

**SUFFOLK UNIVERSITY LAW
SCHOOL CLINICAL &
EXPERIENTIAL PROGRAMS**

*2020-2021 PROGRAM AND
REGISTRATION INFORMATION
FOR IN- HOUSE CLINICS &
PROSECUTORS PROGRAM*

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INTRODUCTION TO CLINICAL & EXPERIENTIAL PROGRAMS

Suffolk University Law School offers students a growing number of experiential opportunities designed to immerse students in the practice of law, including in-house clinics, domestic and international externships, and other innovative experiential programs. All JD students are [required](#) to complete a minimum of six credits of upper-level experiential course work. This packet touches on the full range of experiential offerings but focuses on our In-House Clinics and Prosecutors Program as well as the Clinical Common Application utilized for those programs. *Through separate application processes not discussed in this packet*, students may choose from additional experiential opportunities, including our [International Legal Practice/ Externship Programs](#), [Civil and Judicial \(Domestic\) Externship Program](#), [International Semester in Practice](#), [Domestic Semester in Practice](#), and the [Accelerator to Practice Program](#). Students may also register for a variety of [simulation and lab courses](#) that fulfill the experiential learning requirement.

In-House Clinics: Our nationally ranked Clinical Programs are the flagship component of our experiential offerings, immersing students in practice and offering students opportunities to learn about the practice of law while providing essential services to populations traditionally underserved by the legal profession. Clinic student attorneys become members of Suffolk’s in-house law firms for a full academic year. Students benefit from the instruction of faculty members who are themselves dedicated and experienced legal practitioners. For many, participation in a clinic is the turning point in their education when they realize what it means to represent people who need their help and to serve in the public interest.

Students in the **in-house clinics and the Prosecutors Program** are also certified to practice law under Supreme Judicial Court Rule 3:03, which allows them to represent clients and the Commonwealth without compensation in both civil and criminal cases. Clinics enable tomorrow’s legal professionals to acquire—and practice—the skills and knowledge they need to serve clients and the public in a productive, responsible, and successful way.

Our in-house clinics vary widely in subject matter. Students can choose to apply to a clinic that specializes in criminal, civil, administrative, or policy work. Each student interested in an in-house clinical experience or the Prosecutors Program will complete a **Clinical Common Application** (available online) and will be asked to list their first choice and an alternate placement. As noted above, students must complete *separate applications* for other experiential opportunities, including international and domestic externships, international and domestic Semester in Practice, and the Accelerator to Practice Program. Students must independently register for simulations or “lab” courses connected to doctrinal courses.

The following Experiential Programs are offered for the 2020-21 academic year and summer:

In-House Clinics & Prosecutors (Clinical Common Application, Described in this Packet)

Family Advocacy
Health Law
Human Rights and Indigenous Peoples Clinic
Immigration
Innocence Clinic (part-time clinic)
Intellectual Property & Entrepreneurship
Juvenile Defenders
Suffolk Defenders (adult criminal defense)
Suffolk Prosecutors Program
Transactional Clinic (new this year)

*[Legal Innovation and Tech Fellowship](#) (embedded in the following full-year in-house clinics: Family, Health, Immigration, Juvenile Defenders and Suffolk Defenders)

Other Experiential Programs, Labs, and Simulation Courses (Separate Application/Registration Processes)

Accelerator to Practice Program (students apply 1L year separately)
Legal Innovation and Tech Lab (no application, students can register)
Human Rights Project (no application, students can register)
Law and Psychology Lab (no application, students can register)
Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project (no application, students can register)
Urban Mechanics: Boston Practicum (no application, students can register)
Wide range of simulation courses listed [online here](#) (no application, students can register)

Domestic and International Externships (Semester & Summer Placements – Separate Application Processes and not included in this Packet)

Civil and Judicial Externship Program (Domestic)
Semester in Practice Program (Domestic)
Semester in Practice Program (International)
International Externships (including Galway, Ireland)

To obtain information on any of the in-house Clinics and Prosecutors Program listed above, please carefully review this packet, which contains all necessary information and Clinical Common Application materials.

Who do I contact if I am interested in an experiential program not covered in this packet?

Students can explore online the [International Externships](#), [Domestic Externships](#) and the [Accelerator to Practice Program](#). Students interested in learning about and/or applying for the **Domestic Externships** should contact Mary Sawicki (msawicki@suffolk.edu) concerning summer 2020/fall 2020 domestic externships (till June 30). Two information sessions will be held about the Civil and Judicial (domestic) Externship Program for summer and fall 2020: Wednesday, March 4th from 2-3pm in Sgt. 245 and Thursday, March 5th from 5-6pm in Sgt. 345 Those interested in **International Externships** should contact Amy Van Zyl-Chavarro (achavarro@suffolk.edu). Students interested in the **Accelerator to Practice Program** should contact James Matthews (jwmatthews@suffolk.edu).

IMPORTANT DATES FOR IN-HOUSE CLINICS & PROSECUTORS PROGRAM 2020-21

**** Application deadlines and processes for our other experiential programs such as the Accelerator to Practice Program, Semester-in-Practice and Domestic and International Externships vary. Please see materials for those programs, as they become available.**

Thursday, January 30, 2020

In-House Clinic & Prosecutors Universal Applications Available. Applications for 2020-21 become available on the Clinical Law School website.

Thursday, February 13, 2020

Experiential Open House/Information Session. Clinical faculty, students and alumni will be available to answer questions and offer information about Clinical Programs & Externships. ***This will be held from 2:00-4:00 in the 5th Floor Commons/Blue Sky Lounge.***

Thursday, February 20, 2020

Clinic Universal Application Deadline. Students must submit applications online by ***5:00PM.*** Late applications will be reserved for potential consideration only after all timely applications have been considered and given first priority. Emailed, faxed, and/or hard copy applications will not be accepted.

**Weeks of February 24 or
March 2, 2020**

Optional Interviews. Please note that interviews are at the individual professors' discretion. You will be contacted by the professor directly if s/he wishes to conduct an interview.

Week of March 16, 2020

Results of the Selection Process Emailed to Applicants. Please wait to receive this letter via email. **No information regarding application status will be given over the phone, via email, or in person.**

Wednesday, March 25, 2020

Deadline to Accept Program Offers. Students accepted to a clinical program/Prosecutors must notify the director of their program **in writing** that they accept the offer by ***5:00PM.*** **Students who do not expressly accept their offer by this date will lose their slots.**

Monday, March 30 2020

Law School Registration for Fall 2020 begins.

Friday, May 29, 2020

Last Day to Withdraw From an In-House Clinic/ Prosecutors Program. Students must notify the director of their program and Clinical Programs Program Manager Joan Luke (jluke@suffolk.edu) **in writing** of their intent to withdraw from a clinic and the reason for the withdrawal. Students may not be permitted to withdraw after May 29, barring exceptional circumstances. Please read the Clinical Programs Withdrawal and Removal Policies.

August 17, 2020

Clinic Orientation. All students accepted to an in-house clinic or the Prosecutors Program must attend this clinic-wide orientation. **Clinic orientation is mandatory and held prior to the start of classes.** Please note that individual clinics may have additional orientation or "boot camp" requirements.

IN-HOUSE CLINIC & PROSECUTORS PROGRAM DESCRIPTIONS

Family Advocacy Clinic (FAC): This is a full-year clinic offered for 10 credits (5 credits/semester) and students will receive separate letter grades at the end of the academic year for the clinic work and seminar. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Student attorneys will be certified to practice law under SJC Rule 3:03 and will represent individuals in contested family law matters in Suffolk County Probate Court and less often in Middlesex County Probate Court. The types of cases include divorce, paternity, custody, visitation, child support, and other family dissolution cases. Student attorneys are expected to perform all tasks necessary to the representation of the client from initial interviews to trial. Case selection priority is given to clients suffering from the consequences of domestic violence and sexual assault. The FAC works in collaboration with HarborCOV, a domestic violence social service agency. Student attorneys represent HarborCOV clients in their family law matters and offer legal consultation to HarborCOV staff on site at their Chelsea office.

The weekly clinic seminar covers the development of lawyering skills such as interviewing, counseling, case theory development, negotiation, oral advocacy, and the application of ethical rules to practice in the complex arena of families in crisis. One of the main goals of the FAC is for student attorneys to learn and develop insight into the process of lawyering, using family and poverty law as the paradigm for this learning.

FAC obligations cannot be confined to particular days and must be met as needed on a per case basis. Student attorneys will be expected to work on average 13/hours a week on clinic-related work (not including seminars). Weekly journals encouraging self-reflective learning are required primarily in the first semester. Students must have completed or be concurrently enrolled in Family Law and Evidence. Spanish-speaking students are strongly encouraged to apply. In addition to the clinic-wide, one-day orientation in August, students accepted to the FAC must also be available for a full-day clinic-specific orientation and a separate orientation for only FAC students – date and time TBD. If you have any questions please contact Professor Maritza Karmely at mkarmely@suffolk.edu or Chris Butler at cbutler@suffolk.edu.

Health Law Clinic: This is a full-year clinic offered for 10 credits (5 credits/semester). Students receive separate letter grades at the end of the year for the clinic work and seminar. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Students primarily represent low-income individuals with mental and physical disabilities and/or their family members in both litigation and administrative matters such as guardianship cases in the Probate & Family Court, appeals of denials of claims for disability benefits before the Social Security Administration, and denials of claims for public and private health insurance coverage. Students also may assist clients with other health-related legal issues. The clinic's docket is intentionally varied to allow students to gain a broad range of experiences representing clients. Students have an opportunity to develop fundamental lawyering skills, such as client interviewing and counseling, developing case theories, fact investigation, legal problem solving, drafting pleadings, motions, and memoranda, and advocating on behalf of clients. Students work both individually and also in teams. As part of their representation of clients, students have the opportunity to interact with healthcare providers, government officials, opposing counsel, and advocates in the non-profit sector. Students will also gain substantive legal knowledge in the relevant areas of health-law, and will acquire experience resolving real ethical issues that arise in practice. Finally, students may have the opportunity to engage in a health-law research and/or policy projects directly related to one or more of their cases, including projects that leverage the use of technology to improve access to justice for poor and underserved litigants.

The clinic is appropriate for students interested in any practice of law, but may be of particular interest to students who wish to pursue careers within the health law field. Graduates of the clinic have gone on to practice health law

at large and small firms; work as in-house counsel for insurers, hospitals, and nursing homes; work in leading health policy organizations; work in compliance and data privacy; do non-profit work; and work for State and Federal government agencies. Graduates also have successfully pursued completely different career paths, including criminal prosecution and defense, family law, corporate law, and many other careers.

Students enrolled in the clinic are required to attend a weekly two-hour seminar covering the relevant substantive areas of health-law, lawyering skills, and ethical issues that arise in practice. The seminar, taught by Professor Sarah Boonin, also explores how issues of disability, mental illness, class, race, and gender impact access to health care and interactions with the legal system. In addition to the seminar, students are required to attend weekly 1-hour supervision meetings and to write journal entries critically reflecting on their experiences in the clinic and seminar. Students are supervised in their case work by a Clinical Fellow, Attorney Benjamin Golden. Professor Boonin also assists with supervision, as needed. Students are required to spend at least 13 hours per week engaged in clinic work – in addition to the time required for the seminar, journal entries, and supervision. Students are encouraged (though not required) to keep Wednesday mornings free for court appearances. Preference will be given to students who have taken courses in the Health Law Concentration. Students must have completed or be currently enrolled in Evidence. Spanish language skills are also an advantage. If you have any questions, please contact Ben Golden at bkgolden@suffolk.edu.

Human Rights and Indigenous Peoples Clinic: This is a year-long clinic offered for 10 credits. Students will receive separate letter grades at the end of the academic year for their clinic work and seminar. The clinic is open to day, evening students in their last two (2) years of law school and Accelerated JD students in their last year. The clinic advocates before international human rights bodies, such as the United Nations (U.N.) or the Inter-American Commission on Human Rights (IACHR), on behalf of tribes, indigenous communities and indigenous non-profit organizations. Currently, the clinic has cases before the U.N. Committee on the Elimination of Racial Discrimination and the IACHR. Students working on these cases will work directly with the client and partner NGOs to develop a legal strategy and research and draft communications to these human rights bodies.

The clinic also provides legal services to Native American tribal governments and communities located primarily in the New England region. When working with tribal governments, the types of projects on which students may work are drafting tribal laws, drafting amendments to tribal court rules and developing new tribal court systems, such as a healing to wellness court or a juvenile court. Additionally, the clinic engages in policy and/or lobbying efforts in the Commonwealth on a range of issues important to Massachusetts' indigenous peoples such as mascots, Indian arts and crafts and lands and recognition of government to government relationship.

In addition to working on their projects and/or cases, students attend a two-hour weekly seminar focused on lawyering skills but also:

- Explores the unique aspects of representing tribal governments, governments generally and NGOs;
- Discusses how to advocate before international and regional human rights mechanisms;
- Covers the fundamental principles of federal Indian law as well some advance topics such as tribal court jurisdiction and practice and the New England Indian settlement acts, and
- Examines international human rights law as it applies to indigenous peoples.

Through their experience, students will gain transferable lawyering skills such as interviewing, legal strategizing, drafting, resolving ethical issues that arise, and counseling. For students interested in a career in government or non-profit organizations, the Clinic provides a unique opportunity to learn and experience what that type of work may entail. Students will be asked to critically reflect on their performance in clinic and seminar as an integral part of the learning experience. Although not a requirement, students who have completed the Federal Indian law class or a class on human rights will be given preference. Students must have completed or be currently enrolled in Evidence. Please contact Nicole Friederichs, Practitioner-in-Residence at nfriederichs@suffolk.edu with any

questions.

Immigration Clinic: This clinic will be offered for a full year for 10 credits, and students will receive separate letter grades at the end of the semester for the clinic work (6 credits) and seminar (4 credits). The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. The Immigration Clinic seeks to meet the greatest needs for immigrant representation currently present in the local community. Students will represent low income non-citizens facing deportation from the United States, and non-citizens seeking lawful status and naturalization with a primary focus on individuals who are detained by ICE. Individual representation includes appearing before the Immigration Court in Boston to argue for bond, examine witnesses, challenge removability and litigate applications for relief. Students will also prepare and file complex immigration applications with US Citizenship and Immigration Services. Such representation requires in-depth fact development, client interviewing, legal research and writing, witness preparation, and oral advocacy. Types of cases vary but usually include Special Immigrant Juvenile Status, asylum, cancellation of removal, and adjustment of status. Students may also work on a range of legislative and advocacy projects that will include collaborations with nationally recognized co-counsel, community organizations and the media.

The clinic includes a two-hour per week seminar. The class will focus on preparation for direct client representation before the Immigration Court and U.S. Citizenship and Immigration Services with a heavy emphasis on the Immigration and Nationality Act, its accompanying regulations and interpretive case law and agency memoranda. Students will also work on developing effective lawyering skills, engage in critical reflection of their performance, explore the ethical implications of their work, and an individual professional identity in the class.

Time commitment: The seminar for the clinic takes place on Wednesdays, 4-6pm. Each student will also need to set aside an hour a week for supervision with the clinic professor, days and times to be determined. The case work in the Immigration Clinic requires a minimum of 13 hours per week outside of class and supervision meetings. This does require daytime hours as court and client meetings typically occur between 9:00am-6:00pm. Please speak with Professor Shah if you have questions about the time commitment. In the fall semester, there will be one all-day boot camp to introduce student to key legal concepts that you will use throughout the term. Date and time for the boot camp to be determined.

Pre/co-requisites and Language Ability: Preference for students who have taken or are currently enrolled in Immigration Law and Constitutional Law and Criminal Procedure. Students are also strongly advised to take a Trial Practice course as trial skills are extremely helpful in the clinic. Students must have completed or be currently enrolled in Evidence. Fluency in relevant languages other than English (particularly Spanish and Portuguese) is preferred.

Grading: Students are evaluated mid-term to assess progress and set goals. Students will receive separate letter grades at the end of the term for the seminar portion of the clinic and for the casework. If you have any questions contact Professor Ragini Shah at rnshah@suffolk.edu

Innocence Clinic: This is a **part-time, year-long clinic** offered for **6 credits per year**. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Student will receive 3 credits for the clinical seminar component and 3 credits for the experiential case work component. The clinical seminar will meet 2 hours weekly and will include instruction in the relevant substantive law, fundamental lawyering skills and reflective learning. Some portion of the clinical seminar will also be devoted to student supervision and case rounds.

Students will be expected to devote a minimum of 6 ½ hours per week to the casework component, corresponding to 3 graded credits per year. Students will work closely with staff and attorneys at the New England Innocence

Project (housed at Suffolk University Law School) and with other attorneys handling wrongful conviction matters in the Commonwealth. Students will work under the direct supervision of an Adjunct faculty member. Students will investigate potential cases of wrongful convictions and will report on their investigation findings. Students will have a unique opportunity to learn about all aspects of wrongful convictions and the broader criminal justice system. They will research and investigate cases involving mistaken identity, D.N.A. evidence, forensic science, use of jailhouse informants, ineffective assistance of counsel, and many other issues. Students will have opportunity to develop fact investigation skills, oral and written advocacy skills, client interviewing and counseling skills, and other fundamental lawyering skills. Students in this clinic will also learn valuable and transferrable skills such as motion practice, negotiation, fact investigation, trial and appellate practice, and how to address ethical issues that arise in practice.

Prerequisites: Students must have earned a satisfactory grade in Evidence prior to enrolling in this course. Additional prerequisites are: Criminal Procedure and Trial Advocacy. Concurrent enrollment of these prerequisites is option for Accelerated JD students only. Students are required to be certified to practice in Massachusetts via Rule 3:03. Students will also be required to attend the full-day clinical programs orientation in August.

Intellectual Property & Entrepreneurship Clinic (IPEC): This is a full-year clinic offered for 10 credits (5 credits/semester), students will receive separate letter grades at the end of the year for the seminar and the casework. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. IPEC provides students the opportunity to counsel clients on an extensive range of intellectual property issues, including branding, copyright, patent, trademark, trade secret, and privacy law. Students also counsel entrepreneurs and start-up companies on business law matters such as incorporation, contract law, and IP strategy. Clinic students take primary responsibility for all client matters, under the close supervision of experienced practitioners. Students can expect to gain hands-on experience in conducting interviews, mediating disputes, performing legal research, drafting both transactional and litigation documents, and interacting with the United States Copyright Office, the United States Patent and Trademark Office, and the Trademark Trial and Appeal Board. Specific tasks may include counseling clients on strategies for identifying and safeguarding protectable information, drafting and filing patent applications, registering copyright and trademark rights, representing clients in trademark opposition and cancellation proceedings, negotiating licenses, drafting nondisclosure agreements, prosecuting and defending infringement claims, and creating business operating entities and the required formal documents.

Typical Clients: artists, authors, designers, filmmakers, and musicians who want to protect their creative efforts; innovators who seek to protect their inventions; entrepreneurs and small businesses seeking to build and protect their brands; entrepreneurs, established corporations, and nonprofit organizations with patent, trademark, trade secret, trade dress, incorporation, strategic planning, contracting, or licensing needs; and individuals and businesses hoping to acquire or assign intellectual property rights.

All IPEC students are required to attend a two-hour seminar each week. This seminar focuses on substantive intellectual property law topics, as well as lawyering skills such as interviewing, counseling, legal writing and communication skills, including acting and improvisation skills for lawyers. Students are also required to meet at least one hour per week with their supervising attorney. Each student will also submit reflection papers at least four times during the year to help facilitate student learning.

Students accepted into IPEC must attend the clinic-wide, one-day Orientation in August. Additionally, students must also be available for an intensive two-day “Boot Camp,” to be scheduled the week before classes start. The Boot Camp will cover substantive issues of intellectual property law and an introduction to Strategic Intellectual Property Counseling. During the academic year, students will be responsible for accommodating USPTO and TTAB due dates and deadlines, as well as the needs of their clients. Therefore, there is a high likelihood that

students will have to work their cases during the exam period and/or during school vacations.

Perquisites: Preference will be given to students that have completed Evidence and USPTO Trademark Practice class or one of the following four (4) courses: IP Survey, Trademark Law, Copyright Law, and/or Patent Law. Completion of Trial Advocacy is strongly recommended. Concurrent enrollment may be considered for Accelerated JD students. If you have any questions, contact Professor Loletta Darden, ldarden@suffolk.edu.

Juvenile Defenders Clinic: This is a full-year law clinic offered for 10 credits (5 credits/semester) and students will receive separate letter grades at the end of the year for the clinic work and seminar. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Students in the Juvenile Defender Clinic (JDC) will advise and directly represent children charged with delinquency offenses in the Boston Juvenile Court. Students will handle all aspects of delinquency cases from arraignment through trial.

Students in this clinic will learn a wide range of lawyering skills, with a heavy focus on developing and maintaining a professional relationship with adolescent clients and their families. Students will develop a variety of litigation skills, including interviewing clients and witnesses, conducting full investigations, motion and discovery practice, and plea negotiating. Additionally, students will appear on the record in court and may represent clients in bail hearings, pre-trial suppression hearings, probation revocation hearings, and jury and bench trials. Students will be supervised in their casework by a Clinical Fellow, Attorney Vanessa F. Hernandez.

All JDC students are required to attend a weekly two-hour seminar. The seminar will focus on substantive law topics related to juvenile and criminal justice, challenges related to multiple aspects of juvenile representation, including issues related to age, gender, race, poverty, and mental health. Students will also be asked to participate in case rounds sessions during some portions of the classroom seminar. Students will be assigned “class clients” and will learn interviewing, litigation, writing, oral advocacy, and client counseling skills during the seminar. Students are also required to meet at least one hour per week with Attorney Hernandez and will submit reflective journals throughout the course of the year.

Students must be available from 8:30 am- 4:00 pm on Tuesdays for court appearances. On occasion, students will be required to appear in court on other days of the week. Additionally, at least 13 hours a week in clinic work outside of the seminar is required.

Completion of Evidence with a satisfactory grade is the only prerequisite course. Concurrent enrollment in Evidence is option for Accelerated JD students only. The completion of Criminal Procedure, Trial Practice, and Children and the Law are recommended, but not necessary. All inquiries should be directed to Associate Dean Kim McLaurin at kmclaurin@suffolk.edu

Prosecutors Program: The Prosecutors Program provides students with the opportunity prosecute cases for a District Attorney's Office in a district or municipal court in the Commonwealth of Massachusetts for a full year. Students perform all the tasks of an Assistant District Attorney and bear the responsibilities of representing the government in criminal proceedings.

These tasks may include:

- Arraignments and bail hearings
- Pretrial conferences
- Plea negotiations and hearings
- Interviewing witnesses
- Pretrial motions (including motions to suppress and dismiss)
- Bench and jury trials

- Sentencing hearings
- Post-conviction motions

A student prosecutor's responsibilities include:

- Complying with stringent ethical rules particular to prosecutors (See Mass. R. Prof. R. 3.8)
- Diligently procuring and expediently providing all discovery
- Thoroughly investigating cases
- Using known facts to screen for probable cause and appropriate charge
- Conducting in-depth legal research
- Preparing for motion hearings and trials
- Formulating sentencing recommendations
- (and more)

In addition to in court work, students will learn about the procedures and law they will use to perform their work through weekly classes, where Assistant Professor Christina Miller works with students to not only teach substantive rules and procedures, but also provides experiential learning opportunities through mock exercises, written assignments, and in-class group work. The classroom discussions, exercises, and simulations focus on criminal procedure, courtroom advocacy, prosecutorial ethics, case preparation, and the exercise of discretion by prosecutors. Students use reflective and skill development journals and case assessment assignments to further their experiential learning.

Students are in court one full day per week in the fall semester and two full days per week in the spring semester. The in Court time is in addition to time required for class preparation and assignments. Classes are held on Wednesday. A student may not work in court on that day. Students are also expected to attend two full-day orientations. The All-Clinic Orientation occurring in August (before the first day of classes) and a Prosecutor Program Orientation occurring in September.

Credits & Grades: The Prosecutors Program is offered for 10 credits during a student's 3L year. Four of the ten credits are earned through classroom work, for which the student will receive a letter grade at the end of the year. The remaining six credits are earned through in court work, for which the student will receive a "credit/no credit" grade.

Qualifications & Prerequisites: A student must be in their final year of school and qualify for certification pursuant to the Supreme Judicial Court's Student Practice Rule 3:03 (*see* <https://www.mass.gov/guides/student-practitioners> for more information). Evidence is a prerequisite for all students, as is a trial practice course or the equivalent (i.e. Trial Team or the like). Accelerated JD students may take evidence or trial practice concurrently with the Prosecutors Program in the fall semester. Day and Evening students who represent on their application that they intend to take Trial Advocacy in the summer or concurrently with the fall semester of their third year will be considered after others who have completed all prerequisites.

Restrictions: Students are not allowed to engage in employment where they handle criminal or juvenile defense matters during the academic year in which they are in the clinic. Students are screened for conflicts if they have any outside, legal employment.

Students are subject to a criminal background check. While it may not prohibit a student from participating, early determination of inclusion or exclusion is required. If there is anything in a student's background that would appear in a criminal background check, please speak with Assistant Professor Christina Miller during the application period.

If you have any questions, please contact Assistant Professor Christina Miller at cmiller3@suffolk.edu.

Suffolk Defenders: This is a year-long criminal defense practice course available to final year law students. This clinic is offered for 10 credits (5 credits/ semester) and students will receive separate letter grades at the end of the year for the seminar component and the casework component. The clinic is open to day and evening students in their last year of law school (including Accelerated JD students). The Suffolk Defenders represent clients charged with misdemeanors and felonies in the Boston Municipal Court. The Defenders provide their clients representation in all phases of the court process, including arraignment, bail hearings, suppression and discovery hearings, pretrial conferences, trials, sentencing and occasionally post-conviction hearings. The program has a classroom component and a field work component. The class, which meets two hours per week, covers the multiple aspects of criminal representation, including the role of defense counsel, establishment of the attorney-client relationship, investigation of cases, ethical issues, negotiation, and trial preparation. Students develop trial skills through role playing exercises and mock motions against students in the Prosecutors program. Class also focuses on a critique of the criminal justice system, discussion of ongoing cases and reflection on your experience in that system. The field work component involves the conscientious and thorough representation of clients. To prepare for such representation, students will, in addition to their classes, have weekly interviews and small section meetings with their supervisor. In these meetings, students develop theories and strategies for defending their cases. The Suffolk Defenders Program presents the motivated student with an opportunity for intense one-on-one supervision in a highly structured, real life environment.

You must be available **at least** one day per week (8:30 am until 4:30 pm), either Mondays or Tuesdays for duty days. After duty days, where we pick up our cases for the first time, often the 2nd date for both the Monday and Tuesday group has to be a Tuesday or a Thursday because of the Court's schedule. Therefore having both Monday and Tuesday or Thursday available may be necessary. That obligation commences before the clinic starts accepting cases, beginning the first week of class. Every effort will be made to accommodate students' preferences for a Monday or Tuesday, however, some students may have to arrange their academic schedule to accommodate their in-court day because the two "teams" need to be divided equally. On occasion, students will be required to appear in court on other days of the week, for emergencies, to accommodate the Court and for bail appeals to the Superior Court. In addition, you will be expected to spend significant time on case preparation, client meetings, investigation and meetings with your supervisor. In addition to the clinic-wide, one-day Orientation, the students accepted to the Defenders Clinic must also be available for an intensive four to five-day "Boot Camp". Boot Camp will start either the week before classes commence, or the previous week, depending on the scheduled date of the clinic-wide orientation program and room availability. The precise dates will be provided in the spring when the clinic is chosen. During the course of the academic year, students will be responsible for accommodating the Court's calendar and the needs of their clients. Therefore, there is a high likelihood that students will have to work on their cases during the exam period and/or during school vacations, and in some instances, be available to attend court during the same timeframes.

Evidence is a prerequisite, but co-enrollment in Evidence may be permitted for Accelerated JD Students. Preference will be given to those students who will have completed a trial practice course or the equivalent (e.g., Trial Team) before the start of the fall semester. If a student represents that s/he will take a Trial Advocacy during the summer semester and fails to do so, and if there are applicants on the wait list who will have completed a trial practice course, a qualifying student from the wait list will be selected to replace the student originally admitted. If clinic space remains for students who will not have completed a trial practice course before the start of the fall semester and any such students are accepted into the clinic, those students are required to register for trial practice in the fall semester. Concurrent enrollment in Trial Advocacy is option for Accelerated JD students. If you have any questions contact Professor Chris Dearborn at cdearborn@suffolk.edu.

Transactional Clinic: This is a full-year clinic offered for 10 credits, and students will receive separate letter grades at the end of the year for the seminar (4 credits) and the clinic work (6 credits). The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. The Transactional Clinic provides students the opportunity to counsel clients on a range of transactional law matters,

including entity formation, nonprofit applications for tax-exempt status, real estate, and contract drafting and negotiation. Students will represent founders and boards of directors to start, grow, and support organizations and businesses in the Greater Boston area, with an emphasis on organizational clients that are committed to empowering the community and creating economic equity.

Clinic students take primary responsibility for all client matters under the close supervision of experienced practitioners. Students can expect to gain hands-on experience in conducting interviews, negotiating with counterparties, drafting transactional documents, oral advocacy, and legal research and writing. Types of clients vary, but will likely include worker and housing cooperatives, community land trusts, community organizations, nonprofit organizations and local entrepreneurs. Students may also work on a range of legislative and advocacy projects that will include collaborations with community organizations and lawmakers.

The clinic includes a two-hour per week seminar. The seminar will focus on preparation for direct client representation and discussions on community economic development theory and practice. Students are also required to meet at least one hour per week with their supervising attorney, and will submit reflective papers at least four times during the year to help students engage in critical reflection.

As this is a new offering, there may be additional requirements.

Time commitment: The case work in the Transactional Clinic requires a minimum of 13 hours per week outside of class and supervision meetings. Depending on the needs of clients, students may have client meetings and presentations in the evenings and on weekends.

Preference will be given to students who have taken or are currently enrolled in Business Entity Fundamentals. Fluency in relevant languages other than English (particularly Spanish, Portuguese and Cantonese) is preferred. Prior experience is welcome in community organizing, nonprofits, small business, social enterprise, real estate, urban planning, and tax.

If you have any questions, please contact Professor Carlos Teuscher at cteuscher@law.harvard.edu. (Professor Teuscher will have a Suffolk email address as of July 2020.)

ENROLLMENT POLICIES FOR IN-HOUSE CLINICS & PROSECUTORS

Eligibility Requirements. In order to enroll in an in-house clinic or Prosecutors Program, students must meet the following minimum eligibility requirements. It is the student's responsibility to know of his/her eligibility before applying for a clinic and after acceptance into a clinic. Evening students and Accelerated JD students are welcome to apply.

WHO IS ELIGIBLE FOR IN-HOUSE CLINICS AND THE PROSECUTORS PROGRAM?

- Only students who will be in their final year of law school are eligible for the Defenders and the Prosecutors Program (this includes day and evening students, as well as students in their final year of the Accelerated JD program). This is due to the requirements of SJC Rule 3:03. For all other in-house clinics, students (day and evening) in their last two years of law school are eligible, although students in their final year will be given preference and AJD students must be in their final year. Students who are

finishing law school in December 2020 must confirm their eligibility with Lorraine Cove, Associate Dean of Academic Services, before applying to a criminal clinic (Defenders, Prosecutors, Juvenile Defenders, and Innocence).

- Students must be in good academic standing both at the time of the application and at the start of the clinic. An unofficial law school transcript is required to be submitted as part of the clinic application.
- All students must have satisfactorily completed (meaning a grade of C or higher) Evidence prior to the start of the clinic. In some clinics, students may be *concurrently* enrolled in Evidence – please check with the faculty director of your chosen clinic for clarification if you have not already satisfactorily completed Evidence. Some clinics also require successful completion of Trial Advocacy or other prerequisite courses (see descriptions above). Accelerated JD students may be co-enrolled in evidence and other prerequisites.

CLINIC-SPECIFIC REQUIREMENTS

In addition to the requirements above, individual clinics may have clinic-specific prerequisites and/or admission preferences. **Read the Clinic Descriptions above carefully for all requirements.** Some clinics require or recommend certain subject-matter specific courses to be completed prior to enrollment. Some clinics may also give preference to students with foreign language skills and/or demonstrated ability to work with diverse clients.

Obligations of Enrolled Students: Students who are accepted into and choose to enroll in a clinic must:

- Communicate their acceptance in writing to their clinic professor by Wednesday, March 25, 2020;
- Commit to serving in the full-year clinics for both semesters.
- Be available for a mandatory one-day clinic orientation for all programs that will take place on Monday, August 17; individual Clinics may require additional training before/after the start of school.
- Guarantee that they will be available to devote the required time, including a minimum of 13 hours per week to clinic work for most programs. LIT Fellows will split their 13 hours between their casework and their legal tech and innovation projects. This does not include time spent in seminar or preparing for seminar. Students enrolled in the Innocence Clinic are required to spend 6 ½ hours per week.
- Adhere to the strict Withdrawal and Removal Policies below.
- Adhere to all program deadlines listed herein.

Withdrawal from Clinic: Withdrawal from a clinic after enrollment can cause substantial detrimental consequences for clinic clients, other students, and the clinical faculty and staff. Because of this, students may not simply “drop” a clinic in the same way that they can drop other courses. Students who wish to withdraw from a clinic must notify their clinic professor and Clinical Programs Program Manager Joan Luke **in writing prior to Friday, May 29, 2020**, citing the reasons for their withdrawal. Because of this strict policy, it is strongly advised that students think carefully about whether they can commit to a clinic prior to accepting their offer, rather than withdrawing after enrollment. Withdrawal after this published deadline may only be permitted in limited circumstances with the permission of the student’s clinical faculty member and the Associate Dean of Experiential Education. All students should carefully review the **Clinical Programs Withdrawal and Removal Policies** attached below for complete details.

In addition, students are reminded that most clinics are a full-year, 10-credit commitment. Absent extraordinary circumstances, student are not permitted to withdraw from full-year programs mid-year.

Removal from Clinic: If a student enrolled in a full-year clinic or the Prosecutors Program fails to meet clinic standards in the case work and/or seminar components of the clinic and does not present extraordinary circumstances that justify a voluntary withdrawal (as detailed in the Clinical Programs Withdrawal and Removal Policies), that student will be removed from clinic and will not be allowed to re-enroll in the clinic or seminar in the second semester. Such a student will be given an unsatisfactory grade (C- or below) for his/her work during the first semester and may forfeit credit. A student who is removed from a clinic will be ineligible to enroll in any of the clinics, externship programs, or labs during the remainder of the school year.

A student enrolled in a one-semester clinic (currently none for 2020-2021) who fails to meet clinic standards in the case work and/or seminar components of the clinic may be removed from the clinic and will receive an unsatisfactory grade (C- or below) for his/her work during the semester.

Please review carefully the **Clinical Programs Withdrawal and Removal Policies** below for complete details.

Limits on Experiential Credits: No student may count more than 16 credits of non-classroom work and experiential fieldwork toward the JD degree. A student may not count more than 12 credits of experiential fieldwork/casework toward the degree (field work associated with clinics, externships, and labs). These limits do not apply to the seminar component of an in-house clinic or an externship, nor a classroom simulation course.

Example: Student takes a ten-credit in-house clinic, for which four credits are assigned to the seminar component and six to the casework. Only the six credits for casework count toward these credit restrictions. The student may take an additional 6 credits of experiential coursework.

Example: Student takes an externship that includes a two-credit seminar and three credits for fieldwork. Only the three credits of fieldwork count toward the credit restrictions.

A student with questions about this limitation, or who seeks to obtain a waiver to be allowed to enroll in more than 12 experiential credits prior to graduation, should write the Associate Dean for Experiential Learning, Professor Kim McLaurin (kmclaurin@suffolk.edu).

Overload Credits: Students should not take more than 15 total credits (an overload) during any semester in which they participate in a clinic. The Deans' Office will presumptively reject overload petitions of clinical students.

COMMON APPLICATION PROCEDURE

All in-house clinics and the Prosecutors Program require that students submit:

- A Clinical Common Application form (submitted online)
- Written answers to the essay questions (submitted online as PDF attachments);
- A current resume; and
- An unofficial transcript (this must be a screenshot of your unofficial transcript from online).

The application will be made available on January 30, 2020 and can be accessed online at <http://www.suffolk.edu/law/academics/6712.php>. All application materials must be completed and submitted online no later than **Thursday, February 20, 2020 at 5:00 PM**.

Individual clinics may also require or request interviews as part of the selection process. Students are not guaranteed an interview; interviews are at the individual professor's discretion. If you are applying to a clinic that uses interviews as part of the selection process, you will be contacted by the relevant clinic professor to set up an interview time after you submit your application.

As part of your Clinical Common Application form, you will identify the **first choice clinic** you wish to apply for, as well as **one alternate choice**. **You are not required to select an alternate choice clinic, but adding an alternate clinic may improve your chances of getting into a clinic.** You cannot choose more than one first choice clinic. You will also be asked if you would like to apply for the **LIT Fellowship**. You can learn more about this option [here](#), available only to those students enrolling in one of the following clinics: Family Advocacy, Health Law, Immigration Clinic, Juvenile Defenders, and Prosecutors Program. If you do not receive a place in your first choice clinic, you will be considered for your alternate choice if space is still available. If you are not admitted to either your first or your alternate choice, you will be placed on a waitlist. If you do not get offered a slot off of the waitlist, you are guaranteed a spot in an externship program.

FREQUENTLY ASKED QUESTIONS ABOUT IN-HOUSE CLINICS & PROSECUTORS PROGRAM

1. Why should I enroll in an in-house clinic or the Prosecutors Program?

Our nationally ranked clinical programs offer students the opportunity to put theory into practice. Our in-house clinics operate like a legal services law firm embedded within the Law School in which students serve as lawyers on behalf of low- and moderate-income clients. In the Prosecutors Program, enrolled students work under the direct supervision of Assistant District Attorneys representing the Commonwealth in criminal matters in district courts throughout the Commonwealth. These clinics offer students the opportunity to perform all the tasks of a lawyer under the direct and intensive supervision of members of the law school faculty or post-graduate fellows. Clinic students represent clients and grapple with substantive legal issues, strategies, ethical and interpersonal issues inherent in lawyering. In working on their cases as the lead lawyers but with close supervision, students learn in a guided but self-directed manner that allows reflection on aspects of representation, how to improve their skills, and how to tackle new legal problems. The skills students learn and practice – such as interviewing and counseling clients, negotiating with opposing counsel and other parties, legal research and writing, navigating complex systems to further their clients’ interests, and courtroom advocacy – are transferable to any legal environment. Additionally, students often represent clients who otherwise would not have access to legal representation.

2. In addition to representing clients, what else will I do in a clinic or the Prosecutors Program?

All of the in-house clinics and the Prosecutors Program hold weekly one hour and 50 minute seminars taught by their clinical professors. Although class content varies, generally the curriculum focuses on the lawyering skills and ethical framework necessary to effectively represent clients or the Commonwealth. Weekly seminar attendance and active participation are required. In addition to the weekly seminars, students will have regular individual meetings with their clinic professors or other supervisors to obtain feedback and guidance on their cases. Students will be expected to take initiative in seeking answers to legal problems and performing the essential tasks of lawyering. This process of the student first finding the relevant information, thinking through its implications, and then bringing it to the professor for feedback is intended to guide the student towards a better understanding of the law and is known as “self-directed” or “active” learning. As part of their work, students may work in an interdisciplinary environment with non-legal professionals to help meet client goals and problem-solve.

3. What is the Legal Innovation and Tech Fellowship – is it a separate Clinic?

The Legal Innovation and Tech Fellowship (LIT Fellowship) is not a separate Clinic. It is a group of students who will have specialized training in process management and legal technology, and who will be embedded within participating in-house clinics. For 2020-21, those clinics are: Family Advocacy Clinic, Health Law Clinic, Immigration Clinic, Juvenile Defenders Clinic, and Suffolk Defenders Clinic. Each of these clinics will accept one additional student who will become the LIT Fellow for that clinic. Students do NOT need prior legal tech or innovation experience, and will co-enroll in a one-semester legal tech and innovation course (in addition to their Clinic Seminar) and work directly with Clinical Fellow and Director of the Legal Innovation and Tech Lab (LIT Lab), David Colarusso. LIT Fellows will have reduced caseloads in their clinics so that they can develop and implement one or more process management or legal tech projects designed to improve the functioning of their assigned clinics or improve access to justice in their clinic’s area of practice. This program is a terrific option for students who want to do a traditional legal services clinic, but who also wish to acquire a unique and marketable set of legal tech skills. Students interested in being selected as LIT Fellows should complete the Clinical Common Application, including designating their first and second choice clinics

and noting their interest in a LIT Fellowship. Those interested in a LIT Fellowship will certify that they have completed the necessary additional pre-requisites. Interested students must also answer an additional essay question as part of the Clinical Common Application. Please see the fact sheet if you are interested in this fellowship.

4. How many hours per week should I expect to work in the in-house clinics and Prosecutors Program?

Students in most in-house Clinics and the Prosecutors Program should expect to work a minimum of 13 hours per week, excluding the seminar and seminar preparation. Students in the Innocence Clinic are expected to work 6 ½ hours per week. The type of work varies from clinic to clinic but generally involves work on cases, court appearances, client intake and counseling, preparation for and execution of out-of-seminar simulations, and other case-related projects. The 13 hours per week is a minimum and workloads can be quite intense throughout the academic year. Students will be required to put in all the time needed to effectively advocate for their clients, even if that at times exceeds 13 hours per week. Further, the requisite hours often cannot be scheduled in advance (for example, 5 hours on Thursdays and the remainder over the weekend) because the timing of the work is case-driven.

5. How many semesters are the in-house clinics and Prosecutors Program?

The in-house clinics and the Prosecutors Program described in this packet and included in the Clinical Common Application are generally full-year programs. Students in all programs must be prepared to make a full year commitment to these programs. If students are interested in a one-semester opportunity, they should consider a Domestic or International Externship, Semester-in-Practice, the Legal Innovation and Technology Lab, or a simulation course.

6. How many credits will I receive for participating in an in-house clinic?

All full-year in-house clinics and the Prosecutors Program offer 10 credits per year (5 credits per semester). The Innocence Clinic is offered for the full year for 6 credits. In the 10-credit full-year programs, three credits per semester are awarded for the case work and two are awarded for the seminar. In the Innocence Clinic, 3 credits are awarded for the coursework and 3 for the case work. The seminar and case-work are graded separately in all of the full-year clinics.

7. Will I be graded in an in-house clinic or the Prosecutors Program?

Students in all in-house clinics will receive separate letter grades for the seminar and casework component. All letter grades will be given at the end of the year. Students enrolled in the Prosecutors Program will receive 6 ungraded credits for the field work component and 4 graded credits for the seminar component. Students in these programs will receive a detailed set of written Assessment Grading Guidelines describing the criteria that will be used to assess their performance and upon which their grade will be based at the end of the year. They also will receive both mid-year and end-of-year evaluations from their clinic professors or court supervisors.

8. What happens if I don't do well in an in-house clinic or the Prosecutors Program?

Students must satisfactorily meet the standards established by their Clinical Professor, as well as those set forth in the Assessment and Grading Criteria. Your clinic professor will work closely with you to provide you every opportunity to meet these standards and to support you as you learn new skills. If a student enrolled in a full-year clinic or the Prosecutors Program fails to meet clinic standards, that student will be removed from the Clinic and Seminar and will not be allowed to continue to participate in the program in the second semester. Students enrolled in a one-semester clinic who do not meet the standards established by the Clinical Professor and/or the Clinical Assessment and Grading Criteria will receive an unsatisfactory grade. A student who has a compelling reason for her/his inability to continue in the program, may be permitted to withdraw under very limited circumstances with special

permission from the clinical faculty and Associate Dean of Experiential Education. There are some very serious consequences that flow from withdrawal or removal from Clinic. Please read the comprehensive Clinical Programs Withdrawal and Removal Policies at Appendix A below for complete details.

9. What is the student/faculty ratio for in-house clinics and the Prosecutors Program?

The typical student/faculty ratio in the in-house clinics is 8:1. Clinics accepting LIT students will have a ratio of 9:1 and the Family Advocacy Clinic, which benefits from both a practitioner in residence and a clinical professor, has a ratio of 10/11:2. LIT Fellows will enjoy supervision in their casework from their clinical professors, and also supervision on their legal tech projects from the clinical fellow who directs the LIT Lab. Because the Prosecutors Program is a hybrid model in which Assistant District Attorneys provide on-site supervision, the ratio is higher, generally 24:1. Regardless of the precise student/faculty ratio, students receive concentrated, individualized attention from their clinic professor(s) and will have the opportunity to form close collaborative relationships with both clinical faculty and other clinic students.

10. Should I take a clinic even if it's not in the area of law I want to pursue?

You should consider taking a clinic even if you do not necessarily intend to practice in that clinic's area of law. Regardless of the subject matter, all clinics teach essential lawyering skills, including problem solving, strategic thinking, client communications, professionalism, and ethics. These skills are transferable to all areas of law and a variety of practice settings (transactional, litigation, in-house, etc.). In addition, gaining experience in diverse areas of law will help to inform and enhance your eventual practice.

11. Do students get to go to court?

It depends on the clinic. Students in certain clinics, such as the Suffolk Defenders, Juvenile Defenders, and Prosecutors Program, will appear weekly in court. Students in the Family Advocacy and Health Law Clinics may appear a few times per semester. Students in still other clinics may appear more often before administrative or legislative tribunals, or may be involved mostly in transactional matters. For example, students in the Immigration Clinic appear frequently before the Immigration Court, a federal administrative court and occasionally before the U.S. federal courts. Carefully review the individual clinic descriptions in this packet to determine which clinic(s) best match your interests and priorities.

12. How are students selected for a year-long, in-house clinic and the Prosecutors Program?

Specific eligibility requirements and policies can be found below in this packet. Each individual clinic may also have additional requirements which are listed in the Clinical Common Application. Beyond these eligibility requirements, selection is based on a student's overall Clinical Common Application package, including the answers to the essay questions provided on the application, the student's transcript, resume, and prior experience. The clinical faculty is committed to engaging a broad cross-section of students in each clinic. As such, grades are not the primary tool by which students are selected. Enthusiasm for the student's first choice clinic and relevant experience (professional, academic and life experience) are valued. The student's enthusiasm and experience will be judged based on the student's application essays and resume, as well as any required references or interviews. Students who possess foreign language skills may be given preference in some clinics. In order to provide opportunities for the greatest number of students, admission preference is given to students entering their last year of law school and to those who have not previously taken a clinic. In addition, students who apply for the LIT Fellowship, and who have satisfied the prerequisites, may be given preference in participating clinics, or may be given preference on the waitlist of participating clinics.

13. Do all applicants get accepted into an in-house clinic or the Prosecutors Program?

While we do our best to accommodate as many students as possible, we are unable to guarantee every applicant a spot in his/her clinic of choice. The number of applicants often significantly outnumbers the number of available in-house clinic and prosecutor slots. For this reason, we give preference to students in their last year and strongly encourage students to list an alternate program on the Clinical Common Application form. We also encourage students to pursue externship opportunities if not accepted into your first or second choice clinic. All students who apply for the in-house clinics or Prosecutors Program and are not accepted, however, are guaranteed an opportunity to enroll in an externship for credit – either through the Civil and Judicial Externship (formerly called “Internship”) programs, International Externship Programs (formally called “Internship”), Semester in Practice Programs, or by enrolling in a Directed Study placement. Students may also enroll in simulation courses or law “labs” (which are experiential components associated with doctrinal courses).

14. Can a student take more than one in-house clinic?

No student may be enrolled in more than one in-house clinic in any semester or receive more than 12 experiential credits (which includes credits for any externship/internship fieldwork, labs, and simulation courses) during his or her law school career. For the in-house, full-year clinics, the casework credits are 3 each semester for a total of 6 for the academic year. It is possible to take a semester-long externship, lab, or simulation course one semester or summer and enroll in a full-year, in-house clinic the following year as long as your total number of experiential credits do not exceed 12. Students who would like to take more than 12 experiential credits may apply for a waiver by contacting Associate Dean Kim McLaurin (kmclaurin@suffolk.edu).

15. Can I work at an outside job while I am enrolled in an in-house clinic or the Prosecutors Program?

In general, students may not work more than 10 hours per week outside of law school if they plan to enroll in a clinic. Students needing to work more than 10 hours per week must seek their clinical professor’s permission. All students with outside jobs should speak with their clinic professors before enrolling to discuss whether they will have the necessary time and flexibility to devote to the clinic and to effectively represent their clients. Exceptions to this 10 hour limit are made for evening students, but evening students must discuss their employment with their clinical professor prior to accepting a slot in a clinic. In addition, all students who will be working while enrolled in a clinic (no matter the time commitment) must clear all concurrent employment with clinical programs prior to enrolling and/or accepting outside employment. The in-house clinics function as a unitary law firm with different practice areas. Because of this law firm model, students in any in-house clinic will not be able to engage in employment, paid or unpaid, that may conflict with any of the other in-house clinics. For example, no student in an in-house clinic may simultaneously work at a district attorney's office because of the inherent conflict with Suffolk Defenders. Due to these potential conflicts, all outside employment must be reported at the time of application to clinics and at the start of the fall semester so that an employment conflict check can be performed. Students must receive the permission of their clinical professors before accepting or maintaining any outside employment while enrolled in an in-house clinical program. Students’ obligations to their clinics will be treated as the first priority when considering how to address any potential conflicts.

16. Will I have time to participate in clubs and activities while I am enrolled in a clinic?

In-house clinics and the Prosecutors Program require substantial amounts of time. At varying, sometimes unpredictable times, the clinics may demand more than the 13 hours per week minimum. Because you will be representing real clients with life-affecting matters, your clients and your clinic work must come first. Students with substantial commitments to other activities, including journals, trial team, clubs, organizations, or other responsibilities, should discuss their workloads with their

clinic professors to ensure they make informed determinations whether they will have sufficient time to devote to the program.

17. Can I do an externship for credit at the same time as the clinic?

No. A student is not eligible to apply for any of the externship programs, including the Civil and Judicial Externship Program, International Externship Program or Semester in Practice for any semester in which they have been accepted into one of the in-house clinics or the Prosecutors Program. Students must decline their acceptance to a clinic before proceeding to apply for an externship. Very limited exceptions may be available and require approval from the Associate Dean of Experiential Learning. Students may enroll in a semester-long clinic (Innocence) in the fall term and an externship in the spring term.

18. Can evening students enroll in an in-house clinic or the Prosecutors Program?

Most clinics do accept evening students, provided that the students can be available to devote the minimum 13 hours per week to clinic work (plus seminar preparation and attendance) and are able to fulfill their obligations to their clients. Some clinics that involve frequent court appearances or meetings during business hours may be less conducive to the evening student schedule than others. If you are an evening student, you are encouraged to carefully review the individual clinic descriptions in this packet to determine which clinic(s) are the best match for your schedule. Some good options for evening students include the Innocence Clinic, and the Human Rights and Indigenous Peoples Clinic. If an in-house clinic is not a good fit, you may find other experiential programs, such as externships or simulations, to be more suitable.

19. Can Accelerated JD (AJD) students participate in an in-house clinic or the Prosecutors Program?

Yes. Students in their last year of the AJD program who otherwise meet the general requirements for the in-house clinics, including all co-requisites and pre-requisites, may apply for admission to any in-house clinic and the Prosecutors Program.

20. If I do not get accepted into an in-house clinic or the Prosecutors Program, can I be placed on a waitlist?

Yes. Those students who do not receive a slot in a clinic through the Clinical Common Application for the upcoming academic year (either their first or alternate choice) will be automatically placed on a waitlist. If a student accepted into any clinic declines the offer or withdraws from the clinic prior to the start of the semester, a student from the waitlist may be contacted and informed of the option to accept a position in that clinic. Clinical Programs cannot publicize a student's place on the waitlist. If a student withdraws, priority will be given to other students who placed that clinic as a first or alternate choice. Waitlist priority may also be given to students who applied for the LIT Fellowship. If there are no other students who placed that clinic as first or alternate, the clinical supervisor will be given the option to choose from among the remaining students on the waitlist.

21. What about the Prosecutors Program?

Although the Prosecutors Program is technically an externship with a District Attorney's office, most of these FAQ's apply equally to this program. That said, the Prosecutors Program is not part of the same law firm as the in-house clinics, thus students are advised to talk to Professor Christina Miller about the possibility of engaging in outside employment and other limitations. Students in the Prosecutors Program may not engage in any criminal or juvenile defense work while participating in the Prosecutors Program. Please also see the separate FAQ sheet for the Prosecutors Program.

22. What are the "externships" and other experiential opportunities that are mentioned?

Externships are field placements that can be taken for credit for one semester or during the summer term. (These are distinguished from internships, which are placements that do not offer credit.) Experiential Programs offers a wide range of domestic and international externship placements for credit. Please check with Mary Sawicki (msawicki@suffolk.edu) (till June 30) on the options and the application process for domestic externships. Two information sessions will be held about the Civil and Judicial (domestic) Externship Program for summer and fall 2020: Wednesday, March 4th from 2-3pm in Sgt. 245 and Thursday, March 5th from 5-6pm in Sgt. 345. We also offer other experiential opportunities designed to give students legal practice experience. These include the Accelerator to Practice Program (three year program that includes a clinical practice in the third year), the Legal Innovation and Technology (LIT) Lab, Human Rights Project (a lab course), Law and Psychology Lab, Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project, Urban Mechanics: Boston Practicum, and a broad range of simulation courses. All of these programs require separate applications or registration – they are not a part of the Clinical Common Application.

23. Can I apply for an in-house clinic and also an externship or two externships and see what happens?

The Clinical Common Application allows students to apply only for the in-house clinics and the Prosecutors Program. Students may rank any of these programs as their first and second choices when applying – and are encouraged to choose an alternate. However, students will not be considered for externships until they affirmatively decline their acceptance into a program by the deadlines specified. Students who accept an offer of a clinic are advised that late withdrawals will generally result in that student being ineligible to participate in any other Clinical Program or Externship for that semester for credit. Please see the Clinical Programs Withdrawal and Dismissal Policy for further details.

24. What happens if I decide to withdraw from my clinic after being accepted?

All students who accept a slot in an in-house clinic or the Prosecutors Program and later decide to withdraw must withdraw through the Office of Academic Services and by notifying their clinical professor on or before May 29. Withdrawal after May 29 will not be permitted, except in rare circumstances and will generally have an impact on the withdrawing student's ability to participate in other experiential programs, and may further impact his/her ability to meet the six-credit experiential course requirement. Withdrawal from Clinic is strictly governed by the Clinical Programs Withdrawal and Dismissal Policy set forth below. Please read it carefully.

EXPERIENTIAL PROGRAMS CONTACT INFORMATION

Clinic	Contact
Accelerator to Practice Program (not part of Clinical Common Application)	James Matthews, jwmatthews@suffolk.edu
Domestic Externships/Civil & Judicial Externship Program Semester in Practice Program (Domestic) (not part of Clinical Common Application)	Mary Sawicki, msawicki@suffolk.edu (until June 30)
Family Advocacy Clinic	Maritza Karmely, mkarmely@suffolk.edu
Health Law Clinic	Ben Golden, bkgolden@suffolk.edu
Human Rights & Indigenous Peoples Clinic	Nicole Friederichs, nfriederichs@suffolk.edu
Immigration Clinic	Ragini Shah, rnshah@suffolk.edu
Innocence Clinic	Shira Diner, sdiner@suffolk.edu
Intellectual Property & Entrepreneurship Clinic	Loletta Darden, ldarden@suffolk.edu
International Externships Ireland Externships (through Galway Study Abroad Program) International Semester In Practice (not part of the Clinical Common Application)	Amy Van-Zyl Chavarro, achavarro@suffolk.edu
Juvenile Defenders Clinic	Kim McLaurin, kmclaurin@suffolk.edu
Legal Innovation and Technology Lab	David Colarusso, dcolarusso@suffolk.edu
Prosecutors Program	Christina Miller, cmiller3@suffolk.edu
Suffolk Defenders Clinic	Chris Dearborn, cdearborn@suffolk.edu
Transactional Clinic	Carlos Teuscher, cteuscher@law.harvard.edu
Simulation Courses	Lorraine Cove, lcove@suffolk.edu
Experiential Modules linked to classes (i.e. Human Rights Project (a lab course), Law and Psychology Lab, Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project, Urban Mechanics: Boston Practicum)	Lorraine Cove, lcove@suffolk.edu

ADDENDUM A: CLINICAL PROGRAMS WITHDRAWAL AND REMOVAL POLICIES

Application: This policy applies to all in-house clinics and the Prosecutors Program. It applies to the Accelerator Practice, which is the capstone 3L clinic associated with the 3-year Accelerator to Practice program. This policy does not apply to years 1 and 2 of the Accelerator to Practice Program.

Withdrawal from a Clinic: Withdrawal from a clinic after enrollment can cause substantial detrimental consequences for clinic clients, other students, and the clinical faculty and staff. Because of this, after students have accepted their spots in a clinic, students may not simply “drop” the clinic in the same way that they can drop other courses. Approval of the clinic professor is required for all withdrawals. Students who wish to withdraw from a clinic must notify their clinic professor and Clinical Programs Program Manager Joan Luke in writing prior to May 29 citing the reasons for their withdrawal. Students will be permitted to withdraw upon written request before May 29. The student’s brief enrollment in Clinic and Seminar will not appear on the student’s transcript. Because of this strict policy, it is strongly advised that students think carefully about whether they can commit to a clinic prior to accepting their offer, rather than withdrawing after enrollment.

Withdrawal after May 29 but before the first day of fall classes will not be permitted, except for compelling reasons. Students seeking permission to withdraw from a clinic for compelling reasons after the deadline but before the start of fall classes must make a written request to the clinic professor and the Associate Dean of Experiential Education, as soon as practical, setting forth the compelling reasons for the late withdrawal. The Associate Dean of Experiential Education will make the final decision whether to permit the student to withdraw. If a student is given permission to withdraw after May 29 and before the start of fall classes, the student’s enrollment in Clinic and the corresponding seminar will not appear on the student’s transcript. The student will be ineligible to enroll in any of the externship programs or labs during that school year, barring compelling reasons. The directors of domestic and international externship placements will be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Late withdrawal from Clinic, even if permitted, will generally result in disqualification from other experiential programs during the school year, which may impact the experiential graduation requirement.

Withdrawal after the first day of fall semester classes is prohibited absent truly extraordinary circumstances. Students who believe they present such extraordinary circumstances must petition their clinical professor and the Associate Dean of Experiential Education in writing, setting forth the nature of the extraordinary circumstances that merit withdrawal, along with a detailed plan to ensure that any client work begun by the student will be transferred satisfactorily and pursuant to Clinical Programs policies. The Associate Dean of Experiential Education will make the final decision whether to permit the student to withdraw after the start of the school year.

A student who presents extraordinary circumstances and is permitted by the Associate Dean of Experiential Education to withdraw from clinic during the fall semester may receive credit for some or all of his/her work, or may have reference to the clinic removed from his/her transcript. Where the student has, prior to withdrawal, satisfactorily completed most of the semester’s work in the seminar and/or case work component of the clinic to the degree sufficient to meet SULTS and ABA credit-hour policies, the student may be given a grade of “Credit” for some or all of his/her work that semester in the clinic and/or corresponding seminar. In cases where the work performed is insufficient to award credit, the student’s enrollment in Clinic (the case work and/or seminar)

will be removed from the student's transcript. In all cases in which a student is permitted to withdraw during the first semester of clinic, the student will not be permitted to re-enroll in the clinic or seminar for the second semester. In the extraordinary circumstance in which a student is permitted to withdraw from clinic during the fall semester, the Clinical Professor will make the final decision whether to award a grade of "Credit" for some or all of the student's work or to have reference of the Clinic removed from the student's transcript, and that decision will constitute a final grade under SULLS grading policies. As noted above, that grading determination will be based, in part, on whether the student has satisfactorily completed sufficient work during the semester to satisfy the SULLS and ABA credit-hour policies.

A student who presents extraordinary circumstances and is permitted to voluntarily withdraw from a full-year clinic during the spring semester, may be given a letter grade (including an unsatisfactory grade of C- or below) or a grade of "Credit" or "No Credit" for his/her work in the case work and/or seminar components of the clinic during one or both semesters. In these rare circumstances, the Clinical Professor, in consultation with the Associate Dean of Experiential Education, will determine whether the student will be awarded a letter grade or a grade of "Credit/No Credit" for one or both semesters. The Clinical Professor will then make the final decision regarding the student's grade and that decision will constitute a final grade under SULLS grading policies. That grading determination will be based, in part, on whether the student has satisfactorily completed sufficient work to satisfy the SULLS and ABA credit-hour policy.

Any student who is permitted to withdraw after the start of a clinic will be ineligible to enroll in any of the externship programs, clinics, or labs during that school year, barring compelling reasons. The directors of domestic and international externship placements will be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Late withdrawal from clinic or a failure to satisfactorily complete a clinic will generally result in disqualification from other experiential programs during the school year, which may impact graduation requirements, including the experiential and credit requirements.

Removal from a Clinic:

Students must satisfactorily meet the standards of the clinic as set forth in the Assessment and Grading Criteria, and in the clinic-specific syllabi and materials distributed by each professor. Your clinic professor will work closely with you to provide you every opportunity to meet these standards and to support you as you learn new skills.

If a student enrolled in a **full-year clinic** or the Prosecutors Program fails to meet clinic standards in the fall semester in the case work and/or seminar components of the clinic and does not present extraordinary circumstances that justify a voluntary withdrawal (as detailed above), that student will be removed from clinic and will not be allowed to re-enroll in the clinic or seminar in the second semester. The clinic professor will make the final determination as to whether clinic standards have or have not been met. If a student is required to leave a full-year clinic during the fall semester because he or she has not met clinic standards, the student will be given an unsatisfactory grade (C- or below) for his/her work during the first semester. That decision will constitute a final grade under the SULLS grading policy. Similarly, if a student fails to meet clinic standards while participating in a **one-semester clinic**, that student will be given an unsatisfactory grade for the semester and may be asked to leave the clinic before the close of the semester. Note that if a student receives a grade of "F," that is considered a failure under SULLS grading guidelines and no credit is awarded. A student who is removed from a clinic will be ineligible to enroll in any of the

clinics, externship programs, or labs during the remainder of the school year. The directors of domestic and international externship placements will be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Removal from a clinic will result in a disqualification from other experiential program during the remainder of the school year, which may impact graduation requirements, including the experiential and credit requirements.