

TASKS AND SKILLS USED TO EVALUATE AND GRADE

Grades are based on an evaluation of the following factors of your client and classroom work as well as your professionalism:

✓ **Effective Representation** - The largest percentage of your grade is based on your preparation, participation, growth, and display of relevant legal skills in class simulations and in case work. Skills evaluated include effective research, analysis, and fact investigation; sound trial preparation and trial practice techniques; effective and empathetic interaction with clients; development and execution of a case theory and of strategies that address the client's needs; constructive collaboration with colleagues; creative problem solving; effective case handling and time management; assessment of legal materials in light of political realities; development of sound legal and policy arguments that are communicated in plain English; making connections between classroom lessons and client representation; communication and display of knowledge and sensitivity to questions of ethics and professionalism; ongoing file maintenance that allows for effective collaboration and transfer of representation.

✓ **Initiative** - We also evaluate your ability to take personal responsibility for a project and to work independently or with other students, without prodding or unnecessary direction from the supervisor. This often entails recognizing and taking responsibility for alternative courses of action and their consequences.

✓ **Commitment** - Your responsibilities to your clients require that you be willing and able to devote the time and effort needed to fully represent your clients to the best of your abilities. Please consult with a faculty supervisor immediately if you have any concerns about your ability to balance Clinic responsibilities with other obligations.

✓ **Attendance** - Attendance is mandatory at all seminar classes, assigned meetings and case proceedings. Even a single unexcused absence may affect your grade. Clinic faculty reserve the right to take any actions authorized under the College Statement of Policies in response to unexcused absenteeism. If there are extenuating circumstances that require you to miss or reschedule a class, meeting or other event, you must request a faculty member's permission as far in advance as possible.

✓ **Work Habits and Interpersonal Skills** - Your display of diligent and collegial work habits, including following office procedures, maintaining client files properly, maintaining a constructive attitude, performing required tasks promptly, active engagements in classroom discussions; and working cooperatively with supervisors, staff, and fellow students, is an important factor to your grade. This factor also includes identifying potential problems as they arise and taking affirmative steps to address them with faculty input and support.

✓ **Capacity for Extending the Educational Process** - Your capacity to improve over the semester is relevant to your grade. We evaluate your ability to: (1) absorb and respond to constructive feedback from faculty and colleagues, and (2) engage in critical self-reflection and develop means of self-improvement.

Participation in the Civil Justice Clinic requires hard work and student attorneys have ethical obligations of competence and zeal that we expect will be fulfilled. As a result, it is likely that you will work harder in this course than in many others in law school. Hard work is a minimum requirement of this course. It puts you in position to pass; it does not guarantee a high grade.

Finally, we recognize that each student attorney has a different experience in the Clinic. For this reason, the weight assigned to each of the above factors varies depending on the experiences that each student attorney has during the course of the semester.