



**Student Practice Organization Skills Matrix**  
**2020-2021**

SPO	Description	Skills	Time Commitment
<a href="#">Harvard Defenders</a>	Represents low-income clients at Massachusetts criminal show-cause hearings before clerk magistrates, assists with sealing Criminal Offender Record Information (CORI), and provides referrals to other legal services.	<ul style="list-style-type: none"> <li>Analyzing facts</li> <li>Collaboration/teamwork</li> <li>Direct client advising &amp; services</li> <li>Interviewing &amp; counseling clients</li> <li>Interviewing witnesses</li> <li>Investigation/factual research</li> <li>Representing clients in court</li> </ul>	<p>Minimum of 1 case per semester (5 to 10 hours per case on average).</p> <p>2 additional hours per week for intake and a team meeting.</p>
<a href="#">Harvard Law Entrepreneurship Project (HLEP)</a>	Teams work together to provide legal research and analysis to entrepreneurs in the Harvard and MIT communities.	<ul style="list-style-type: none"> <li>Collaboration/teamwork</li> <li>Contract drafting</li> <li>Direct client advising &amp; services</li> <li>Doctrinal legal research</li> <li>Interviewing &amp; counseling clients</li> <li>Investigation/factual research</li> <li>Report writing</li> </ul>	About 10 to 15 hours over a six to eight week advising period for team members, with an additional 3 to 4 hours for team leaders.
<a href="#">Harvard Mediation Program (HMP)</a>	Serve as mediators in pairs for small claims cases, harassment prevention orders, and tenant-to-tenant disputes. Students also provide trainings to HLS community members and outside community agencies.	<ul style="list-style-type: none"> <li>Analyzing facts</li> <li>Collaboration/teamwork</li> <li>Direct client services</li> <li>Interviewing clients</li> <li>Negotiation and mediation</li> <li>Oral presentation</li> </ul>	<p>3 mediation sessions the spring semester and 5 mediation sessions each subsequent semester. One session of participant coaching in a subsequent Basic Training. Two-semester commitment.</p>
<a href="#">Harvard Prison Legal Assistance Project (PLAP)</a>	Provides representation to prisoners at disciplinary, parole, and other administrative hearings in Massachusetts state prisons. Students assist incarcerated individuals with prison-related problems (medical, civil rights, and property) by responding to letters and calls and work on impact litigation, prison policy initiatives, and commutation petitions.	<ul style="list-style-type: none"> <li>Analyzing facts</li> <li>Collaboration/teamwork</li> <li>Direct client advising &amp; services</li> <li>Discovery</li> <li>Grassroots advocacy</li> <li>Interviewing witnesses</li> <li>Interviewing &amp; counseling clients</li> <li>Investigation/factual research</li> <li>Oral arguments</li> <li>Policy</li> <li>Representing clients</li> <li>Trial practice</li> </ul>	<p>2 hours per week on office hours; Approximately 10-20 hours per hearing (optional)</p>
<a href="#">HLS Advocates for Human Rights</a>	Provides legal research and engages in human rights advocacy on student-led projects with human rights practitioners and NGOs around the world and provides support to the International Human Rights Clinic's projects. Promotes awareness of human rights issues on campus and organizes training sessions.	<ul style="list-style-type: none"> <li>Analyzing facts</li> <li>Collaboration/teamwork</li> <li>Legal research &amp; writing</li> <li>Grassroots advocacy</li> <li>Interviewing clients</li> <li>Investigation/factual research</li> <li>Policy</li> </ul>	Varies by project and involvement. Project members spend 2 to 5 hours per week. Project leaders spend 4-7 hours per week.

SPO	Description	Skills	Time Commitment
<a href="#">HLS Immigration Project (HIP)</a>	Provides community outreach, education and advocacy, and pro bono legal representation to immigrants through these main projects: Know Your Rights campaigns, Immigration Services, Iraqi Refugee Assistance Project, and Bond Hearing Representation.	<ul style="list-style-type: none"> <li>• Analyzing facts</li> <li>• Counseling clients</li> <li>• Collaboration/teamwork</li> <li>• Direct client advising &amp; services</li> <li>• Doctrinal legal research &amp; writing</li> <li>• Grassroots advocacy</li> <li>• Interviewing clients</li> <li>• Investigation/factual research</li> <li>• Policy</li> </ul>	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.
<a href="#">HLS Mississippi Delta Project</a>	Provides legal assistance and policy support for mission-driven organizations in Mississippi. Students will work in teams on projects advancing food justice, criminal justice, environmental justice and reproductive justice.	<ul style="list-style-type: none"> <li>• Analyzing facts</li> <li>• Counseling clients</li> <li>• Collaboration/teamwork</li> <li>• Contract drafting</li> <li>• Direct client services</li> <li>• Grassroots advocacy</li> <li>• Investigation/factual research</li> <li>• Legislation</li> <li>• Policy</li> </ul>	1 to 4 hours per week, with some variability depending on project.
<a href="#">HLS Negotiators</a>	Opportunities include regular simulations where students practice their negotiation skills and get feedback; real-life client projects in interpersonal negotiation, systems design, and training locally, nationally, and internationally; and engagement with the greater ADR community both on and off campus.	<ul style="list-style-type: none"> <li>• Counseling clients</li> <li>• Collaboration/teamwork</li> <li>• Direct client advising</li> <li>• Grassroots advocacy</li> <li>• Interviewing clients</li> <li>• Interviewing witnesses</li> <li>• Investigation/factual research</li> <li>• Negotiation</li> <li>• Policy</li> </ul>	Average 1 to 5 hours per week  Varies by commitment options and client project.
<a href="#">Project No One Leaves (PNOL)</a>	Works with City Life-Vida Urbana, a grassroots organizing group in Boston, to support and defend communities facing gentrification, eviction, foreclosure, and deportation.	<ul style="list-style-type: none"> <li>• Analyzing facts</li> <li>• Client counseling</li> <li>• Community education</li> <li>• Direct client services</li> <li>• Grassroots advocacy</li> </ul>	No specific commitment. Students are free to pick up assignments depending on their level of interest and capacity.
<a href="#">Recording Artists Project (RAP)</a>	Counsels clients 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"> <li>• Analyzing facts</li> <li>• Collaboration/teamwork</li> <li>• Contract drafting</li> <li>• Direct client advising &amp; services</li> <li>• Doctrinal legal research &amp; writing</li> <li>• Interviewing &amp; counseling clients</li> <li>• Investigation/factual research</li> <li>• Negotiation</li> </ul>	Average 1 to 3 hours per week.
<a href="#">Tenant Advocacy Project (TAP)</a>	Provides representation and advice to public housing tenants, section 8 voucher recipients, and those seeking subsidized housing. Assists clients on issues of eviction, subsidy termination, recertification, waitlist and transfer denial, and reasonable accommodations.	<ul style="list-style-type: none"> <li>• Collaboration/teamwork</li> <li>• Direct client advising &amp; services</li> <li>• Doctrinal legal research &amp; writing</li> <li>• Interviewing &amp; counseling clients</li> <li>• Interviewing witnesses</li> <li>• Investigation/factual research</li> <li>• Negotiation</li> <li>• Representing clients in administrative hearings</li> <li>• Trial practice</li> </ul>	1 case per semester (15-20 hours per case); 1-2 intakes per semester (2-4 hours); occasional advice cases (1-2 hours each)