the subject matter of the work done), and then sending the log to their supervising attorney or clinic director for approval. Once approved, the student is responsible for submitting the log to Student Affairs.

Due to limited administrative resources in the clinic, no pro bono credit will be approved unless the student prepared a redacted log of their time before the student's Clio account has been deactivated at the end of the semester. Deactivation usually happens in the week after final exams but may occur sooner or later after a given semester.

### *12. Student Practice Cards*

Some students will be required to have a Student Practice Card from the State Bar of Texas to appear in court or in state administrative proceedings. A Student Practice Card is a limited license to practice law under supervision of a qualified lawyer admitted to the Texas State Bar. Not all clinics will require bar cards. Generally, clinic students who will appear in court will need a Student Practice Card. JD students must have 30 credit hours and for the LLM students, they must have completed at least 12 hours if enrolled in a clinic to receive a Student Practice Card. Please speak with your clinic director if you have questions about the Student Practice Card.

All Student Practice Card are processed through the Director of Experiential Programs and Clinic Operations. She works directly with your Clinic Director and the Associate Dean of Academic Affairs office to get this done the first week of the semester. To avoid confusion any questions should be directed to the Director or your Clinic director.

## Administrative Agency Certification

There are several state and federal administrative agencies that permit individuals who are not lawyers to advocate and represent clients. These agencies certify law students to practice before them under the supervision of an authorized lawyer or another designee. The Internal Revenue Service, the United States Patent and Trademark Office, and the U.S. Citizenship & Immigration Services, are just some examples of agencies that provide such certification. Your clinic director will determine whether such certification is appropriate and work with you to apply if necessary.

## *13. Pre- or Co-requisites for Clinics.*

*In order to enroll in a clinic, you must have completed or be concurrently enrolled in Professional Responsibility. There are limited waivers of this requirement, but only if a student worked full-time in a law firm or other position requiring the handling of confidential information for one year or more before attending law school.* Regarding summer clinics, Professional Responsibility is preferred but not required. In lieu of the Professional Responsibility requirement, the Summer Clinic will include an intensive training on ethics.
In addition, a student must be in good academic standing with no honor code violations.
If a student applies for a clinic and is on academic probation at the time, they apply they can be accepted however, they must be in good academic standing once the clinic starts.

## *Concentrations Related to Clinical Classes*

| Concentration | **Clinic** |
|---|---|
| Criminal Justice,Justice & Policy Concentration | Innocence Clinic |
| Domestic Public Policy | Immigrant Rights Clinic |
| Dispute Resolution | Various. Discuss with clinic instructor and ADR faculty. |
| Estate Planning | Probate & Estates Planning Clinic |
| Family Law | Family and Veterans Advocacy Clinic |
| Intellectual Property | Patent Clinic or Trademark & Copyright Clinic |
| International Public Policy | Immigrant Rights Clinic |
| Workplace Law | Immigrant Rights Clinic, Family and Veterans Advocacy Clinic |

## *15. Clinical Courses*

Note: These clinical courses count towards your experiential credit

| Clinics | Units | Instructor |
|---|---|---|
| Entrepreneurship Clinic Family | 4-6 units | Dodge |
| & Veterans Advocacy | 4-6 units | Rowden |
| Clinic Trademark & Copyright | 4-6 units | Slattery |
| Clinic Innocence Project | 2 units | Ware |
| Tax Dispute Resolution Clinic | | |
| Probate & Estate Planning | 4-6 units | Probasco |
| Clinic Patents | 4 units | Bell |
| Environmental & Natural | 4 units | Cecil |
| Resources Civil Rights Clinic | 4 units | Eckstein |
| | 4 units | Zampierin |

### *16. Priority Admission*

All of our clinical faculty want you to have a clinic experience before you graduate. However, there are semesters when some clinics get more applications than we have space. In those semesters, faculty supervisors will give priority to students who previously applied but were not selected, those who are close to graduating but have not yet participated in a clinic, and those who have completed relevant coursework (such as Business Associations for the Entrepreneurship Law Clinic etc.

### *17. Clinic Registration Dates*

Clinic applications are received on a “rolling basis” which means we take them all semester long. However, to ensure priority for a given semester, we suggest you apply as soon as possible. All clinic decisions will be made and sent out to applicants in the week preceding general registration. If you are not admitted into your first choice you will be considered for your second or third choices.

### *18. Application to Multiple Clinics*

When you apply to participate in the clinics for the semester, please apply in order of preference. On the application you can select multiple clinics. If you aren’t accepted into your first choice, you may be selected for the next clinic that has available space. Selecting multiple clinics allows us to know you have other choices in case your first choice is full.

### 19. Dropping Clinics

Given the unique nature of clinics and the ethical obligations that arise for our attorneys when they expose students to actual client cases, student will not be allowed to drop a clinic after the first week of classes.

## *20. Clinical Skills Training*

As a clinic student you are **required** to attend clinic orientation. As noted earlier, Clinical Skills Training or previously called Orientation is scheduled the Friday of the first week of class of every semester from
12pm-4pm. When you apply and register for clinic, please put this date on your calendar and plan to attend. Also, the week before class you will have some at-home training that will require some minimal time for you to get up to speed on the systems that are used in the clinic. Doing this ahead of time helps ensure a good
experience the first week of class. Clinical Skills Training for Summer Clinic is handled within the summer classroom component.

## *21. Dress Code in the clinic*

The clinic is an experiential atmosphere that includes working with clients, supervising attorneys, and stepping into the role of a lawyer. We operate as a real working law firm so be sure to dress appropriately to clinic.
***Smart casual attire*** combines well-fitting, polished business wear with elements of casual attire—think

blouses, polo shirts, button-downs, chinos, dress pants, dark-wash jeans, and practical footwear (no flip flops). u

have a court or hearing appearance. Here is what we mean:
***Business casual attire*** typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

***Court attire*** is most often a dark-colored suit. But if you do not have a suit, a long-sleeved top (or short with a plain colored solid color cardigan) and, if appropriate, a tie. Dresses and skirts (not above the also appropriate.

Since we have clients in the clinic, we ask you to avoid caps, shorts, pajama bottoms, tank tops, spaghetti straps, flip flops, extremely short skirts and dresses, and leggings.

Examples of what to wear includes: casual pants, jeans (not torn), polos, tops, blouses, and cardigans.
Jeans and shorts are never appropriate to wear to court or for in-person client meetings. If you do not the means to wear the appropriate attire, please talk with Lori Rogde or your clinic supervisor.

***Dressing/Wellness Room***
We have converted part of room 36 which is a large storage room in the back of the clinic in the back hallway past the stairway into a dressing area and wellness room. There is a mirror and clothes rack for your clothes if you would like to hang them before court or any other client meetings.

There is also a lamp and chairs to relax if you want to prepare for a client meeting. There are a few rules posted in the room so we can all use it and be considerate of each other. The door has a lock on it so when someone is changing privacy is available.

A door hanger is available, so we know it is in use. We ask that if you are just sitting in there and someone needs to change, please allow them to do so. Please leave the door open so others can enjoy the room unless you are changing clothes. We hope you will use this room to relax.

## General Externship Program

### 1. *Student Eligibility*

Before a student can participate in the General Externship Program, the student must meet the following:

- Have successfully completed 29 credit hours.
- Have a GPA of 2.33 or better (after all the 29 hours have been recorded).
- Be in good standing and enrolled in minimum of 8 hours (excluding students enrolled in summer session, in their final semester, or with the Dean's permission to enroll in few than 8 hours).
- Have no record of Honor Code violations or alleged honor code violations under investigation

### 2. *Credit*

Students may earn two, three or four credit hours, which are pass or fail, in a single semester. The number of credits available for a particular placement will depend on the type of experiences available at the specific placement, what best meets the needs of the organization and the work assigned, as well as the students' needs. Students can take up to 18 credits in externships- up to your available pass/fail available. All externships in the General Externship Program count toward satisfying the schools six-hour credit experiential requirement.

### 3. *Field Hours & Length*

In their first externship, students must complete the following number of hours:

- Two credits - 73 field work hours
- Three credits - 115 field work hours
- Four credits - 158 field work hours

In their second externship, students must complete the following number of hours:

- Two credits - 85 field work hours
- Three credits - 128 field work hours
- Four credits - 170 field work hours

The externship course is not complete until the end of the regular semester. It is expected that the fieldwork hours will be spread out over the duration of the entire semester, although the hours need not be equally distributed per week.
For fall and spring semesters, students must work a minimum of ten weeks. For summer, the minimum is five weeks.

### 4. *Type of Work*

Students must engage in legal, and law related tasks. These tasks vary with supervisor and assignment, but usually include legal research, writing briefs and memoranda, drafting pleadings, investigating cases, interviewing clients/witnesses, planning, or implementing case strategies with supervisor, observing court hearings and depositions.

***Seminar***

The seminar is an opportunity for students to critically reflect on their experiences, explore their professional development and discuss issues to help them succeed at their placements. The seminar is part of their externship course and not separately graded. Students enrolled in a second externship must participate in a combination of group and individual meetings. During the term, students set goals, keep a record of hours, submit reflective journals, and engage in self-assessments.

***5. Compensation***

Students may receive both compensation and academic credit for an externship upon preapproval by the Externship Director. This can include stipends and third-party sources of funding. Students may also be reimbursed for reasonable out-of-pocket expenses which they would not have otherwise incurred except for undertaking the externship. Sites are under no expectation or obligation to offer a paid externship. If receiving any compensation, the student must notify the Externship Director at time of application or as soon as known. See the Externship website for further information.

***6.* Student Practice Cards**

Students who have completed 45 hours may apply for a Student Practice Card (from the State Bar of Texas), which allows a student to practice law and appear in court under attorney supervision,with client consent. To obtain a practice card, externship students must contact the Director of Experiential Education and Clinic Operations, Lori Rogde at lrogde@law.tamu.edu within the first week of class for application instructions. Each student will need to have a licensed attorney from their placement to sponsor the practice card.

***7. Finding Placement and Application***

Students are responsible for securing their externship. The externship director will assist students in identifying opportunities, and will provide counseling about options and the process, but cannot guarantee placement. Students can search REVs, via the employer directory, for a list of attorneys/ organizations currently approved as externship placements; students can filter for employers approved for externships. Students can apply for pre-approved externship opportunities posted on https://law-tamu.12twenty.com/Login , or identify their own placement and apply to have it approved as an externship. Regardless if you have secured your placement or are still seeking, students desiring an externship must apply to enroll (and Field Supervisor Questionnaire/Application if applicable) by the following deadlines:

**August 1**: for Fall Externship **November 15**: for Spring Externship **May 1**: for Summer Externship*

If you have been offered an internship/externship (or still seeking):

1. Go to REVS, select the “Experiential Learning” module, select “+New Experience” select the type of Externship for which you are applying, then complete the application as directed;

- The Externship Director will review for approval.
- Placements/Field Supervisors who have not participated in the Program must first be approved. See Supervisor Eligibility and Supervisor Application. The new placement must return the Field Placement Questionnaire to the Externship Director who, upon receipt. will call the field supervisor to discuss and approve as appropriate.

2. Once student & placement are approved, you’ll receive an email confirming approval and instructions for finalizing your placement. This will include return of the Memorandum of Understanding signed by student and the field supervisor to the Externship Director.
3. The Externship Director will register students upon return of the MOU; students cannot self-enroll. Applications submitted late are accepted only on a case-by-case basis.

## Residency Externship Program: Semester -In

## Practice *1. General information*

The Residency Externship Program: Semester-in-Practice provides students the opportunity to apply classroom learning through a semester long immersion experience in approved legal and law related settings such as government, non-profit organizations, and in-house legal departments. This program affords students the opportunity to receive professional and practical experience while also serving their diverse geographical interests. Please see **Appendix D** for additional information about this type of externship

## Residency Externship Program in Public Policy

Students in their second or thirs year of law school with a minimum 3.0 GPA, have sufficient pass/ fail credits to cover the course, and have completed the prerequisites are eligible.

### *1. Prerequisites:*

Students must have taken Administrative Law (or a similar regulatory-type course) and Drafting for Public Policy by the time the placement is set to begin.

### *2. Related Courses*

In addition to their full-time externship placements, students in the Residency Externship Program take two courses prior to and during the externship:

Winter Term Course (1-credit, graded): Government, Ethics, & the Public Sector Externship
This is a required prep course for students in the Residency Externship Program. The course provides a of federal and state governance, explores the extern's role in the policymaking process, introduces ethical issues within government, and allows students to research a topic related to their REP placement.

Seminar Course (3-credits, graded): The Lawyer in Government
The course explores the diverse political, ethical, and substantive issues that public policy lawyers daily. Students will employ critical thinking and analysis of public discourse and policymaking in the their externships and instill exploration into a written work product and class discussion.

### *3. Application Process*

The Residency Externship Program in Public Policy is a capstone program that gives preference to applicant who:

1. are in their second or third year of law school;
2. have completed all required prerequisites prior to the start of the residency externship program;
3. have a minimum cumulative gpa of 3.0; and
4. do not have any Honor Code Violations.

### *4. Application Materials:*

The completed application contains:
**A single multi-page pdf with all the additional materials listed below, in the order listed, MUST BE uploaded in the application webform before clicking "submit."**

- A current resume;
- A brief statement (no more than 500 words) that includes a discussion of the applicant's:
  a. reasons for wanting to participate in the Program;
  b. preparation for participation in the Program (beyond taking any required prerequisites);
  c. interest and future plans (if any) to work in the public sector; and
  d. reasons for choosing the city designated;
- A list of 3-5 specific public sector agencies or entities at which the applicant would like to work. If the applicant selects the United States House of Representatives, for example, please indicate on which Committee;
- A copy of the applicant's transcript (an unofficial transcript from Howdy is acceptable).

For more information, please contact **Professor Cecily Becker, REP-PP Director**, at cbecker@law.tamu.edu or

Cecily Becker, Director of Externships at cbecker@law.tamu.edu and visit the Program's webpage for deadlines and dates at the following: law.tamu.edu/REP-PP.

## Simulations

### *1. Advocacy Program Overview*

The advocacy program at Texas A&M University School of Law offers you unique opportunities to exceptional advocacy skills in the disciplines of:

- Moot Court (appellate advocacy)
- Mock Trial (trial Advocacy)
- Alternative Dispute Resolution (negotiation, mediation, and arbitration)

This comprehensive, experiential-based program led by experienced professors, judges and attorneys prepares you to tackle a variety of complex challenges real lawyers face every day.

### *2. Competitions Teams*

Eligibility- Students who have completed their first year of law school and are not on academic warning or probation are eligible to attend tryouts. Tryouts are held at the end of the Spring semester for the following school year.

Selection- Participants are chosen through a competitive selection process. There are separate tryouts for moot court, mock trial, and ADR teams. The dates will be announced in advance by sending to all students by email as well as posting on the school's calendar. Tryouts are held in the late afternoons or evenings to accommodate all students to be considered.

Students on competitions should NOT register for any condensed courses that meet on the weekend due to conflicts between competition dates, unless the course meets at least 6 times, and an absence is allowed.

Please visit the website for more information regarding specifics on selections for each individual team. Also posted are the practice times and dates as well as the time commitment and a sample competition schedule that a student can look forward to. Please see the details here: https://law.tamu.edu/current-students/academics/advocacy-program/competition-teams.

### *3. Board of Advocates*

The Board of Advocates is a student honorary organization that promotes the development of advocacy

in all law students. As a result, the Board of Advocates offers regular training sessions, hosts annual intramural competitions at the law school and provides support when the law school hosts competitions, such as the annual Texas Undergraduate Moot Court Competition or various interscholastic competitions.

A. Membership

Membership in the Board of Advocates requires attending training sessions, providing support at competitions, and participating in competitions. Depending on participation, students may attain various levels of membership. Nevertheless, all students are welcomed at all Board of Advocates events, regardless of whether students are members of the Board of Advocates or not.

## *4. Order of Barristers*

The highest honor a Texas A&M School of Law advocacy student can achieve is selection into the Order of Barristers. Each accredited law school is allowed to induct only 10 students per year. The Order of Barristers is a nationally recognized honorary organization that encourages the development of oral and written advocacy skills through effective law school programs by formally recognizing the best advocates these programs produce. Students who demonstrate excellence and distinguish themselves in the advocacy program may be selected for membership in this prestigious order. At the annual Barristers' Ball, inductees are presented the national Order of Barristers' medal to wear at graduation and a membership certificate.

**a.** Eligibility and selection

All students graduating in either December of present school year, May of present school year, or July of present school year are eligible to apply. An applicant must be in good academic, disciplinary, and financial standing with Texas A&M School of Law.

**b.** The applications will be available approximately two weeks prior to the application deadline. The application period will be announced by sending information to all students via email, as well as posting on the school's calendar. Current advocacy students will be notified of the application process as well. Please see the website for additional selection criteria related to the Order of Barristers. It is available here: https://law.tamu.edu/current-students/academics/advocacy-program/order-of-barristers

## *5. Additional Simulations and Courses.*

For additional courses and workshops that Texas A&M University School of Law offers, that are considered Simulations please review **Appendix E.**

**Appendix A**

Name__________________ Clinic_____________________

Semester: _____Year: _____Preferred Email: _______________________Phone #: ________________

I am a: ☐ New Student (experiential credit)
☐ Advanced Student (experiential credit) ☐ Continuing Student (regular credit)

I am enrolling for: ☐ 2 credits ☐ 3 credits ☐ 4 credits
☐ 5 credits ☐ 6 credits
(**Be sure to confirm the number of credits with your clinic director**)

All clinic students are required to spend a certain number of hours each week on their client work, and most of those hours will be in the clinic offices. This allows for client phone calls, client meetings, and collaboration with your clinical colleagues in the clinic offices. All students will be assigned workstations in the clinic for their scheduled in-office hours.

Please use the charts below to determine your weekly client work hours based on the number of credits you are taking, then use the spaces at the bottom to list the days and times you are available for client work. We have a limited number of workstations in the clinic and so require some flexibility when setting up in-office schedules for each student.

Please choose hours **between 8am-5pm** unless you have arranged other hours with your clinic director.

**New Student Hours**

| NAME OF CLINIC | TYPICAL NUMBER OF CREDITS | WEEKLY IN-CLASS HOURS | WEEKLY CLIENT WORK HOURS | TOTAL SEMESTER HOURS (Combining in-class, client work, and orientation) |
|---|---|---|---|---|
| Trademark & Copyright Tax Dispute & Resolution Civil Rights Clinic | **4 credits** | **3 hours** (meets twice per week for 90 mins) | **11 hours per week** as 8 hours in the clinic + 3 hours working remotely | **172 hours** |
| Entrepreneurship<br>Patent<br>Probate & Estate Planning<br>Family and Veterans Advocacy | **4 credits** | **2 hours and 10 minutes** (meets once per week) | **12 hours per week** as 8 hours in the clinic + 4 hours working remotely | **172 hours** |

**Advanced Student Hours (experiential credit)**

| No. of Credits | Client Work Hours Required |
|---|---|
| 2 credits | 7 hours |
| 3 credits | 10.5 hours |
| 4 credits | 14 hours |

**Continuing Student Hours (regular credit)**

| No. of Credits | Client Work Hours Required |
|---|---|
| 2 credits | 7.5 hours |
| 3 credits | 11 hours |
| 4 credits | 14.5 hours |

*Please note: some clinics offer 5 or 6 credit options for new, advanced, and continuing students. If you are interested in 5 or 6 credits, talk to your clinic director for approval and ask about the office hours required.

**Please list all available client work hours - 11 or 12 per week - below, putting any hours you have the flexibility to work remotely (in parentheses). The clinic administration will then select and schedule your weekly in-office and remote hours as workstation space in the clinic allows.**

| DAY of WEEK: | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| **Proposed Clinic Office Hours** (Subject to clinic director approval) | | | | | |

Total Hours ___________

## Appendix B
## Conflicts of Interest Form

1. Student Name: ______________________________________________

2. Student Phone Number: ________________________________________

3. Student Email: _____________________________________________

4. Current Outside Employment (including externships for academic credit)

    a. Outside Employer: ______________________________________

    b. Address of Outside Employer

    ______________________________________________________

    ______________________________________________________

    c. Area(s) of law employer handles

    ______________________________________________________

    ______________________________________________________

    d. Types of legal work employer handles

    ______________________________________________________

    e. Major clients of employer

    ______________________________________________________

    ______________________________________________________

5. Past Outside Employment (including externships for academic credit) If additional space is needed, please use a blank page.

    a. Past Outside Employer: ____________________________________

    b. Address of Past Outside Employer:

    ______________________________________________________

    ______________________________________________________

c. Non-confidential names of clients on whose cases you worked:

d. Did you work for clients whose names you believe should be kept confidential? Yes No

6. Office Sharing
   If you work(ed) for an attorney(s)who shares office space with other attorneys, please list the names of the other attorneys.

7. Future Employment
   Please list firms, agencies, or individuals with whom you are seeking employment and have obtained an interview.

8. Lawyer Relatives
   If your spouse, significant other, sibling, parent, or other close relative is a lawyer, please list his/her name and the names of his/her employer or partners.

9. Volunteer Activities
   List the names of your volunteer activities which might create a conflict of interest (e.g., boards of directors on which you sit, work as Court Appointed Special Advocate-CASA).

10. Current Litigation
    If you, or a member of your household, are presently a party in a litigation matter, please provide a general description of the matter and the names of the attorneys and all parties.

11. Additional Information

If you need additional room to finish answers to the questions above, please use the following space.
Please start any response with the number/letter of the section to which you are responding.

Student Signature                                        Date

Please use additional blank pages if you need more space.

## Appendix C
## Clinic Confidentiality Training

Please complete your confidentiality training at the following webpage:

http://law.tamu.edu/clinic-timeline

- Complete Confidentiality Training Course in TrainTraq [**log-in instructions**]
  **AND**
- Submit Confidentiality Training Acknowledgement Form

When you are accepted into the clinic program the clinic webpage is where all documents and timelines are available for completing all paperwork.

## Appendix D
## Semester In Practice Externship

# Texas A&M School of Law, Residency Externship: Semester-in-Practice Program Overview

**Mission:**

The *Residency Externship Program: Semester-in-Practice* provides students the opportunity to earn academic credit by performing legal and law-related work outside the classroom through a semester-long, immersion experience in approved legal and law-related settings such as government, non-profit organizations, and in-house legal departments. Its objective is to afford students the opportunity to receive extensive professional and practical experience while also serving students' diverse subject matter and geographical interests. Through this program, students are immersed in the work of their host organization and, under the supervision of attorneys or judges, gain valuable experience and insight in the applying of classroom learning and legal principles to real world legal and law-related issues and thereby preparing the student to be practice ready upon graduation.

To help students achieve this objective, the goals of the *Residency Externship Program: Semester-in-Practice* are to have students:

1. Improve their lawyering skills such as research, writing, analysis, and oral advocacy.
2. Increase their understanding of the range of skills necessary to effectively perform legal and law-related work.
3. Develop a deeper understanding of substantive law and the legal or law-related issues facing the host organization and its mission.
4. Enhance their understanding of professionalism, professional responsibility, and other workplace issues that arise in a professional work environment.
5. Develop productive working relationships and explore professional options; and
6. Engage in critical self-reflection to promote self-directed, lifelong learning.

## Program Overview

1. Fieldwork/Credit: Students earn 9-12 pass/fail credits for completing 45 fieldwork hours for each pass/fail credit over a 12 to 14-week semester-term. The placement term must coincide with the academic semester for which they are enrolled.

2. Assignments: Students must engage in legal and law-related tasks. These tasks can vary with supervisor and assignment, but usually include such activities as: legal or policy research, writing briefs, memoranda, or other legal and law-related documents, drafting pleadings, investigating cases, interviewing clients/witnesses, planning, or implementing case or policy strategies with supervisor, observing events such as meetings, hearings, trials, and depositions.

3. Class Requirements: The course requires the student to:
    a. Participate in either the General Externship Program Seminar (first-time externs) or in tutorial meetings with a faculty supervisor (repeat externs);
    b. Submit a learning plan, which is discussed and agreed to by the field supervisor.
    c. Submit weekly reflective journals and timesheets
    d. Have a mid-term evaluation (Week 6/7) and final evaluation (Week 12/14) with field supervisor,

which will be submitted to the Extern Director

4. Compensation: Students may receive both compensation and academic credit for an externship. This can include stipends and third-party sources of funding. Students may also be reimbursed for reasonable out-of-pocket expenses which they would not have otherwise incurred except for undertaking the externship. Sites are under no expectation or obligation to offer a paid externship. If receiving any compensation, the student must notify the Externship Director at the time of application for approval or as soon as known. See the Externship Program's website for further information.

5. Site-Visit: The school will conduct a mid-term visit with the field placement either through an in-person visit or video-conference meeting.

6. Communication: The school will maintain contact with the field supervisor and student throughout the semester. Communications will be either through email or telephonic correspondence.

7. Contact: The school will be accessible to support the student and field supervisor to ensure the learning and working experience is the best it can be. Any questions, concerns can be communicated to:

    Cecily A. Becker, J.D. Director, Externship
    Program
    Texas A&M University School of Law
    1515 Commerce Street, Fort Worth, Texas 76102

    817-212-4058 **or** cbecker@law.tamu.edu.

**Student Requirements & Expectations**:

1. Pre-Requisite Requirements: To be eligible to participate, students must satisfy the following criteria:
    a. Have completed at least 45 credits hours;
    b. Have a minimum GPA of 3.0;
    c. Have completed Professional Responsibility; and
    d. Be in good standing with no honor code violations.

2. To receive the fieldwork credit, students must complete all the work requirements established by the field supervisor, and conduct themselves in a professional manner at all times. Students also must satisfactorily complete the classroom requirements which includes participating in the class or faculty supervisor meetings, and timely submitting all forms such as the: *Externship Agreement*, learning plan, and mid-term and final evaluations.

3. Schedule: Students set their schedule in consultation with their field supervisor. Students cannot end their externships before the agreed end date without prior approval from the Extern Director.

## Field Supervisor Responsibilities

Field supervisors serve as mentors and are asked to teach students the legal and professional skills necessary to be successful and practice ready. Field supervisors should provide students with opportunities to develop these skills and gain real life experience. To achieve these ends, we've established the following basic responsibilities for field supervisors:

1. Field supervisors must have at least 3 years' experience and be licensed with the appropriate jurisdictional authority (if in a law-related placement, i.e. compliance, JD is preferred but not required if proposed supervisor has the requisite educational and work experience).

2. Sign and return a copy of the *Memorandum of Understanding*.

3. Discuss confidentiality issues and inform the student of workplace policies at the beginning of the semester.

4. Discuss and develop a learning plan (goals) with the student.

5. Assign legal and law-related activities designed to help the student achieve his/her goals. Provide opportunities to engage in work typical of that of an attorney at the placement. Whenever meetings, briefings, hearings, or other events are held, especially in connection with a task assigned to the student, the student should be offered the opportunity to attend, and discuss the event afterward with the field supervisor

6. Meet regularly with the student to provide feedback on work, and guidance on future assignments. Feedback is an important element to the student's learning. It is expected that a mentoring relationship will be established, and the field supervisor will discuss many aspects of practice, including issues of professional responsibility, throughout the semester. Thus, this process will include,
    a. Reviewing written work and oral communication skills and providing constructive advice and critique.
    b. Discussing the relationship of the assignment to the larger substantive, procedural or practical issues at hand; and
    c. Discussing any significant ethical issues involved

7. Complete a mid-term and final evaluation (provided by the school) on the student's work and review the evaluations with the student.

8. Verify the accuracy of the student's time records, which will be accomplished via an online platform. Students are expected to work full-time during their externship. Students are required to complete 45 hours for each pass/fail credit and can earn between 9-12 credits during the semester.

9. Provide the student the resources necessary to work and learn effectively, including adequate workspace.

10. Be available to speak with the school throughout the semester and as needed, and to notify the Extern Director if the student is not performing competently at any timeduring the term.

11. Field Supervisors are subject to the Texas A&M University Nondiscrimination and Abuse Policy

TEXAS A&M UNIVERSITY SCHOOL OF LAW

# SIMULATION COURSES & WORKSHOPS

## SIMULATIONS

**The Business Negotiator**

This course provides students the opportunity to develop and strengthen their negotiation skills mostly in the context of business and transactions work. Through lectures, role-plays, and simulations, students will refine their negotiation strategies and techniques in negotiating deals, contracts, and relationships. While the vast majority of the course will focus on improving student ability to engage in transactions work within the United States, the course will also consider various barriers to deal making in a global context, including culture, ideology, and foreign governments and laws. Prerequisite: One year of law school in the full-time or part-time program.

**Mediation Clinic**

This course follows the standards for mediation training promulgated by the Texas Mediation Trainers Roundtable. To pass the course and receive credit, the student must attend the entire 40 hours of classroom training and participate in the role-plays, performing as a mediator and as a disputant. The student must also satisfactorily complete the clinic portion of the training, which consists of mediations or observations at Dispute Resolution Centers and other locations. In addition, students must submit a journal for each case mediated or observed. Prerequisite: One year of law school in the full-time or part-time program.

**Guardianship Practicum**

This course is designed to teach students about Texas guardianship law. It will teach how to determine if a guardianship is needed or if there are less restrictive alternatives to a guardianship and what those alternatives entail. Students will learn how to draft applications and orders for a guardianship of the person and/or estate along with all supporting documents. Students will draft inventory, appraisements, list of claims, annual accountings, reports of attorneys or guardians ad litem, and final accountings for guardianships of the estate. The course will provide a practical look at how to represent an applicant for guardianship as well as how to represent the proposed incapacitated person. Prerequisite: One year of law school in the full-time or part-time program.

**Negotiation Theory & Practice**

This course offers students the opportunity to further develop their negotiation skills. It will focus on simulations and negotiation exercises intended to give students firsthand experience in applying interest-based negotiation techniques. The course examines the skills, constraints, and dynamics of negotiation. Students will also learn a theoretical framework for understanding negotiation practice in a variety of contexts through readings from the fields of law, psychology, business, and communication. Prerequisite: One year of law school in the full-time or part-time program.

**Post -Conviction Actual Innocence Claims**

This course will teach the law and the practical applications of the law in petitioning the judiciary for relief, based on facts garnered through an initial post-conviction investigation. Students will learn what a post-conviction claim of actual innocence is and how the United States Supreme Court and the Texas Court of Criminal Appeals have analyzed and dealt with such claims in both death penalty and non-death cases. Prerequisite: One year of law school in the full-time or part-time program, including Criminal Law.

**Spanish for Lawyers**

This course is for students who already have Spanish proficiency. The course is primarily intended to prepare students for the practice of immigration law by discussing legal concepts and legal procedures related to the representation of Spanish-speaking clients in immigration proceedings. Several classes will also focus on the representation of Spanish-speaking clients in Criminal Law and Family Law. Students will learn and review Spanish vocabulary as it relates to these areas of law and practice interviewing, counseling, and representing Spanish-speaking clients in immigration, criminal, and family-related matters.

**Texas Criminal Law Practicum**

Students function as prosecuting and defense attorneys, taking a hypothetical case from arrest through post-conviction remedies. The course may include such topics as legal limits on criminal investigation, the grand jury process, setting bail, negotiating plea bargains, drafting pretrial motions, the discovery process, trial rights and tactics, habeas corpus, and appeals. Prerequisites: (1) One year of law school in the full-time or part-time program, including Criminal Law; (2) Criminal Procedure.

**Trial Advocacy Practicum**

A study of civil and criminal trials, taught through lectures, demonstrations, and simulations. Each trial segment is examined separately, and accompanying exercises are conducted with students acting as attorneys and witnesses. The course culminates in a mock trial at a local courthouse, where students have the opportunity to present an entire case through verdict. Prerequisites: (1) All lockstep courses except Constitutional Law; (2) Evidence (may be taken concurrently).

## SIMULATIONS – UPPER LEVEL WRITING COURSES

### Contract Drafting

This hands-on course covers contemporary commercial drafting of contracts, an essential skill for transactional practice that is also useful for litigators. Topics include translation of a client's business deal into contract language; the organizational paradigm for a formal contract; drafting definitions, covenants, representations, and warranties; deconstructing and marking up contracts; transactional and formbook research; and proper use of boilerplate provisions. Students will draft at least two major contracts and will have smaller drafting and research assignments throughout the course. Prerequisite: One year of law school in the full-time or part-time program, including LARW I & II and Contracts.

### Criminal Law Drafting

This practical course teaches students how to draft documents used in Texas criminal cases. Using the Code of Criminal Procedure and the Penal Code, students will draft documents based on actual criminal cases—warrants, motions and responses, notices, pretrial writs, stipulations, and jury instructions. Students will draft a variety of documents throughout the course including a major persuasive motion and response.

### Drafting for General Practitioner

This two-credit practical skills class introduces students to the drafting of legal documents that are common to the general practitioner. The course is designed to provide students with general knowledge of and proficiency with the typical documents lawyers are asked to draft by practicing the drafting techniques common to the various types of legal documents lawyers encounter. The course is based on "small firm" simulations during which students will represent one client in a variety of legal matters including contract drafting, will drafting, negotiation, and settlement of a dispute. In addition to learning new drafting skills, students will hone writing and oral advocacy skills already learned through the production of client letters, lawyer-to-lawyer email communications, and oral settlement negotiations. Prerequisite: One year of law school in the full-time or part-time program, including LARW I & II.

### Environmental Litigation Drafting

This course will introduce students to a realistic view of the pretrial litigation process in a typical environmental lawsuit. Using a state district court forum and the Texas Rules of Civil Procedure, students will draft litigation documents from the clients' first contact through the pretrial process. Students will conduct research; interview clients; draft letters; prepare petitions, answers, and affirmative defenses; propound written discovery; object and respond to written discovery; prepare motions; present oral arguments; and prepare other litigation-related documents.

**Estate Administration Drafting**
This course is designed to teach students how to open, conduct, and close an administration of a decedent's estate under Texas law. Topics include independent and dependent administrations; probate of the decedent's will; powers, rights, and duties of the personal representative; payment of creditors' claims; and informal probate procedures. This course will provide a practical look at how to represent a client who is serving as the personal representative of a decedent's estate or who is a beneficiary of a decedent's estate. There will be no exam for this course. Students' grades will be based on various drafting projects assigned throughout the semester. Prerequisites: (1) One year of law school in the full-time or part-time program, including LARW I & II; (2) Wills & Estates.

**Estate Planning & Drafting**
This course involves working through hypothetical clinical problems, including extensive drafting and working closely with the professor. The problems involve comprehensive planning and drafting of estate planning documents to effectuate the plan. Prerequisites: (1) One year of law school in the full-time or part-time program, including LARW I & II; (2) Wills & Estates; and (3) Trusts & Fiduciary Responsibilities (may be taken concurrently).

**Family Law Drafting**
This practice skills course covers drafting documents for family law litigation. All aspects of litigation are covered from pretrial to appeal. Students will draft several substantive documents during the course. Prerequisites: (1) One year of law school in the fulltime or part-time program, including LARW I & II; (2) Family Law.

**How the Deals Get Done**
Transactional law practice using a hypothetical start-up business to help deal with the transactional issues in this context; combination of theory and practice to prepare for typical matters confronted in a transactional law practice. Prerequisites: One year in law school in the full-time or part-time program; LARW I and II; Business Associations I or Business Associations (four credit-hour course offered prior to Fall 2013).

**Litigation Drafting**
This practical course deals with drafting litigation documents. Using a state trial court forum and the Texas Rules of Civil Procedure, students draft litigation documents that they can expect to prepare in typical litigation cases. Topics covered include conducting client interviews; drafting petitions, answers, and affirmative defenses; propounding written discovery; objecting to and answering written discovery; preparing and arguing motions; and preparing other litigation-related documents. Students will draft a major persuasive motion and will have several smaller drafting and research assignments throughout the course. Prerequisite: One year of law school in the full-time or part-time program, including LARW I & II and Civil Procedure.

**Real Estate Drafting**

This practice skills course covers drafting commonly used real estate documents. The focus is on Texas practice, and both personal and commercial transactions are covered. Students will draft several substantive documents during the course. Prerequisite: One year of law school in the full-time or part-time program, including LARW I & II and Property

## SIMULATIONS – WINTER & SUMMER WORKSHOPS

**Civil Evidence Workshop**

This skills practicum focuses on practical subjects related to courtroom evidence. The workshop provides instruction, demonstration, and practice in offering common forms of evidence in civil and criminal trials; common objections and responses to courtroom evidence; depositions, statements, and sworn testimony; and preserving the record and offers of proof. This workshop is open to all students and is recommended for all law students interested in law school mock trial competition or careers in trial advocacy. Prerequisites: (1) One year of law school in the full-time or part-time program; (2) Evidence (may be taken concurrently).

**Civil Motion Workshop**

This class will focus not on civil trials (which are becoming increasingly rare) but on civil motion practice (which is still a very active component of a trial lawyer's work). Students will be provided with written motions and responses that were filed in actual non-active lawsuits. Students will then prepare to argue the motions and responses. At each session, students will be called on to argue either the response or the motion, within appropriate time constraints, in front of a sitting district court judge in Tarrant County. Afterwards each student will receive critique and feedback from fellow students and the professor. Students will be exposed, and must quickly understand, the law related to each motion. However, the focus of this course will be on oral argument skills and developing a level of comfort arguing motions in an actual classroom. Prerequisites: (1) One year of law school in the fulltime or part-time program; (2) Civil Procedure (may be taken concurrently).

**Depositions Skills Workshop**

This course gives students the opportunity to learn the art of deposition practice and the strategy behind taking depositions. Students will learn and practice fundamental depositions skills; rules pertaining to depositions in federal and state court; how to properly notice a deposition; and how to depose parties, fact witnesses, and experts. The course will conclude with a final deposition performance class in which each student will be provided the opportunity to take and defend a deposition. Enrollment limited to 16. Prerequisite: One year of law school in the fulltime or part-time program, including Civil Procedure

**Labor Negotiations Workshop**
Students will learn the process of contract negotiations in the labor setting in both the private and public sectors. Topics covered will include who has the right to bargain contracts, what can be bargained, bargaining in good faith and legal remedies. Bargaining techniques including data-driven proposals will be discussed. Students will be involved in labor bargaining simulations. Prerequisites: One year of law school in the full-time or part-time program, including Contracts.

**Pretrial Motion Workshop**
Students will learn about and draft three pre-trial motions: Motion to Transfer Venue; Motion to Compel Discovery; and Special Appearance 120a. Students will then argue the motions in class. Prerequisite: One year of law school in the full-time or part-time program, including Civil Procedure (may be taken concurrently).

**Scientific Criminal Evidence Workshop**
Students in this class will learn the theory and practice of using scientific evidence in criminal trials. Specific topics to be covered may include the value and use of DNA, mental health, polygraph, and autopsy evidence. Particular attention will be paid to understanding, preparing for, and conducting "Daubert hearings," which involve challenges to the admissibility of scientific expert testimony. The format of the class will include lecture by the professor and guest speakers, as well as simulations involving students who will be required to assume the roles of both prosecutors and defense lawyers. Prerequisites: (1) One year of law school in the full-time or part-time program; (2) Evidence (may be taken concurrently).