

ENTREPRENEURSHIP AND COMMUNITY DEVELOPMENT CLINIC II
UNIVERSITY OF HOUSTON LAW CENTER
FALL 2018

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Course Description:

As a student attorney in the Entrepreneurship and Community Development Clinic (“ECDC”), you will have the opportunity to provide legal services to entrepreneurs, small businesses, and nonprofit organizations in a real world setting. Providing accurate and helpful legal advice requires attention to detail, good communication skills, an understanding of the client’s needs and concerns, and the ability to craft legal solutions that work in a business context. It also requires strong legal writing skills.

In this course, we will focus on developing these skills through clinic work and case round discussions. The skills you will gain will be applicable to your work as a student attorney in the ECDC and in your future practice.

Client Intake/Interview and Student Meetings:

Client meetings, conference calls, and student meetings with Prof. Heard can be scheduled within the following times using the MyCase electronic calendar:

Monday, Wednesday, Thursday, and Friday: 9:00am – 12:00pm; 1:00pm – 3:00pm
Tuesday: 9:00am – 12:00pm

For in-person client meetings, students will also need to reserve a meeting room in 56 TUII by signing up on the reservation sheet located on the meeting room door.

Students are welcome to drop by Prof. Heard’s office any time for unscheduled student meetings.

Classroom Component:

All students enrolled in ECDC II will meet with Prof. Heard as a group once each week at an arranged time. Class meetings will be devoted largely to discussion of the cases students are handling, including ethical and other practice issues arising from those cases, and to skills development.

Course Work:

Students are required to complete 50 hours of clinic work per course credit during the semester (i.e. a student enrolled for 3 credits must complete 150 hours of clinic work, and a student enrolled for 4 credits must complete 200 hours of clinic work). Clinic work includes classroom component attendance, but excludes time spent preparing for class. You are responsible for all work on client matters in addition to class attendance. **It is your responsibility to manage your time efficiently.**

All clinic work must be timely completed, closed, or transferred by November 26, 2018, unless otherwise approved by Prof. Heard in advance.

Remote Attendance:

Students have the option to attend up to four class meetings during the semester via Zoom videoconference. If you plan to attend a class meeting via Zoom, please let Prof. Heard know in advance by email.

Students who attend class meetings via Zoom are expected to use etiquette appropriate for a widely-attended video conference or conference call in a professional environment. Join on time and stay connected for the full class meeting. Stay on mute unless you are speaking to the class. Participate in the class meeting actively (pay attention, ask questions, answer questions) even though you are joining remotely. Because we discuss confidential client information during class meetings, you must ensure that no one else can hear the Zoom audio. You should use headphones if you are in a location where others could overhear.

Video Journals:

Each student is required to submit four video journals (one to three minutes each) during the semester. Students typically use the camera on their phone or computer to record the video files. Your video journal entries should cover one or more of the following:

- personal goals attained and not attained;
- successes in client representations;
- disappointments;
- reflections about the law and legal process;
- reflections on the development of lawyering skills through the clinical experience;
- reflections on a conference call or interview experience;
- reflections on transactional law, entrepreneurship, and community development; or
- other thoughts or ideas.

The first journal entry is due on September 4. The second journal entry is due on October 2. The third journal entry is due on October 30. The final journal entry is due on November 26. Journal entries should be submitted to Prof. Heard via email, on a flash drive, or via the "Video Journal Submission" folder on the Y drive. The flash drive will be returned to you.

Conferences:

Prof. Heard will hold mid-semester conferences October 1 through October 5 and exit interviews November 14 through November 20. Each student should reserve a one-hour meeting time for each conference using the MyCase electronic calendar.

Assessment Methods:

This course offers formative assessment during the semester to provide feedback on student performance and competence. This includes student participation in class discussion and case rounds, individual meetings with faculty to discuss clinic work, and feedback from faculty on written work product, such as contracts, memoranda, and client emails. This course also provides summative assessment to evaluate overall performance at the end of the semester through faculty observation of the following:

Clinic Work	75%
Writing Ability/Legal Analysis	15%
Client Interaction Effectiveness	10%
Clinic Management Contribution	10%
Self-Motivation/Independence	10%
Reliability/Responsibility	5%
Effort/Enthusiasm	5%
Research Skills	5%
Oral Communication Skills	5%
Cooperative/Responsiveness to Critique	5%
File Management	5%
Class Participation	25%
Class Session Preparation/Discussion	10%
Final Case Rounds Presentation	5%
Mid-Semester and Exit Interview	5%
Video Journals	5%

The Law Center uses a mandatory grading curve for this course.

Learning Outcomes:

By the end of the course, students should be able to:

- (1) design and conduct a client interview;
- (2) advise a client regarding general business law matters;
- (3) draft a commercial contract;
- (4) perform thorough and accurate research on general business law matters;

- (5) communicate effectively with clients regarding legal matters in person, by telephone or video conference, and in writing;
- (6) concurrently and efficiently manage multiple client matters;
- (7) identify, analyze, and resolve typical ethical difficulties arising in transactional legal practice; and
- (8) properly utilize practice management software for timekeeping, billing, and contact management.

Collaboration with Students and Others:

You are encouraged to cooperate with each other in all aspects of this course. You should feel free to share ideas with each other. You each, of course, must do your own writing, except for those instances when you work with another student as a member of a team. You may not solicit or receive the aid of anyone outside this class, such as practicing lawyers or students who previously took this course.

University of Houston Counseling and Psychological Services:

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to the demands of a professional program, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. No appointment is necessary for the “Let's Talk” program, a drop-in consultation service at convenient locations and hours around campus (http://www.uh.edu/caps/outreach/lets_talk.html).