



HARVARD LAW SCHOOL CLINICAL AND PRO BONO PROGRAMS

LEARNING THE LAW | SERVING THE WORLD

SPO SKILLS MATRIX 2018-19

SPO	Description	Skills	Time Commitment
Harvard Defenders	Represents low-income clients at Massachusetts criminal show-cause hearings before clerk magistrates, works in partnership with outside organizations, and provides referrals to other legal services.	<ul style="list-style-type: none"> Analyzing facts Collaboration/teamwork Direct client advising & services Interviewing & counseling clients Interviewing witnesses Investigation/factual research Representing clients in court 	1 case per semester (5 to 10 hours per case on average)
Harvard Law Entrepreneurship Project (HLEP)	Provides legal research and advising services to entrepreneurs in the Harvard Business School and MIT Sloan communities.	<ul style="list-style-type: none"> Collaboration/teamwork Contract drafting Direct client advising & services Doctrinal legal research Interviewing & counseling clients Investigation/factual research 	About 10 hours over a six to eight week advising period for team members, with an additional 3 to 4 hours for team leaders.
Harvard Mediation Program (HMP)	Student mediators handle cases in either small claims court, harassment prevention orders, landlord-tenant cases, or tenant-to-tenant disputes. Students also provide trainings to HLS community members and outside community agencies.	<ul style="list-style-type: none"> Analyzing facts Collaboration/teamwork Direct client services Interviewing clients Negotiation Oral presentation 	Approximately 4 hours of mediation every other week and 3 office hours
Harvard Prison Legal Assistance Project (PLAP)	Provides free representation to prisoners at disciplinary, parole, and other administrative hearings in Massachusetts state prisons. Students assist inmates with prison-related problems (medical, civil rights, and property) by responding to inmate letters and calls during weekly office hours. Also works on impact litigation and prison policy initiatives.	<ul style="list-style-type: none"> Collaboration/teamwork Direct client advising and services Discovery: other Grassroots advocacy Interviewing witnesses Interviewing & counseling clients Investigation/factual research Oral arguments Policy Representing clients 	1 hour per week on office hours; Approximately 20 hours per hearing (optional)
HLS Advocates for Human Rights	Provides direct support to student-led projects assisting NGOs and other institutions around the world, affords opportunities for students to develop their own projects, and provides support to the International Human Rights Clinic's projects. Advocates has projects on workers' rights in Latin America, corporate impact on communities in West Africa, transitional justice in Sri Lanka, asylum-seeking children in Israel, and projects in partnership with the Public International Law Group.	<ul style="list-style-type: none"> Analyzing facts Brief writing Collaboration/teamwork Doctrinal legal research & writing Interviewing clients Investigation/factual research Policy 	<p>Varies by project and involvement. Members working on projects can expect to spend 2 to 5 hours per week.</p> <p>There are also options, such as joining a committee and general membership.</p>

SPO	Description	Skills	Time Commitment
HLS Immigration Project (HIP)	Provides community outreach, education and advocacy, and pro bono legal representation to immigrants through four main projects: Know Your Rights campaigns, Immigration Services, Iraqi Refugee Assistance Project, and Bond Hearing Representation.	<ul style="list-style-type: none"> • Analyzing facts • Counseling clients • Collaboration/teamwork • Direct client advising & services • Doctrinal legal research & writing • Grassroots advocacy • Interviewing clients • Investigation/factual research • Policy 	Hours vary by project. Including mandatory training sessions, average commitment ranges from 10 to 40 hours per semester. Some projects do not begin until the spring semester.
HLS Mississippi Delta Project	Provides pro bono legal assistance and policy analysis for non-profit, for profit, and governmental clients in Mississippi in the following issue areas: food policy, mental health, substance abuse, education, financial services access, and local leadership capacity building.	<ul style="list-style-type: none"> • Analyzing facts • Counseling clients • Collaboration/teamwork • Contract drafting • Direct client services • Grassroots advocacy • Investigation/factual research • Legislation • Policy 	1 to 4 hours per week, with some variability depending on project.
HLS Negotiators	Provides real-life practice opportunities in negotiation and dispute resolution by working with clients locally, nationally, and internationally to provide negotiation coaching and training, design systems for dealing with internal disputes, perform negotiation research, and conduct conflict assessments of complex situations.	<ul style="list-style-type: none"> • Counseling clients • Collaboration/teamwork • Direct client advising • Grassroots advocacy • Interviewing clients • Interviewing witnesses • Investigation/factual research • Negotiation • Policy 	Average 1 to 5 hours per week Varies by commitment options and client project.
Project No One Leaves (PNOL)	Students visit foreclosed property in Boston to inform tenants and former homeowners about their legal rights. PNOL helps connect residents to community organizations and to legal services offices that may be able to defend them in any subsequent eviction action.	<ul style="list-style-type: none"> • Analyzing Facts • Client Counseling • Direct Client Services • Grassroots Advocacy 	No specific commitment. Weekly canvasses are optional, on Saturdays from 10am – 1pm. Anyone is welcome to attend a canvass and/or community meeting.
Recording Artists Project (RAP)	Offers its clients pro bono counsel in such matters as copyright and trademark registration, sample clearances, and the negotiation and drafting of contracts related to music production, management, performance, licensing, and merchandising.	<ul style="list-style-type: none"> • Analyzing facts • Collaboration/teamwork • Contract Drafting • Direct client advising & services • Doctrinal legal research & writing • Interviewing & counseling clients • Investigation/factual research • Negotiation 	Average 1 to 3 hours per week.
Tenant Advocacy Project (TAP)	Provides pro bono representation and advice to public housing tenants who are facing eviction or subsidy termination, and individuals who have been denied admission to a public housing or subsidy program.	<ul style="list-style-type: none"> • Collaboration/teamwork • Direct client advising & services • Doctrinal legal research & writing • Interviewing & counseling clients • Interviewing witnesses • Investigation/factual research • Negotiation • Representing clients in administrative hearings • Trial practice 	1 case per semester (10 to 15 hours per case); weekly office hour shifts (1 hour each); occasional advice cases (~1-2 hours, ~2 per semester)