

Family Advocacy Clinic Syllabus

Law 6940

Prof. Jeff Grater
105J Bruton-Geer Hall
352.273.0800
grater@law.ufl.edu (faculty email)
grater@uflawclinics.org (client work)

Heather M. Flynn, CP, FRP
105I Bruton-Geer Hall
352.273.0800
flynnh@law.ufl.edu (staff email)
flynn.h@uflawclinics.org (client work)

Education is hanging around until you catch on.
—Robert Frost

Welcome to the Virgil Hawkins Family Advocacy Clinic. This syllabus will provide you with important information, assignments, course materials, etc. about the clinic. It is especially important that you check the course calendar and website daily. Class assignments frequently change, and I often add new material. You normally will not receive hard copies of information discussed or assigned.

The initial class schedule is preliminary and fluid. Once I have your course schedules, I will rearrange dates, times, and content of classes. Normally I use email announcements for significant changes.

Note that this syllabus is tentative. Although it will give you a solid impression of what the course is about, always refer to the course calendar and website site for current information.

Course Description

The Virgil Hawkins Family Advocacy Clinic operates simultaneously as a law office and as a classroom. We practice law, representing real people with real family law problems, and educate future lawyers in the basic skills of their profession. We are a full service family law firm, assisting low-income clients with divorce, parenting issues, alimony, division of assets and liabilities, child support, paternity, name changes, and more.

Credit hours: Nine.

General Course Goals and Learning Outcomes

At the highest level, we want you to learn how to collaborate with clients to develop wise objectives and to accomplish those objectives creatively and professionally. Notice the key words in that statement:

Collaborate: working with your clients rather than telling them what to do or allowing them to tell you what to do.

Develop: Almost all legal representation is a work in progress. A client who comes to see you with a particular objective often changes that objective as the case progresses.

Wise: Learning lawyering skills is an important goal, and lawyers spend much time in that pursuit. But a wise lawyer is much more. The wise lawyer knows both when to use those skills and, even more importantly, why to use them.

Creative: We want you to learn to create results for your clients creatively. Skilled lawyers do more than fill out legal forms and follow the patterns lawyers usually follow. Rather, they bring their intelligence, imagination, people skills, and creativity their client work.

Professionally: In our view, professionalism is much more than complying with the rules of ethics. Professionalism involves your values, your character, the better angels of your nature (see Lincoln's first inaugural address). We will be spending time studying, and practicing, the teachings in the Florida Bar Family Law Section's Bounds of Advocacy.

Core Learning Objectives

- To assess a client's true objectives and to prioritize those objectives
- To identify legal, professional, and other processes to accomplish a client's objectives
- To assist the client in choosing processes that fit her individual needs and values
- To implement those processes skillfully and effectively
- To evaluate the processes used and results obtained
- To learn from our mistakes and successes, and to improve

Skills Learning Objectives

By the end of this course, you should be able to:

- Know the basics of Florida family law practice;
- Know and understand our interviewing, counseling, and negotiation practice models;
- Apply those models to skillfully interview and counsel clients in the clinic and elsewhere;
- Plan, prepare, and effectively conduct basic negotiations;
- Reflectively evaluate your performances and increase your skills by applying lessons learned from the successes and mistakes from your colleagues and yourself.

Our Assumptions and Expectations

Perhaps all of your learning life, others have told you what to do. Teachers have told you what you have to do to earn an A, you have received rubrics, prompts, and so on. The fact you were accepted to good law schools shows that you likely internalized those messages, and learned to do just what "they" told you to do.

We want to turn that style of learning on its head. We want you to be self-directed, independent learners. For the rest of your professional life, you will need to learn and improve, yet it will be rare to have someone to spoon-feed you with exactly what to do. You need to know how to teach yourself, to become an autodidact.

With that in mind, we assume, and expect, that you learn what our classroom discussions and readings teach, so that you can benefit from observing and analyzing demonstrated skills, and begin to practice those skills yourself. We will not babysit you, or ask if you finished the readings; we might not even discuss them, as they are intended to furnish your minds. If you still operate in the "World of School" (see below), you might not be motivated to complete these readings because you know they "won't be on the test." Actually, they are on the test, as your client representation is a continuing "final examination." This might seem harsh, but it is for your own good, and we deeply care about you and your learning.

Teaching and Learning Methods

At first you will feel uncomfortable and overwhelmed, and we will have to "spoon feed" you. Yet, as the semester progresses, you will gain skill and confidence, and as fledgling lawyers take flight. You will need less guidance from us (and we will give less), and you will begin to feel the dense weight of being responsible for your clients' legal lives.

Through all of this, you will embrace the Holy Grail of planning, practice, performance, post-performance reflection, and learning. And repeating the cycle. And always you will keep one eye on your lawyering, and the other eye on your professionalism.

Prof. Grater's Office Hours

I believe in the open door policy, and generally am available to discuss your cases in person and phone (note that I will not check email compulsively). Sometimes when I am in the middle of something, I will ask you to come back a few minutes later. If my door is closed, it means I need to focus, so only knock if your needs cannot wait.

Books and Materials for FamAdv Clinic

- Peters, *The Joy of Lawyering* (Unpublished) is linked on the course website.
- Grater and Schrieber, *Virgil Hawkins Civil Clinic Guide* (Unpublished), affectionately known as the *Guide*, is linked on the course website.
- Optional: Gold-Bikin and Kolodny, *The Divorce Trial Manual* (ABA 2003). We have a copy in the clinic library.
- You will also be assigned readings from a variety of sources, available on the course website. They should be treated as being as important as the texts.
- "The Law" (What does this mean? Where do you find it?)
- The course website will also link many other articles and materials that will help you with your class work and legal practice, such as interviewing and counseling, settlement, hearings, trial practice, family law and practice, etc., with a dose of professionalism and other topics thrown in. Although the sheer number of materials is overwhelming, do not let that deter you. Good lawyers always have good resources.

More details are found on the course website.

Family Advocacy Course Website

We have created a course website that houses the FamAdv clinic course. That site will include both your classwork and many elements of your client work.

Be sure to check the course website frequently. Classes and assignments are often added or changed. We will announce any significant changes via email.

Submitting Assignments: We will create a secure folder for each student. If a class requires you to submit an assignment, you will upload or share your submission to that folder. Be sure to advise your professor that you have submitted something.

Feedback on your Assignments: Your professor will typically respond to your submitted assignments via the comments function within assignments.

Written Assignments and Action Deadlines

The clinic requires plenty of writing (even not taking client work into account). The primary goal of your written assignments is to "inspire" you to think about and learn from what you have done and seen. The aphorism "learn by doing" is popular and seems true on its face, but it is only partially true. The "doing" is important, but the digestion of the experience, the extraction of every ounce of learning, is where lawyering skill develops.

The assignments listed below do not include more minor assignments such as preparation for classes or writing you will be doing on your cases. Due date times are

all 11:59 pm unless specified. The due dates are typical but are subject to change. **Actual due dates and more information on each assignment will be on the course website and calendar.**

Assignment	Typical Due date
1st class Written Assignment	5pm day before classes begin
Reflection / Self-Critique Paper #1	Wed of 4th week of class
Reflection / Self-Critique Paper #2	Wed of 7th week of class
Court Observation Assignment	Mon 8th week of class
Written Midterm Critique	Mon 9th week of class
Reflection / Self-Critique Paper #3	Wed of 10th week of class
Reflection / Self-Critique Paper #4	Wed of 13th week of class
Interview Assignment	5 business days after interview (absolute deadline 5 days after classes end)
Counseling Assignment	5 business days after counseling conference (absolute deadline 5 days after classes end)
Case Coverage memo	Last day of class
Looking Back Paper	Friday after exams end
Hot Tips from the Trenches	Friday after exams end
Transfer or Closeout Memos	Friday after exams end
All client binders and Clio files in pristine condition	Friday after exams end

List of Classes

For our clinical teaching to be most effective, we tailor the classes each semester depending on the cases we have, what stages those cases are in, and the individual needs of our students. For the first three weeks of classes, we will front load as many classes as possible to prepare you to represent clients. Ideally, we will have classes every weekday during that period. However, until we have everyone's class schedules (from all courses), we are unable to finalize our schedule.

To give you a broad overview of what subjects the FamAdv clinic will focus on, please see the list of classes below. **This list is provided as an example, but is not the actual schedule of classes you will be assigned.** Our classes often revolve upon the our clients and cases, so each semester will be unique.

Class #	Class Topic	Description	Written Assignment for Class
1	Intro & Orientation I	Begin getting to know each other; the FamAdv clinic (especially by interviewing me); review the course website, Syllabus, Written Assignments, Books and Resources, clinic values, and your responsibilities	1st class written assignment
2	Intro & Orientation II	Continuation of Intro & Orientation as needed	
3	Interviewing I	Overview of interviewing; the initial client meeting; practice small sections of interview	
4	Interviewing II	Interview of Barbara Basic (simulation); You will be provided separate confidential instructions.	Before class, submit a preparation outline to your assignment folder.
5	Interviewing III	Process Barbara Basic; review applicable law	Draft & submit to your assignment folder before class a memo documenting Barbara Basic interview, such as pertinent facts, issues, next actions, etc.
6	Interviewing IV	Interview of Fritz Peterson (simulation); You will be provided separate confidential instructions	Before class, submit a preparation outline to your assignment folder.
7	Divorce I	Common financial issues, required disclosures, financial affidavits	
8	Interviewing V	Complete Interviewing exercise; In pairs, you will each play a client and a lawyer, taking turns interviewing each other; you will be provided separate confidential instructions	Submit Complete Interview Exercise Assignment to your assignment folder (check calendar for due date).

9	Interviewing VI	Complete Interviewing processing	Select three clips from your interview, each two to three minutes long. Be sure to include timestamps. The first will be a clip of something you were pleased with, the second a clip of something you think needs improvement, and the third is one of your funnel sequences. One or more of your clips will be discussed in class. Your professors will indicate how to upload / submit your video clips.
10	Divorce II	Roadmap to a divorce case & overview of process	
11	Legal Counseling I	Overview of legal counseling; practice small sections of counseling conference	
12	Legal Counseling II	Counseling conference with Barbara Basic (simulation); You will be provided separate confidential instructions.	Before class, submit a preparation counseling chart to your assignment folder.
13	Legal Counseling III	Counseling conference with Fritz Peterson (simulation); You will be provided separate confidential instructions.	Before class, submit a preparation counseling chart to your assignment folder.
14	Legal Counseling IV	Complete Counseling exercise; In pairs, you will each play a client and a lawyer, taking turns counseling each other; you will be provided separate confidential instructions	Canvas: Complete Counseling Exercise; You will be provided separate confidential instructions; Before you counsel, submit a counseling chart to your folder. Afterward, submit Complete Counseling Exercise Assignment to your assignment folder (check calendar for due date).
15	Legal Counseling V	Complete Counseling processing	Select three clips from your counseling conference, each two to three minutes long. Be sure to include timestamps. The first will be a clip of something you were pleased with, the second a clip of something you think needs improvement, and the third will be of your summary of the options you are discussing with your client. One or more of your clips will be discussed in class. Your professors will

			indicate how to upload / submit your video clips.
16	Interviewing and Counseling Victims of Intimate Partner Violence (IPV)	Streamed video presentation by Prof. Teresa Drake of IPVAC (Intimate Partner Victim Assistance Clinic)	
17	Clinic Office Practice 1	Support staff lay down the law. You will be taught how the office works, where things are, and you will refine your knowledge of how to use Google and Clio, etc.	
18	Case "Auction"	Students learn about, then present the firm, a summary of various transfer cases. Afterward, students rank cases according to interest.	
19	Discuss assigned cases	By now you have been assigned one or more cases. We will use class time to discuss those cases, focusing on issues, procedural posture, and next actions. Know as much as you can about the cases assigned to you. Especially for transfer cases, review the interview, counseling, and transfer memos, essential pleadings, and any notices of hearing, trial, mediation, etc. Bring with you both intelligent and stupid questions.	
20	Intro to Problem Solving	TBA	
21	Domestic Violence: Court Observations	We will travel to the Alachua County Family and Civil Justice Center to observe hearings on domestic violence, repeat violence, dating violence, etc.	This will be part of your Court Observation Assignment

22	Divorce III	Equitable Distribution	
23	Essential Investigation Tools	TBA	
24	Discovery I	Basic discovery tools for family practice	
25	Discovery II	Depositions	
26	Discovery III	Simulated taking & defending a deposition	
27	Mediation I	Mediation advocacy introduction	
28	Mediation II	Family Mediation Advocacy	
29	Mediation III	Mediation of Amanda Tucker and Fredrico Sanchez	
30	Court I	Status conferences, case management, and uncontested non-jury trials	
31	Court II	Evidence for Family Law Practitioners	
32	Court III	Documentary evidence & judicial notice	
33	Court IV	Battle motion practice arguments	
34	Negotiation I	TBA	
35	Negotiation II	TBA	
36	Negotiation III	Negotiation Exercise I; You will be provided separate confidential instructions.	Before you negotiate, submit your Negotiation Plan to your assignment folder.
37	Negotiation IV	Negotiation Exercise 1; You will be provided separate confidential instructions.	Before you negotiate, submit your Negotiation Plan to your assignment folder.
38	Negotiation V	Complete Negotiation Exercise; You will be provided separate confidential instructions.	Before you negotiate, submit your Negotiation Plan to your assignment folder. Afterward, submit Complete Negotiation Exercise Assignment to your assignment folder (check class calendar for due date)

39	Negotiation VI	Complete Negotiation Processing	Select three clips from your negotiation, each two to three minutes long. Be sure to include timestamps. The first will be a clip of something you were pleased with, the second a clip of something you think needs improvement, and the third is a clip of what you believe to be the most important thing that happened during the negotiation. One or more of your clips will be discussed in class. Your professors will indicate how to upload / submit your video. Do not upload it to canvas.
40	Vicarious Trauma & Self-care	TBA	
41	The Mental Health of Clients	TBA	
42	Winding Down & Looking Back	We will discuss what you have learned and your experiences in the clinic. We will also review your responsibilities until the next semester starts.	

Skills Videos

To help you review and understand interviewing and counseling skills, we have many of the sample skills videos shown in class. View them only after they have been shown in class. Note that you likely will have to log in with your Gatorlink credentials.

Interviewing

These skills videos are based upon a slip and fall case; the facts are summarized at [This Link](#).

- Introduction
- Roadmap frame
- Building rapport
- Soliciting a narrative
- Soliciting a narrative (longer)
- Passive listening

- Content reflection Note this is longer, almost a content summary.
- Feeling reflection
- Post-Narrative content summary
- Funnel roadmap
- T funnel sequence (medical)
- T funnel sequence (gardening)
- Positive feedback
- Another positive feedback
- Ending the interview

Legal Counseling

- Roadmap frame
- New information update
- Summarize options
- Discussing options
- Asking client to decide
- Asking client to decide #2

Models, Templates, and Self-Critique Forms

These forms are already linked within the applicable assignments. They are listed here, and are available on the course web page. We may add to this list in the future.

- Interviewing Organizational Model
- Interviewing Self-Critique Form
- Counseling Model
- Sample Counseling Chart
- Counseling Self-Critique Form
- Giving Critique and Feedback
- Summary of Negotiation Model
- Negotiation Plan Template
- One-Page Negotiation Plan
- Negotiation Self-Critique Form

Additional Course Information

Class Attendance Policy

According to the UFLaw Student Handbook, “American Bar Association (ABA) standards require regular and punctual class attendance. Therefore, attendance is an essential function of legal education and primary obligation of each student, whose right to continue enrollment in a course *** is conditioned upon a record of attendance satisfactory to the professor.” Further, it is fundamentally important that you attend all of your casework events. We also expect you either to attend firm and

team meetings or to notify your supervising attorney and partner of conflicts in advance and then reschedule them at a mutually-convenient time.

If you have no choice and must miss class due to documented illness, religious holidays, or emergency, discuss this immediately with your supervising attorney. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at [This Link](#).

Do not schedule trials, hearings, depositions, negotiations, client meetings, or other "lawyering events" in conflict with clinic classes. Leaving classes to have clients sign documents, or to take non-emergency client calls, is also not appropriate. Occasionally a lawyering event that was scheduled during the previous semester, or by the judge, will conflict with a clinic class. If so, the client matter takes priority, and the team handling that legal matter would not count against class attendance. Client meetings, however, do not receive the same treatment unless they are genuine emergencies, as determined by your supervising attorney.

Time Commitment

During the 15 week formal semester, expect to devote approximately 26 hours per week on classes, class preparation, firm and team meetings, office hours, and all aspects of client work. This requirement conforms to American Bar Association Standard 310. Your actual number of weekly work hours will vary depending on how active your cases are. For example, if you are preparing for trial or a settlement conference, you likely will devote significantly more time than that. After formal classes end, your average time commitment will naturally decrease.

Work During Break: the Plain Truth: Let there be no confusion. Client cases do not follow our semester system. Expect to do client work during the semester break. You are responsible for your cases until the first day of the following semester. You might have a trial, a mediation, discovery, who knows? Depending on the particular case, the work may be intense.

Do you have to stay in Gainesville during the entire break? No. Might you have to come to Gainesville during break to work on your cases? Yes, it is possible.

Remember, you are a professional. Your clients depend on you. This involves sacrifice, but it is worth it to your clients, and to your development as a lawyer.

Preparation for Class

We will assume that you have read, understood, and digested the assigned material before class. Agreement, disagreement, intelligent debate, thoughtful argument, all are encouraged. Bring your ideas and share them.

As little time as possible will be spent in lecture. The primary vehicles for classroom learning will be discussion of the assigned material and related topics, and role plays. We also try to mix things up by using video excerpts from television and movies and from staged lawyering events.

Much of your classroom education in the clinic comes through skills simulations (role plays). These expose you to interviewing, counseling, depositions, motion hearings, negotiation, mediations, final divorce hearings, and other lawyering work. You will be assigned to play a lawyer, client, witness, or even a judge. Often you will be given several pages of material to learn for your role. For simulations to be effective (and fun) you and every other intern must learn your roles and prepare with the same passion and thoroughness as you would for real lawyering. In other words, it ain't gonna work if you don't put in the time.

Angry interns have complained that they worked hard to prepare, but because other interns "blew it off," the role play was worthless and a waste of time. Please allow your personal integrity and honor to inspire you to prepare diligently.

Intensive First Weeks of Class

We will attempt to schedule up to 20 hours of class during the first two or possibly three weeks of each semester. This helps to fulfill the requirement that you be "adequately trained to perform as a legal intern" before representing clients. Rule 11-13(c) of the *Rules Regulating the Florida Bar*. We generally cover topics such interviewing and counseling clients, the basics of family law and practice, office systems, and factors involved in representing our clients. You will also be assigned clients. The exact times of these classes will be arranged at our first class; we will try to minimize conflict with your other classes.

Role play performances are sometimes recorded using a webcam. You are required to review these performances on your own. If you want additional feedback, ask your supervising attorney.

After the Intensive First Weeks: Classes, Meetings, and Office Hours

When this intensive training period is over, you will begin to represent your clients "full speed ahead." Look for opportunities to interview and counsel your clients. This will make it easier to complete the interview and counseling assignments (explained in the Written Assignments section of the course website).

Partners: You will choose (or be assigned) a member of the firm to be your clinic partner. This partnership is one of our most important learning tools. You will work together on cases, some assignments, etc. It is essential that you coordinate all client

appointments and lawyering events with your partner, **in advance**. Not doing so causes conflicts that no one needs.

We will meet each week at the assigned class times unless you are notified otherwise. In addition to classes, you will be required to be physically present in the civil clinic for, at a minimum:

- One team meeting per week for up to one hour;
- At least a one hour firm meeting per week; often we have more than one per week; and
- Ten regularly-scheduled office hours every five day work-week. You choose the hours. They should be at least in two hour blocks, spread over at least three days. Keep your clients' needs in mind; don't choose hours just because it gives you an easy schedule. Be sure to have some overlap with your partner. Let your clients and opposing counsel know your office hours so they know when they can reach you.

During your office hours, you may conduct client meetings at the clinic, work on your cases, prepare for clinic classes, or do other types of work. Office hours do not include your clinic classes, but you may, with your supervising attorney's approval, count the team meeting as one of your office hours. Office hours start immediately after you are assigned your cases, and stop when classes end. Appropriate adjustments will be made for school holidays. You do not accumulate or bank office hours during busy weeks, and "making them up" does no good, as a primary reason for office hours is to have set times when clients and others can be sure to reach you. Court appearances, mediations, and some client appointments, are often scheduled outside these times, and take priority over conflicts with other law school classes.

Team and Firm Meetings: You, your partner, and your supervising attorney will have supervisory meetings, called "Team Meetings," once a week, for up to one hour. Each member of the team must attend. These meetings, held in the supervising attorney's office, serve two purposes. They keep us current on all your cases, and they guarantee you at least one hour each week to ask whatever questions or air whatever gripes you have. We will share ideas on strategy, discuss general topics of broad interest such as proof problems, discovery problems, and consider short-term action items, with due dates. Keep notes of these meetings; you may be asked to provide weekly written summaries to your supervising attorney.

Although this weekly meeting is reserved for you and your partner, please be assured that we are available other times during the week. See us anytime you feel lost or troubled about a case but, as discussed below, do some thinking for yourself beforehand.

Also, each week we will have a firm meeting, which is similar to "grand rounds" in the medical profession. We will discuss individual cases in depth so others can learn

from them, give status reports, "moot" hearings or other client work, etc. If you want to get on the agenda, just ask.

Think First, Then Ask: One of our primary goals is to instill in students a spirit and habit of independence. We want you to leave the clinic able, or on the path to being able, to practice law. Often we emphasize, and the *Guide* section on Clinic Supervision reiterates, that students should independently consider, research, study, analyze, learn, "get smart on the subject" before asking us "what do I do now" or "how do I do it." If you don't, we may send you back to "do your homework" or "read the *Guide* before discussing the matter further.

When you can't figure out what to do on your own, don't just rely upon us to answer your questions. Learn to learn from each other, to teach each other. Another of the clinic's primary goals is to foster an atmosphere in which students collaborate. For the rest of your lives as lawyers you will work with others: lawyers, judges, judicial assistants, legal secretaries, experts, witnesses, etc. Realize that each of you has unique strengths and knowledge. Our firm is a living library. Use it.

A Hot Tip: You'd Better Study the Course Website and Review it Frequently: You are an experienced law student, no? You know that you can merely glance at a syllabus on the first day of class, then check it out every once and a while to stay on top of things. Reconsider that impression. The clinic website, as well as the *Guide*, will tell what you need to do day by day and week by week. Not knowing or keeping up with these requirements can lead to heartache, such as when you get back one of your assignments from me with the comment "does not meet elements of the assignment."

Client Work: Expectations

We have high expectations of your students. Our minimum casework requirements include

- Attendance at all trials, hearings, depositions, negotiation conferences, client meetings, and other client events at which you are primary counsel;
- Attendance at all of your partner's trials, hearings, depositions, negotiation conferences, and significant client meetings and other events. Routine client meetings, such as signing conferences, are exempted from this requirement;
- Appropriate and timely handling of case tasks that you, your partner, and your supervising attorney identify at weekly team meetings. Deadlines for task completion will typically be discussed and arranged at these meetings;
- Professional representation of clients throughout the semester, and during holidays and semester breaks;
- Full, complete, and timely preparation for all trials, hearings, depositions, negotiation conferences, client meetings, and other client events; and
- Complete and contemporaneous documentation of client files and Clio.

Penalties for Noncompliance With Clinic Requirements: We may impose any of the following penalties for non-compliance with clinic requirements

- **Grade Reduction:** One-third of the credit for the course is generally awarded as a letter grade. Your grade can be reduced as a penalty.
- **Course Failure:** You may receive a failing (U) grade for all or part of the course.
- **Dropped From the Course:** You may be asked to withdraw or be dropped from the course prior to the end of the semester.
- **Incomplete Grade:** You may be given an incomplete grade until specified work is satisfactorily completed.
- **Contacting the Florida Bar:** Where the non-compliance amounts to unprofessional conduct, a supervising attorney may contact the Florida Bar.

This notice constitutes notice of our requirements. We are not required to provide additional notice prior to imposition of a penalty, particularly where the noncompliance impacts on client representation.

Client Work: More Guidance

World of School vs. World of Work: Recently, a clinic intern observed that it is important to understand the differences between the rules of these two worlds. In the World of School, students know that the final is months away, so they often let their work slide until the last minute. In the World of Work, where the clinic operates, this strategy is ineffective. You will need to keep up with your client work, or the client suffers. Last minute lawyering is a common path to malpractice. Similarly, in the classroom component of the clinic, you are given assignments to prepare you and your colleagues to practice law for your clients. For example, you are assigned to observe trials and hearings early in the semester. This is designed, among other things, to teach you how lawyers actually work, familiarize you with the process and, generally, to lessen your anxiety about going to court. You can see how much value is lost if you wait until the last minute to do your observations.

A Note on Self-Management of Your Caseload: As you will soon learn, interns are given significant latitude and independence in lawyering the cases. We strive to keep you busy but not overloaded, and your supervising attorney will do his best to monitor this. However, sometimes it is hard for us to know precisely how much time your cases are consuming. It is your responsibility to notify your supervising attorney if your cases are too slow (you might need another one) or too "hot" (you might need some help). Keep in mind, as you assess your workload, a fundamental theme of this clinic: You get from it exactly what you put into it.

Assessment (Grades and Evaluation)

Three of the nine credit hours will earn letter grades. The mean grade for the graded hours cannot exceed 3.6. The mean grade can be higher if the mean GPA

(determined as of the beginning of the semester) for all students enrolled in the FamAdv clinic is above 3.55, but the mean grade may not exceed the mean GPA of the students enrolled in the clinic by plus .05. The following grading scale will be used:

Grade	Points
A (Excellent)	4
A-	3.67
B+	3.33
B (Good)	3
B-	2.67
C +	2.33
C (Satisfactory)	2
C-	1.67
D+	1.33
D (Poor)	1
D-	0.67
E (Failure)	0

The remaining six credit hours will be graded S+/S/U. See the [UFLaw grading policy](#) for further information.

Our policy to base your letter grade on a combination of your casework, written assignments, and classroom attendance and performance. Grading you based upon your client work is difficult, because some cases are more challenging than others. We take that into consideration because you should not be penalized just because your assigned cases were not as "hot" as others.

Written assignments are assigned points as set forth in the grading section on the course website. You will also earn a maximum of 10 points for class participation, preparation and performance during role plays, quizzes (including "pop" quizzes), and related.

We hope this makes sense. Let us know if you have questions during our first classes.

Online Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Course Ethics

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The [Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with your professor.

Specific to this course, because we use many role play exercises, there are many opportunities to game the system. For example, we know of instances in which students have traded role play instructions to make the exercise "easier" and the students appear better prepared. If you read any confidential instructions than your own, or access any other information regarding exercises used in this course during this or earlier semesters, we consider this to be an honor code violation.

If you obtain the wrong instructions for a role play, notify your professor immediately so the problem can be corrected.

Accommodations for Students with Disabilities:

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352.392.8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to UFLaw's Office of Student Affairs when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
- Counseling and Wellness Center, 392-1575; and the University Police Dept (UPD): 392-1111 or 9-1-1 for emergencies.
- Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.
- University Police Dept (UPD), 392-1111 (or 9-1-1 for emergencies) <http://www.police.ufl.edu>.

A Final Note

In the clinic, you will have the opportunity to learn much about the practice of law and, perhaps more importantly, about yourself and your professional identity. We are excited to be working with you, and look forward to a semester of fun, hard work, and learning. Just watch as you and the other members of your firm transform yourselves from law student to Attorney and Counselor at Law.