

*Please Note: This information is subject to change - for the most current clinical registration information, please visit our website:  
<https://hls.harvard.edu/dept/clinical>*

# Clinical Registration Handbook 2017-2018

*Last updated 3/24/2017*

Office of Clinical and Pro Bono Programs  
(OCP)

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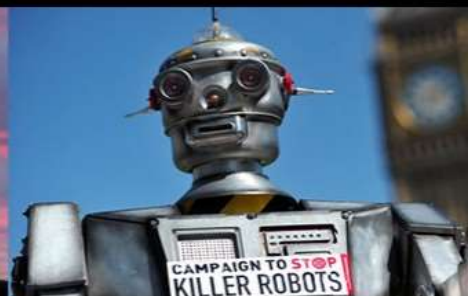
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## Quick Links

The Office of Clinical and Pro Bono Programs website:

<https://hls.harvard.edu/dept/clinical>

Book an advising appointment with an OCP staff member:

<https://hls.harvard.edu/dept/clinical/advising-appointments-for-students>

For up-to-date information about each clinic, please check the clinic's description in the HLS Course Catalog:

<https://hls.harvard.edu/academics/curriculum/catalog>

Updated clinical registration information can be found on the "Clinical Registration" section of our website:

<https://hls.harvard.edu/dept/clinical/clinical-registration-and-adddrop-deadlines>

HLS Handbook of Academic Policies:

<http://hls.harvard.edu/dept/academics/handbook-of-academic-policies/>

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# **Introduction to Harvard Law School's Clinical and Pro Bono Programs**

Harvard Law School has more opportunities for students to engage in the supervised practice of law than any law school in the world. These opportunities for students are either through enrollment in a clinic or participation in a Student Practice Organization (SPO).

The difference between clinics and SPOs is that SPOs are not-for-credit pro bono opportunities; when enrolled in a clinic, students receive both academic credit for the clinical classroom component and clinical credit for the clinical practice component.

In clinics and SPOs, students take direct responsibility for representing clients in actual cases/matters under the supervision of HLS clinical faculty and instructors who are expert practitioners in their fields.

Harvard Law School offers a range of clinical experiences:

**18 [In-house clinics](#)** are fully functioning law offices at HLS, directed by HLS Clinical Professors and Instructors.

**11 [Externship clinics](#)** are located outside of HLS. Students are placed at organizations in the greater Boston area, as well as in other cities throughout the United States.

[The Independent Clinical Program](#) enables students who are interested in a specialized area of the law or field of practice not otherwise available through HLS clinics to create their own educational experience. A number of students take the opportunity to work full-time at organizations overseas during the winter term.

[The Continuing Clinical Program](#) allows students to continue their clinical work in subsequent semesters or academic years at their clinical placement, on a by-permission basis.

**Students may only take one clinic per semester.**

# Clinical Credits

In a clinic, you earn academic credit for the work you complete. The majority of clinics allow students to elect 3, 4, or 5 clinical credits for fall and spring terms, although some clinics have a set number of clinical credits. **Each clinical credit equals four hours of clinical work per week.**

For the winter term, students must work full time over the entire term for 2 clinical credits.

There is a cap of 16 clinical credits overall for students throughout their time at HLS.

Terms available	Clinical Credits	Hours/week	Hours/semester
Fall, Spring	2 clinical credits	8 hours/week	96 hours
Fall, Spring	3 clinical credits	12 hours/week	144 hours
Fall, Spring	4 clinical credits	16 hours/week	192 hours
Fall, Spring	5 clinical credits	20 hours/week	240 hours

# **Important Dates to Remember**

## **Clinical Registration Events and Dates**

### **➤ ClinicTalk Series 2017**

<http://hls.harvard.edu/dept/clinical/clinictalks-calendar/>

**February – March.** Please contact our office for the most up-to-date ClinicTalk schedule (clinical@law.harvard.edu or 617-495-5202).

### **Miss a ClinicTalk session?**

Don't worry - each ClinicTalk is recorded and available to HLS students in podcast form. These podcasts can be found on the Clinical Registration section of our website.

### **➤ Clinical Registration Preferencing for 2017-2018**

**Clinical Preferencing Opens – 9am on MARCH 30**

**Clinical Preferencing Closes – 5pm on MARCH 31 - No Exceptions!**

**Clinical Results Released - by 5pm on APRIL 4**

Please do not hesitate to contact us if you have any questions while preferencing clinics for the 2017-2018 year.

## **Clinical Deadlines**

### **Drop Deadlines**

Clinics have earlier drop deadlines than most courses. Below are the clinical drop deadlines for 2017-2018. **Please note that some clinics have even earlier drop deadlines - please check the clinic's description in the HLS [Course Catalog](#) for more information about individual clinic drop deadlines.**

Fall 2017 Clinical Drop Deadline: **August 29, 2017**

Winter 2018 Clinical Drop Deadline: **December 1, 2017**

Spring 2018 Clinical Drop Deadline: **January 12, 2018**

### **Independent and Continuing Clinical Application Deadlines**

Fall 2017: **August 29, 2017**

Winter 2018: **November 1, 2017**

Spring 2018: **January 12, 2018**

### **Clinical Credit Change Deadlines**

For clinics that offer students the option to enroll for a variable amount of credits, students may adjust the number of clinical credits they are enrolled for up until the following deadlines (please note that winter credits are set at 2 clinical credits unless otherwise specified):

Fall 2017: **October 10, 2017**

Spring 2018: **February 20, 2018**

## **Funding Deadlines**

OCP offers some funding to students enrolled in the following winter term externship clinics for course required domestic travel:

Capital Punishment Clinic  
Government Lawyer: Attorney General Clinic  
Sports Law Clinic

More information about winter externship clinic course funding for domestic travel can be found on our website:

<https://hls.harvard.edu/dept/clinical/advising-and-services/funding/>

Students participating in the Semester in Washington clinic receive a flat-rate reimbursement from OCP for travel (\$500) and may request additional reimbursements for housing up to \$1,000. More information about funding for this clinic can be found on the [clinic's blog page](#).

Students in the Supreme Court Litigation clinic may request a travel reimbursement up to \$250. Reimbursement questions and requests for this clinic should be directed to Daryl Muranaka ([dmuran@law.harvard.edu](mailto:dmuran@law.harvard.edu)).

The Office of Clinical and Pro Bono Programs also offers limited funding to students traveling over winter term for domestic independent clinicals.

More information about the winter term domestic Independent Clinical funding process and requirements can be found on our website:

<https://hls.harvard.edu/dept/clinical/advising-and-services/funding/>



# **Registration Basics**

## **In-House vs. Externship Clinics**

Clinics are designated as either **In-house clinics** or **Externship clinics**.

[In-house clinics](#) are at HLS, directed by Clinical Professors and staffed by Clinical Instructors and Fellows.

[Externship clinics](#) place students in organizations outside of HLS. Students are supervised by practicing attorneys within the organization they are placed. Each externship clinic is directed by an HLS faculty member or Lecturer on Law.

## **In-House Clinics**

Criminal Justice Institute  
Crimmigration Clinic (of the HIRC)  
Cyberlaw Clinic  
Education Law Clinic: Individual Representation  
Education Law Clinic: Legislative and Administrative Lawyering  
Emmett Environmental Law and Policy Clinic  
Federal Tax Clinic (LSC)  
Food Law and Policy Clinic  
Harvard Immigration and Refugee Clinical Program  
Harvard Legal Aid Bureau  
Harvard Negotiation and Mediation Clinic  
Health Law and Policy Clinic  
Housing Law Clinic (LSC)  
International Human Rights Clinic  
International Human Rights Clinic – Advanced  
Litigating in the Family Courts: Domestic Violence and Family Law Clinic (LSC)  
Making Rights Real: The Ghana Project Clinic  
Predatory Lending and Consumer Protection Clinic (LSC)  
Semester in Human Rights  
Transactional Law Clinics  
Veterans Law and Disability Benefits Clinic (LSC)

## **Externship Clinics**

Capital Punishment Clinic  
Child Advocacy Clinic  
Criminal Prosecution Clinic (ITA Prosecution Perspectives)  
Democracy and the Rule of Law Clinic  
Education Law Clinic: Externships  
Employment Law Clinic  
Government Lawyer: Attorney General Clinic  
Government Lawyer: Semester in Washington Clinic  
Government Lawyer: United States Attorney Clinic  
Judicial Process in Trial Courts Clinic  
Public Education Policy and Consulting Clinic  
Sports Law Clinic  
Supreme Court Litigation Clinic

## **Courses with Limited Clinical Placements\***

Delivery of Legal Services  
Mediation

*\*Please contact OCP for more information on these limited clinical placements*

## **Helios Preferencing vs. By-Application Clinics**

Students register for clinics in one of two ways:

- Helios registration preferencing OR
- Submitting an application and being accepted into a clinic (processes and required materials vary) – outside of Helios.

Most clinics are included in the general Helios registration preferencing, which runs from

**MARCH 30 – MARCH 31.**

For a list of by-application clinics and their application deadlines, please see page 14.

### **Helios Preferencing**

Enrollment for the majority of clinics is done through Helios clinical preferencing. Students must log in to Helios during clinical registration preferencing and submit their ranked clinical preferences.

Students may submit a maximum of 6 clinical preferences.

Students do not need to preference the associated clinical course component when submitting their clinical preferences. Students who are enrolled in a clinic through clinical registration preferencing will also be enrolled in the required clinical course component.

- All students are assigned a random registration ID. Preferences are processed in registration ID order. Registration IDs are re-assigned before each preferencing round.
- You should preference the clinic (and semester) that you want the most as your #1 bid.
- It is not guaranteed that you will be enrolled in your #1 preference (it depends on your randomized spot in the algorithm and the popularity of your preference) - however, do not be discouraged if you are waitlisted! Waitlists move significantly between registration preferencing and the beginning of the academic year.

- For any clinic that you preference during registration, but are not enrolled in, you will be waitlisted for.

## **Waitlists**

Clinical waitlists move significantly once registration results have been released. Students are encouraged to stick it out on waitlists for clinics that they are interested in – there is a good chance that waitlist offers will be received before the start of the relevant semester!

- **Students may not be enrolled in the same clinic twice through Helios.**

If you are enrolled in the fall semester of a clinic through clinical preferencing, and you have also preferenced the spring semester of the same clinic, you will automatically be waitlisted for the spring clinic. Alternatively, if you are enrolled in the spring semester of a clinic through clinical preferencing, and you have also preferenced the fall semester of the same clinic, you will automatically be waitlisted for the fall clinic.

Students who enroll in a clinic and are interested in continuing their clinical work from one semester to another should consider a continuing clinical application (please see page 4). Since this option is by-application only, students do not register through Helios (the Office of Clinical and Pro Bono Programs will enroll all approved students).

## **Example of Registration Preferencing – Clinics:**

**\*Please Note: This example is purely hypothetical for demonstrational purposes. It does not indicate actual chances of enrollment.**

Preference #1. International Human Rights Clinic - Fall

Preference #2. International Human Rights Clinic - Spring

Preference #3. Education Law Clinic - Fall

Preference #4. Education Law Clinic - Spring

Preference #5. Veterans Law and Disability Benefits Clinic – Spring

- **Round 1/Pass 1:** Preferences processed from lowest registration ID to highest. Enrolled in preference #1, International Human Rights Clinic – Fall.
- **Round 2/Pass 1:** Preferences processed from highest registration ID to lowest. Preference #2, International Human Rights Clinic – Spring (already enrolled in International Human Rights Clinic – Fall), student skipped and waitlisted for International Human Rights Clinic - Spring, moves on to next student.
- **Round 2/Pass 2:** Preferences processed from highest registration ID to lowest. Start again with the next preference for each student who did not receive an enrollment in Round 1, Pass 1. Student already enrolled in fall clinic, waitlisted for preference #3, Education Law Clinic – Fall, moves on to next student.
- **Round 2/Pass 3:** Preferences processed from highest registration ID to lowest. Start again with the next preference for each student who did not receive an enrollment in Round 2, Pass 2. Enrolled in preference #4, Education Law Clinic – Spring.
- **Round 3/Pass 1:** Preferences processed from lowest registration ID to highest. Student already enrolled in spring clinic, waitlisted for preference #5, Veterans Law and Disability Benefits Clinic – Spring.

## **By-Application Clinics and Deadlines**

**The following clinics are by-application only and are not included in Helios clinical preferencing.**

Please see each clinic's description in the HLS [Course Catalog](#) for more information about application procedures and deadlines.

Harvard Legal Aid Bureau

**March 22, 2017**

Government Lawyer: United States Attorney Clinic

**March 27, 2017**

Public Education Policy and Consulting Clinic

**March 27, 2017**

Semester in Human Rights Clinic     *\*This clinic has a pre-requisite\**

**April 7, 2017**

Community Enterprise Project of the Transactional Law Clinics

**April 10, 2017**

Making Rights Real: The Ghana Project Clinic

**August 14, 2017**

Government Lawyer: Semester in Washington Clinic

**August 25, 2017**

Supreme Court Litigation Clinic

**October 2, 2017**

Sports Law Clinic     *\*This clinic has a pre-requisite\**

**October 10, 2017**

Environmental Law and Policy Clinic (WINTER)

**October 31, 2017**

Crimmigration Clinic     *\*This clinic has a pre-requisite\**

**December 15, 2017**

# List of 2017-2018 Clinical Offerings

## In-House Clinics (Listed alphabetically)

### **Community Enterprise Project** of the Transactional Law Clinics Ms. Amanda Kool

Fall 2017 Clinic  
4 or 5 clinical credits

**OR**

Spring 2018 Clinic  
4 or 5 clinical credits

**Required Class Component:** Transactional Law Clinical Workshop (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes. Applications are due April 10, 2017.

**Add/Drop Deadline:** August 4, 2017 for fall students; December 1, 2017 for spring students.

**Placement Site:** HLS and LSC (Jamaica Plain).

**Criminal Justice Institute: Criminal Defense Clinic**

Clinical Professor Dehlia Umunna

**Open to 3Ls only**

Fall 2017 - Winter 2018 Clinic

5 clinical credits (4 fall clinical credits + 1 winter clinical credit)

**OR**

Winter 2018 - Spring 2018 Clinic

6 clinical credits (1 winter clinical credit + 5 spring clinical credits)

**Required Class Component:** Criminal Justice Institute: Defense Theory and Practice (3 fall classroom credits + 1 winter classroom credit). Once a student enrolls in this clinic, the Office of Clinical and Pro Bono Programs will enroll them in the required clinical course component.

**Additional Co-/Pre-Requisites:** Trial Advocacy Workshop (TAW) and Evidence.

Students must enroll in both classes separately from the clinic enrollment. Failure to meet the pre/co-requisites by the clinic's add/drop deadline will result in the student being dropped from this clinic and class.

**By Permission:** No.

**Add/Drop Deadline:** Please note that both offerings of this clinic have a drop deadline of August 29, 2017.

**Placement Site:** HLS.

**Crimmigration Clinic**

Philip Torrey

Spring 2018 Clinic

3 clinical credits

**Required Course Component:** Crimmigration: The Intersection of Criminal Law and Immigration Law (2 fall classroom credits). Students who enroll in this required course are then eligible to apply to the Crimmigration Clinic.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes - December 15, 2017.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** HLS.



**Cyberlaw Clinic**  
Clinical Professor Christopher Bavitz

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Cyberlaw Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** HLS (Berkman Center).

**Education Law Clinic: Externships**  
Susan Cole

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Education Advocacy and Systemic Change (2 fall classroom credits). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of August 4, 2017.

**Placement Site:** Various externship placements.

**Education Law Clinic: Individual Representation**  
Clinical Professor Michael Gregory

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Special Education Advocacy for Students Impacted by Trauma (2 fall classroom credits). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of August 4, 2017.

**Placement Site:** HLS.

**Education Law Clinic: Legislative and Administrative Lawyering**  
Clinical Professor Michael Gregory, Susan Cole

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Systemic Advocacy for Safe and Supportive Schools (2 spring classroom credits). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of December 1, 2017.

**Placement Site:** HLS

**Environmental Law and Policy Clinic**  
Clinical Professor Wendy Jacobs

Fall 2017 Clinic  
4 or 5 clinical credits

**OR**

Spring 2018 Clinic  
4 or 5 clinical credits

**Required Class Component:** Environmental Law and Policy Clinical Course (taken concurrently with the clinic - either 1 fall classroom credits or 1 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of August 10, 2017 for fall students and January 6, 2017 for spring students.

**Placement Site:** Most clinical placements are at HLS, while some are at various externship locations (government agencies and nonprofits).

**Environmental Law and Policy Clinic**  
Clinical Professor Wendy Jacobs

Winter 2018 Clinic  
2 clinical credits

**Required Class Component:** Environmental Law and Policy Clinical Course (1 winter classroom credit). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes - Applications are due October 31, 2017.

**Add/Drop Deadline:** Please note this clinic has an early drop deadline of November 28, 2017.

**Placement Site:** HLS.

**Federal Tax Clinic**  
Visiting Professor Keith Fogg

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Federal Tax Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** WilmerHale Legal Services Center (Jamaica Plain).

**Food Law and Policy Clinic of the Center for Health Law and  
Policy Innovation**

Assistant Clinical Professor Emily Broad Leib

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Food Law and Policy (2 fall classroom credits). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

**Food Law and Policy Clinic of the Center for Health Law and  
Policy Innovation**

Assistant Clinical Professor Emily Broad Leib

Winter-Spring [2018 Clinic](#)

5, 6 or 7 clinical credits

(2 winter clinical credits + 3-5 spring clinical credits)

**Required Class Component:** Food Law and Policy (2 spring classroom credits).  
Students who enroll in this clinic will be enrolled in the required course by the Office of  
Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** December 1, 2017.

**Placement Site:** HLS.

**Food Law and Policy Clinic of the Center for Health Law and  
Policy Innovation**

Assistant Clinical Professor Emily Broad Leib

Spring 2018 Clinic

3, 4 or 5 clinical credits

**Required Class Component:** Food Law and Policy (2 spring classroom credits).  
Students who enroll in this clinic will be enrolled in the required course by the Office of  
Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** HLS.

**Harvard Immigration and Refugee Clinic**

Clinical Professor Deborah Anker

Fall 2017 Clinic

3, 4, or 5 clinical credits

**Required Class Component:** Immigration and Refugee Advocacy (2 fall classroom  
credits). This clinic and course are bundled; your enrollment in this clinic will  
automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** Either HLS or GBLS (downtown Boston).

## **Harvard Immigration and Refugee Clinic**

Sabrineh Ardalan

Spring 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Immigration and Refugee Advocacy (2 spring classroom credits). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** Either HLS or GBL (downtown Boston).

## **Harvard Legal Aid Bureau 2L** Clinical Professor Esme Caramello

Fall 2017 - Spring 2018 Clinic  
8 clinical credits (4 fall clinical credits + 4 spring clinical credits)

**Required Class Component:** Introduction to Advocacy: Ethics and Skills in Clinical Practice (2 fall classroom credits + 1 spring classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** Evidence and TAW.

**By Permission:** Yes. Applications are due to the clinic by March 22, 2017.

**Add/Drop Deadline:** July 19, 2017.

**Placement Site:** HLS.

## **Harvard Legal Aid Bureau 3L** Clinical Professor Esme Caramello

Fall 2017 - Spring 2018 Clinic  
8 clinical credits (4 fall clinical credits + 4 spring clinical credits)

**Required Class Component:** Advanced Clinical Practice (1 fall classroom credit + 1 spring classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** Harvard Legal Aid Bureau 2L.

**By Permission:** Yes. This clinic is only open to students who have completed HLAB in their 2L year.

**Add/Drop Deadline:** July 19, 2017.

**Placement Site:** HLS.

**Harvard Negotiation and Mediation Clinic**  
Clinical Professor Robert Bordone

Fall 2017 Clinic  
2, 3, 4, or 5 clinical credits

**Required Class Component:** Negotiation and Mediation Clinical Seminar (1 fall classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** Negotiation Workshop. Students must have completed the Negotiation Workshop to participate in the fall clinic.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of August 4, 2017.

**Placement Site:** HLS.

**Harvard Negotiation and Mediation Clinic**  
Clinical Professor Robert Bordone

Spring 2018 Clinic  
2, 3, 4, or 5 clinical credits

**Required Class Component:** Dispute Systems Design (2 spring classroom credits). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** Negotiation Workshop. Students must enroll in Negotiation Workshop separately from clinic enrollment. There is no clinic preference or priority to enroll in Negotiation Workshop. Failure to meet the co-/pre requisites by the clinic's add/drop deadline will result in the student being dropped from this clinic and the required course. Students enrolled in the **winter-spring 2018** Negotiation Workshop will qualify for meeting this pre-requisite. Students enrolled in the **spring 2018** Negotiation Workshop, however, will not be eligible to participate.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of December 1, 2017.

**Placement Site:** HLS.

**Health Law and Policy Clinic of the Center for Health Law and  
Policy Innovation**

Clinical Professor Robert Greenwald

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Students in the fall clinic must enroll in either Public Health Law and Policy (2 fall classroom credits) OR Health Care Rights in the Twenty-First Century (2 fall classroom credits). Students who enroll in the fall clinic will be enrolled in one of the required courses by the Office of Clinical and Pro Bono Programs. Students are guaranteed a seat in one of these two required courses, but are not guaranteed their first choice.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

**Health Law and Policy Clinic of the Center for Health Law and  
Policy Innovation**

Clinical Professor Robert Greenwald

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Public Health Law and Policy (2 spring classroom credits). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** HLS.



**Housing Law Clinic**  
Maureen McDonagh

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Housing Law Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** WilmerHale Legal Services Center (Jamaica Plain).

**International Human Rights Clinic**

Clinical Professor Tyler Giannini, Clinical Professor Susan Farbstain

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Students in the fall clinic must enroll in **either** Human Rights Advocacy (2 fall classroom credits) or Armed Conflict and Humanitarian Protection Clinical Seminar (2 fall classroom credits). Students who enroll in the fall clinic will be enrolled in one of the required courses by the Office of Clinical and Pro Bono Programs. Students are guaranteed a seat in one of these two required courses, but are not guaranteed their first choice. Students may enroll in only one of the two courses.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

**International Human Rights Clinic**  
Clinical Professor Tyler Giannini, Clinical Professor Susan Farbstein

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Human Rights Advocacy (2 spring classroom credits). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** HLS.

**International Human Rights Clinic - Advanced**  
Clinical Professor Tyler Giannini, Clinical Professor Susan Farbstein

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Advanced Skills Training for Human Rights Advocacy (2 fall classroom credits). Once a student enrolls in this clinic, the Office of Clinical and Pro Bono Programs will enroll them in the required course.

**Additional Co-/Pre-Requisites:** Prior semester of the International Human Rights Clinic.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

**Litigating in the Family Courts: Domestic Violence and Family Law Clinic**  
Nnena Odim

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Litigating in the Family Courts: Domestic Violence and Family Law Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** WilmerHale Legal Services Center (Jamaica Plain).

**Making Rights Real: The Ghana Project Clinic**  
Professor Lucie White

Winter 2018 Clinic  
2 clinical credits

**Required Class Component:** Making Rights Real: The Ghana Project (1 fall classroom credit + 1 winter classroom credit + 1 spring classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes - Applications are due August 14, 2017.

**Add/Drop Deadline:** Please note this clinic has an early drop deadline of August 29, 2017.

**Placement Site:** HLS and required travel to Ghana over winter term.

## **Predatory Lending and Consumer Protection Clinic**

Roger Bertling, Toby Merrill

Fall 2017 Clinic

3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic

3, 4, or 5 clinical credits

**Required Class Component:** Predatory Lending and Consumer Protection Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** WilmerHale Legal Services Center (Jamaica Plain).

## **Semester in Human Rights**

Clinical Professor Tyler Giannini, Clinical Professor Susan Farbstein

Fall 2017 Clinic

7 or 8 clinical credits

**Required Class Component:** Advanced Skills Training for Human Rights Advocacy (2 fall classroom credits). Once a student is accepted into this clinic, the Office of Clinical and Pro Bono Programs will enroll them in the required course.

**Additional Co-/Pre-Requisites:** 3L's only; prior semester of the International Human Rights Clinic.

**By Permission:** Yes. Applications are due April 29, 2017.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

**Transactional Law Clinics**  
Clinical Professor Brian Price

Fall 2017 Clinic  
4 or 5 clinical credits

**OR**

Spring 2018 Clinic  
4 or 5 clinical credits

**Required Class Component:** Transactional Law Clinical Workshop (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** HLS.

**Veterans Law and Disability Benefits Clinic**  
Clinical Professor Daniel Nagin

Fall 2017 Clinic  
3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
3, 4, or 5 clinical credits

**Required Class Component:** Veterans Law and Disability Benefits Clinical Seminar (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in the clinic will automatically enroll you in this required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** WilmerHale Legal Services Center (Jamaica Plain).

## Externship Clinics

### **Capital Punishment Clinic** Professor Carol Steiker

Winter 2018- Spring 2018 Clinic  
4 or 5 clinical credits (2 winter clinical credits + 2-3 spring clinical credits)

**Required Class Component:** Capital Punishment in America (3 fall classroom credits). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** No.

**By Permission:** No.

**Add/Drop Deadline:** Please note this clinic has an early drop deadline of August 29, 2017.

**Placement Site:** Various externship placements. Please contact OCP for more information.

### **Child Advocacy Clinic** Crisanne Hazen

Winter 2018 - Spring 2018 Clinic  
6 or 7 clinical credits (2 winter clinical credits + 4-5 spring clinical credits)

**OR**

Spring 2018 Clinic  
4-5 clinical credits

**Required Class Component:** Child Advocacy Clinical Seminar (2 spring classroom credits). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline - October 31, 2017 for winter-spring students; December 5, 2017 for spring students.

**Placement Site:** Various externship placements. For a master list of placement sites since CAP's inception, please visit CAP's website:

<http://www.law.harvard.edu/programs/about/cap/clinic/index.html>

(Criminal Prosecution Clinic)  
**ITA Prosecution Perspectives Clinic**  
John Corrigan

Fall 2017 - Winter 2018 Clinic  
5 clinical credits (4 fall clinical credits + 1 winter clinical credit)  
**Open to 3Ls only**

**Required Class Component:** ITA: Prosecution Perspectives (3 fall classroom credits + 1 winter classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** Trial Advocacy Workshop (TAW) and Evidence. Students must enroll in both classes separately from the clinic enrollment. There is no clinic preference or priority to enroll in TAW or Evidence. Failure to meet the pre/co-requisites by the clinic's add/drop deadline will result in the student being dropped from this clinic and class.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** Various District Attorney Offices throughout Massachusetts.

**Democracy and the Rule of Law Clinic**  
Ben Berwick, Justin Florence

Fall 2017 Clinic  
2, 3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic  
2, 3, 4, or 5 clinical credits

**Required Class Component:** Legal Tools for Protecting Democracy and the Rule of Law in America (taken concurrently with the clinic - either 2 fall classroom credits or 2 spring classroom credits, depending on which semester you enroll in the clinic). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** Remote work with The Protect Democracy Project.

## **Employment Law Clinic**

Steve Churchill

Fall 2017 Clinic

3, 4, or 5 clinical credits

**Required Class Component:** Employment Law Workshop: Advocacy Skills (2 fall classroom credits). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** Various externship placements. Please contact OCP for more information.

## **Employment Law Clinic**

Steve Churchill

Spring 2018 Clinic

3, 4, or 5 clinical credits

**Required Class Component:** Employment Law Workshop: Strategies for Social Change (2 spring classroom credits). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** Various externship placements. Please contact OCP for more information.



**Government Lawyer: Attorney General Clinic**  
James Tierney

Fall 2017 Clinic  
4 or 5 clinical credits

**OR**

Spring 2018 Clinic  
4 or 5 clinical credits

**Required Class Component:** The Role of the State Attorney General (2 spring classroom credits). Some seats are reserved for clinical students. Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline – August 5, 2017 for fall students; August 29, 2017 for spring students.

**Placement Site:** Various externship placements at the Massachusetts's Attorney General's Office.

**Government Lawyer: Attorney General Clinic**  
James Tierney

Winter 2018 Clinic  
2 clinical credits

**Required Class Component:** The Role of the State Attorney General (2 spring classroom credits). Some seats are reserved for clinical students. Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline of August 29, 2017.

**Placement Site:** Various externship placements at State Attorney General Offices throughout the country.

**Government Lawyer: Semester in Washington Clinic**

Jonathan Wroblewski

Winter 2018- Spring 2018 Clinic

8 clinical credits (2 winter clinical credits + 6 spring clinical credits)

**OR**

Spring 2018 Clinic

6 clinical credits

**Required Class Component:** Government Lawyer: Semester in Washington Clinical Seminar (3 spring classroom credits). Students who are accepted into the clinic will be enrolled in both the clinic and clinical seminar by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes. Applications are due August 25, 2017.

**Add/Drop Deadline:** December 1, 2017 for winter-spring students, January 12, 2018 for spring students.

**Placement Site:** Various externship placements in Washington D.C.

**Government Lawyer: United States Attorney Clinic**

Professor Alex Whiting

Fall 2017 Clinic

5 clinical credits

**OR**

Spring 2018 Clinic

5 clinical credits

**Required Class Component:** Government Lawyer (3 fall classroom credits). Some seats are reserved for clinical students. Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes. Applications are due March 27, 2017.

**Add/Drop Deadline:** Please note that this clinic has an early drop deadline – May 11, 2017 for fall students; August 29, 2017 for spring students.

**Placement Site:** Various externship placements at the U.S. Attorney's office in Boston.

**Judicial Process in Trial Courts Clinic**

Judge John Cratsley

Spring 2018 Clinic  
2, 3, 4, or 5 clinical credits

**Required Class Component:** Judicial Process in Trial Courts (2 spring classroom credits). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** January 12, 2018.

**Placement Site:** Various externship placements in Massachusetts courts.

**Public Education Policy and Consulting Clinic**

Visiting Professor James Liebman

Fall 2017 Clinic  
8 clinical credits

**OR**

Spring 2018 Clinic  
8 clinical credits

**Required Class Component:** Public-Sector Structural Change in K-12 Education (taken concurrently with the clinic – either 5 fall classroom credits or 5 spring classroom credits, depending on which semester you enroll in the clinic. Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes. Applications are due by March 27, 2017.

**Add/Drop Deadline:** Due to the off-campus location of this clinic, students are asked to make a firm commitment by May 8, 2017.

**Placement Site:** Columbia Law School in New York City (students spend the entire semester in NYC).

**Sports Law Clinic**  
Peter Carfagna

Winter 2018 Clinic  
2 clinical credits  
**OR**  
Spring 2018 Clinic  
2, 3, 4, or 5 clinical credits

**Required Class Component:** This clinic requires that students have taken or are currently taking at least one of the courses listed below.

**Additional Co-/Pre-Requisites:** Sports Law: Advanced Contract Drafting (fall 2017); Sports and the Law: Examining the Legal History and Evolution of America's Three "Major League" Sports: MLB, NFL and NBA (fall 2017); Sports and the Law: Representing the Professional Athlete (winter 2018).

**By Permission:** Yes. The deadline to apply is Monday, October 17, 2017.

**Add/Drop Deadline:** December 1, 2017 for winter students; January 12, 2018 for spring students.

**Placement Site:** Various externship placements. Please contact OCP for more information.

**Supreme Court Litigation Clinic**  
Thomas Goldstein, Jonathan Massey

Winter 2018 Clinic  
2 clinical credits

**Required Class Component:** Supreme Court Litigation (1 winter classroom credit). This clinic and course are bundled; your enrollment in this clinic will automatically enroll you in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** Yes. Applications are due by October 2, 2017.

**Add/Drop Deadline:** December 1, 2017.

**Placement Site:** Washington D.C

## Courses with Limited Clinical Placements

### **Delivery of Legal Services Clinic**

Jeanne Charn

Fall 2017 Clinic

3, 4, or 5 clinical credits

**OR**

Spring 2018 Clinic

3, 4, or 5 clinical credits

**Required Class Component:** Legal Profession - The New Market for Personal Legal Services: Ethical and Professional Challenges (taken concurrently with the clinic - either 3 fall classroom credits or 3 spring classroom credits, depending on which semester you enroll in the clinic). Students who enroll in this clinic will be enrolled in the required course by the Office of Clinical and Pro Bono Programs.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017 for fall students; January 12, 2018 for spring students.

**Placement Site:** Various externship placements. Please contact OCP for more information.

### **Mediation Clinic**

David Hoffman

Fall 2017 Clinic

1 clinical credit

**Required Class Component:** Mediation (3 fall classroom credits). Once a student enrolls in this clinic, the Office of Clinical and Pro Bono Programs will enroll them in the required course.

**Additional Co-/Pre-Requisites:** None.

**By Permission:** No.

**Add/Drop Deadline:** August 29, 2017.

**Placement Site:** HLS.

## **Professional Responsibility Requirement**

The below clinical courses satisfy the HLS Professional Responsibility Requirement:

- ◆ Criminal Justice Institute: Defense Theory and Practice (Fall-Winter)
- ◆ Government Lawyer (Fall)
- ◆ Government Lawyer: Semester in Washington Clinical Seminar (Spring)
- ◆ Introduction to Advocacy: Ethics and Skills in Clinical Practice (Fall-Spring)
- ◆ ITA: Prosecution Perspectives (Fall-Winter)
- ◆ Legal Profession - The New Market for Personal Legal Services: Ethical and Professional Challenges (Fall or Spring)

# Frequently Asked Questions

## Basic Questions

### *What counts as clinical work?*

Clinical work must be legal, and involve the application or interpretation of law, the formulation of legal policy, the drafting of legislation or regulations, or legal advocacy or representation. It should not be clerical in nature. All work must be supervised by a licensed attorney or a law professor. Work on political campaigns does not count for clinical credit, but may count for the pro bono requirement if the work is legal.

### *Who can take clinical placements?*

Students must complete their first year of law school before participating in a clinical at HLS. Due to Massachusetts rules on representing clients in criminal proceedings, two clinics require students be in their 3L year: the Criminal Justice Institute and the Criminal Prosecution Clinic (ITA Prosecution Perspectives). Some clinics have additional restrictions and course pre-requisites. All clinics must have a classroom component (either co- or pre-requisite); check each [clinic's description](#) in the HLS course catalog.

## Connection to Courses

### *Do I have to take a class in order to do a clinic?*

All clinics must be taken in connection to a class, which will provide the substantive background to your clinical work. When you enroll for a clinic, carefully review the clinic description to find out what the class component is for the clinic.

In most instances, clinic enrollment is “bundled” with a particular class where the class and clinic are always added and dropped together (e.g. the Cyberlaw Clinic and the Cyberlaw Clinical Seminar). In other cases, you will need to sign up separately for the class (e.g. the Sports Law Clinic). In a few situations, there are class seats reserved specifically for clinic students, and the Office of Clinical and Pro Bono Programs will take care

of your enrollment in these courses. However, students who enroll in a course under a reserved clinical seat will lose their seat in the course should they choose to drop the clinic. The clinic description will indicate which course(s) you must take and whether enrollment is bundled, separate, or if it's separate but there are class seats reserved for clinic students.

*I'm in a class that has a clinical option. How do I sign up for the clinical?*  
Clinic enrollment is separate from course enrollment, unless the class and clinic are bundled. You can search for clinics in the [course catalog within Helios](#).

*Are there any prerequisites for clinicals?*

Few clinics have pre-requisites, but if you are looking to do a clinical that includes court practice, Evidence or Trial Advocacy Workshop is most likely a pre-requisite or co-requisite. The clinic description in the [HLS Course Catalog](#) will list pre-requisites and co-requisites.

*Can I continue working on my clinical cases/projects in a subsequent semester?*

Yes, students who complete the original course and clinical can arrange to continue clinical work in a subsequent semester (even into another year) by applying for a [continuing clinical](#). Approval of the clinical supervisor and the clinic's faculty director is required (regular clinical credit minimums/maximums apply).

## **Adding and Dropping**

*How do I add a clinic?*

Most clinics are available to add through Helios. For clinics that require an application, the Office of Clinical and Pro Bono Programs will enroll you in the clinic once you have been accepted.

*If I drop a clinic, can I stay in the class?*

If you enrolled in the class as a direct result of your clinic enrollment (i.e. the clinic was bundled with the class, or you received priority into the class as a clinic student), then you must also drop the class.



*Are all clinics in clinical registration?*

Some clinics are by permission and cannot be added through clinical registration or during Add/Drop on Helios. These courses are noted as "By-Permission" in the each clinic's course description, as well as on page 14. Enrollment instructions for By-Permission clinicals are explained in the clinic descriptions. Independent clinicals and continuing clinicals require applications and are by-permission.

*What if I drop after the clinical add/drop deadline?*

Clinics line up clients, cases, and projects well before the semester begins, and depend on enrolled students to determine how many cases to take. Thus, clinics have [add/drop deadlines](#) that are **earlier** than non-clinical courses.

**Dropping after the clinic's add/drop deadline results in a "Withdrawal" notation on your transcript. If you drop a clinic, you are dropped from both the clinical course and the clinic.**

## Placements

*If I already went through the security clearance process for the U.S. Attorney's Office, do I have to do it again?*

Yes. Typically security clearances for the U.S. Attorney's Office last for 3 months.

*Can I receive transportation assistance to get to my clinical placement?*

The Office of Clinical and Pro Bono Programs does not offer transportation assistance. However, you can sign up for discounted T passes through the Dean of Students Office before the semester begins. The Legal Services Center (LSC) in Jamaica Plain also offers their clinical students some limited financial assistance for travel.

*Does transportation time count towards my clinical hours?*

Travel time does not count towards your clinical hours.

*I heard I can be certified to appear in court - how does that work?*

Under the Massachusetts Supreme Judicial Court Student Practice Rule 3:03, J.D. students in their second and third year may appear in court in

legal matters if certain criteria are met. In general, students must work under the direct supervision of a Massachusetts licensed attorney, be involved in a clinical program, and enrolled full time and in good standing with the law school. 2L students can only appear in court in civil matters; 3L students may appear in civil or criminal matters.

If court appearances are required for your clinical work, contact the Office of Clinical and Pro Bono Programs to determine if you are eligible for student certification (in-house clinics that involve court practice often arrange certification for all eligible students in the clinic). If you are eligible, the Office of Clinical and Pro Bono Programs will arrange for your certification. Please send inquiries to [clinical@law.harvard.edu](mailto:clinical@law.harvard.edu) approximately 3-4 weeks before any court appearance.

## Clinical Credits and Work Schedules

*How many clinicals can I take in a semester?*

You may only take one clinical per semester.

*What is the maximum number of clinical credits I can take?*

In the fall and spring semesters, there is a limit of 5 clinical credits. In the winter term, there is a limit of 2 clinical credits. J.D. students can only take up to 16 clinical credits, which is the maximum that can count towards the degree requirement for the J.D. degree (52 upper-level credits are needed to graduate). Students who have questions about this policy should contact the Assistant Dean for Clinical Programs, [Lisa Dealy](#). Combining clinical, cross-registration, and written work credits, up to 16 credits can count towards the J.D. degree requirement. Review the [HLS Academic Handbook](#) for more information on degree requirements.

*How can I change my clinical credits?*

You can change clinical credits by emailing [Maggie Bay](#) in the Office of Clinical and Pro Bono Programs up until the following dates:

- ◆ Fall 2017 – October 10, 2017
- ◆ Spring 2018 – February 20, 2018

Each clinical credit corresponds to 4 hours of clinical work. After the above dates, all clinical credit changes must be requested by your direct clinical supervisor and submitted to the [Office of Clinical and Pro Bono Programs](#) or [Maggie Bay](#).

*Can I work from home?*

You must fulfill all of your clinical work hours on-site at your clinical placement, if it is located on campus or in the Boston area. Any exceptions or deviations must be discussed in advance with your supervisor and the Office of Clinical and Pro Bono Programs.

*Do I have to make up holidays or vacation weeks?*

You are responsible for consistently working the required number of hours each week throughout the semester, with exceptions for the December holidays and spring break week. During these excused absences, which you should coordinate in advance with your placement supervisor, you are required to ensure that all casework is covered and that clients are aware of your absence. Any unplanned hours missed from your weekly schedule of clinical work must be made up within a reasonable period of time on a schedule developed in conjunction with your clinical supervisor.

*Do my clinical credits count towards my pro bono requirement?*

Clinical work that is for a non-profit or government entity will count for the [pro bono requirement](#). Clinical credits are automatically converted into pro bono hours and placed on students' records at a set rate of 48 hours per clinical credit after grades are submitted. Please [contact us](#) if you have questions about your clinical qualifying for the pro bono requirement.

## **HLS Written Work Requirement**

Clinical writing and attorney work product from your clinical placement may satisfy option 2 of the HLS Written Work Requirement. Please see the [Written Work Requirement](#) for more information and [forms](#).

*Please note: Your Clinical Faculty Director - or for externships, your Clinical Supervisor - must sign off on the form.*

## **Clinical Email System Policy**

All J.D. students have two HLS email accounts, the student account (astudent@J.D.##.law.harvard.edu) and the clinic account (astudentJ.D.##@clinics.law.harvard.edu).

Students must use the clinical email account exclusively for work related to an HLS clinic and/or Student Practice Organization. Students working at externship and/or pro bono organizations for HLS clinical or pro bono credit must adhere to the email policies of their placement organizations. Many external organizations provide students with an email address to use for their work during the placement. If the placement does not provide this, students should discuss the existence of their HLS clinical account with the supervisor and should use this account.

**Students should not use their regular HLS or personal email accounts for clinic, externship or pro bono work.**

The clinic email account has extra security measures in place to protect the confidentiality and integrity of privileged client communication and case information. These measures protect the student, the supervisor, and the clients from inadvertent disclosure of confidential information. This email account should never be used for personal or other matters unrelated to clinical work.

Please visit the [Clinical Email System Policy page](#) for the complete policy.

# **Client Confidentiality and Professional Conduct**

*What kind of guidelines do I follow as a student attorney?*

In order for HLS students to practice law, you must be practicing under the auspices of an HLS clinic or SPO. You may not identify yourself as an attorney or give the impression to clients that you are an attorney, even though you have all the responsibilities and obligations of an attorney. Always advise clients and others that you are a law student. If someone mistakenly refers to you as an attorney or otherwise indicates that they think you are an attorney, you must clarify that you are a student. The [Massachusetts Rules of Professional Conduct](#) or the rules or codes of the particular jurisdiction of your placement apply to you. Please make sure that you are familiar with these rules and can access them during the semester. When questions or problems arise, there are many resources available to you, including your supervising attorney and the Office of Clinical and Pro Bono Programs. Learn more at the [Dean of Students](#) page.

*Are there any confidentiality issues I should know about?*

The majority of students enrolled in a clinic are working in a law office environment, practicing under a special court rule. Because of this, you are bound by the same “attorney/client” confidentiality rules as staff at each placement site. While most clinical placements will address confidentiality issues with you, please feel free to raise any questions or concerns you may have with your supervisor.

We recommend the following as a starting point for dealing with client confidentiality:

- At all times, assure the client that all matters discussed relating to his or her legal problem and all written materials relative to the client or case are confidential. This also applies to potential clients you interview who are seeking legal advice.
- At the beginning of your clinical work, discuss any potential conflicts of interest with your supervisor, including any prior knowledge or legal work

you may have accomplished on behalf of an opposing party.

- Do not refer to a client by name, provide identifying information or talk about details of the case in common areas of the office (reception area, hallway, elevators) where other clients or visitors may overhear you. This same rule applies when you are outside of the office (e.g., at a local restaurant), or when you're in a law school setting such as a class. Although we encourage the integration of clinical work into the classroom, you must never write a law school paper or exam, or provide your professor with case file documentation containing the client's name or other identifying information about the case or client.

- Handle case files carefully to avoid breaching client confidentiality. Whenever possible, case files and case-related documents should be kept in a filing cabinet, not on a desktop, where confidential information could be viewed by anyone walking by. Case files belong to the clinic and as such, all case/client related papers, files, emails, and electronic documents must be returned to the clinic by the end of the semester.

# **Notes**