

Client Interviewing & Counseling Spring 2023

Sarah J. Taylor

Adjunct Professor of Law

Contact Info:

Cell phone: (618) 967-4994

E-mail: sarah@taylorlawmediation.com

Office hours: By appointment (ask me to arrange)

Meeting Place & Time: Wed., 4:30 p.m. to 6:10 p.m., Zoom

Course Description and Objectives:

This skills-based course will cover theories and techniques used in interviewing and counseling clients, using simulation exercises to illustrate client interviewing techniques and writing assignments involving documents used in client representation. Skills developed include active and passive listening, empathy, fact gathering, client goal identification, and ethical and responsive decision-making. We will have guest speakers who will discuss their experiences representing clients, and we will discuss the ethical, professionalism and practical issues that often arise when representing clients. There will be a midterm interviewing assignment and a final assignment in which you will conduct a recorded counseling session, receive feedback, and evaluate yourself.

My goal in teaching this course is to help you develop and improve skills to represent clients in an ethical and effective way. Although there will be discussions about theory, the class is primarily practical in nature, intended to help you think about ways to deal with situations you may encounter as an attorney. I believe you will find that even if you have never had clients, you have developed skills from your work and life experiences that can be transferred to client interviewing and counseling. All of you have these experiences; therefore, all of you have something useful to bring to class discussions and simulations.

Course Materials:

Required text: *Lawyers as Counselors: A Client Centered Approach*, 4th Ed., by Binder, Bergman, Price, and Tremblay. (Referred to as Binder)

Illinois Rules of Professional Conduct: <https://www.illinoiscourts.gov/rules-law/supreme-court-rules>

Other materials shared in class or posted on TWEN

TWEN (The West Education Network):

Please register for this course on TWEN before the first week of classes. The syllabus and reading assignments will be posted on TWEN, as well as other information. You will be expected to check TWEN before each class and are responsible for materials posted on TWEN.

Evaluation:

This is a Satisfactory/Unsatisfactory (pass/fail) course. To receive a passing grade, you must read and be ready to discuss all assigned materials before each class, satisfactorily complete homework in a timely manner, actively participate in class, and satisfactorily complete all projects and writing assignments. Although you will not receive a final numerical grade, you will receive points for class participation, assignments, and exams. You must receive at least **65%** of the available points to pass.

Basic points available (there may be extra credit and/or quizzes):

Class participation:	2 points possible for each class
Weekly assignments:	5 points each, unless otherwise noted
Midterm Interview:	30 points
Final Counseling Assignment:	30 points

Because this class is meant to help you develop practical skills, it will involve participation in discussions and simulations. You will receive constructive feedback from me and your classmates and you will provide feedback to your classmates. Your level of participation (as participant and provider of feedback) and completion of assignments will be significant factors in determining whether you pass this class.

Class Attendance:

Absent extraordinary circumstances, students who miss more than **three (3)** classes will not receive a passing grade. Sometimes students must miss class for Law School activities, such as Moot Court. In the interests of fairness to all students, if you miss class for such an activity, you will receive a regular absence, i.e., these are not “excused” absences. You should plan accordingly when deciding whether to use one of your three absences. It is your responsibility to keep track of your absences. You may check with me during the semester if you are unsure of your absences.

Schedule of Reading Assignments:

A tentative schedule of reading assignments will be posted on TWEN and may be adjusted throughout the course. If so, an updated schedule will be posted, and I will tell you about it in class. You are expected to read all assigned materials before each class and to actively participate in classroom activities, including simulations.

To receive full credit, each written assignment must be turned in on time, typed, grammatically correct, and in compliance with the assignment's requirements. Unless stated otherwise, to be considered "on time," each assignment must be emailed to me at the email address above at or before the start of class to receive credit, regardless of whether you attend that class or not. Each assignment is worth **five (5) points** unless stated otherwise.

There will also be a midterm audio-recorded interview project and a final evaluation in which you will participate in a videotaped client counseling session.

Barring exceptional circumstances, you will not receive credit for assignments, midterm assignment or final evaluations that are turned in late.

ZOOM POLICIES

Zoom Links:

You will find a calendar in TWEN. I have added our class to the calendar with the link to the Zoom class. I will also invite you all in a calendar via email. Please do not share this Zoom link with people who are not in this class. Please note that some classes will not be live, and the calendar will indicate these classes or I will notify you in advance.

Zoom Video Participation Requirement:

This course will take place via Zoom. To ensure that all students participate, **you are required to turn on your video during class**, unless otherwise stated. You must sign-up for a Zoom account if you do not have one already. When entering the classroom, you will be placed into a waiting room. I will only admit you to the room if your name appears, so ensure that when you connect your name clearly appears. You will need to download Zoom, so please do not wait until the start of class to try to connect.

SIUC has provided online resources related to Zoom and online learning, which you can find [HERE](#). If you have questions, issues, or concerns about Zoom or the video requirement, please email me as soon as possible.

I have provided my cell phone number above so you can text me if you have an issue connecting to Zoom. If you get booted from Zoom and must reconnect, please text me or I may not see you in the waiting room. If you do not have the ability to text, please contact me as soon as possible.

Classroom Etiquette:

Please be courteous to others by keeping distractions to a minimum and give the class your full attention. Due to the participatory nature of this class, **you will be required to be on video and participate**. If you need to leave the Zoom room, please do not disrupt class when doing so. To the extent possible, please attend class from a location where

you will not be interrupted by others. You may not attend class while you are operating a vehicle, due to safety concerns and the need to participate actively in class.

Zoom Specific Considerations:

- Appropriate classroom behavior and attire is expected.
- Turn off all notifications and make sure your cell phone is on silent.
- Log into class from a distraction-free, quiet environment.
- Please stay muted until you want to speak, or I call on you.
- Close all applications on your computer to optimize the video quality.
- Use the "Raise Hand" feature if you want to speak. I will not be actively watching the chat unless otherwise stated.
- The chat box can be read by all students and me and will be saved. **This includes "private chats."**
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.

Class Recordings:

You may not record or screenshot our class sessions on Zoom. Live classes will not be recorded by the Law School except for ADA compatibility reasons with prior notice to me. Otherwise, live classes will not be recorded except in extraordinary circumstances, such as if a make-up class must be scheduled on a day that is not a regular class meeting day. Except with my prior approval, no other recording of class is allowed.

Expected Time Requirements for Course:

The American Bar Association standards for accrediting law schools contain a formula for calculating the amount of work that constitutes on credit hour. According to ABA Standard 310(b)(1), "a credit hour is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time."

This is a **two credit** hour course, meaning that we will spend one 100-minute block of time together each week. The amount of assigned reading and out of class preparation should take you about **four** hours for each class session. All told, applying the ABA standard to the number of credits offered in this class, you should plan on spending a total of **six** hours (two in class and four preparing for class) on course-related work.

Additional Attachments:

Please review the attachments below in preparation for the semester, per the direction of SIU School of Law Administration:

- [University Syllabus Attachment](#)
- [School of Law Rules for 2022-23](#)
- [School of Law Honor Code](#)
- [SIUC Student Conduct Code](#)
- This information can also be found on the SIU Law website under [academics / rules and honor code](#).

SYLLABUS ATTACHMENT SIU SCHOOL OF LAW – SPRING 2023

EMERGENCY PROCEDURES: We ask that you become familiar with **Emergency Preparedness @ SIU**. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. To register for alerts, visit <http://emergency.siu.edu/>.

DISABILITY POLICY. SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Disability Support Services coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact DSS immediately at 618-453-5738 or disabilityservices.siu.edu. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations.

SALUKI CARES. The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress – physical, emotional, financial, or personal. By working closely with faculty, staff, students, and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-2461, or siucares@siu.edu, <https://salukicare.siu.edu/>. Assistant Dean Judi Ray is available at the School of Law to help students access university resources. Please email her at judiray@siu.edu, or call 618- 453-3135.

COVID-19. SIUC's policy on face masks and social distancing is consistent with the guidance from the Centers for Disease Control and Prevention and the Illinois

Department of Public Health. For up-to-date information, students, faculty, and staff should visit SIUC's COVID website (<https://siu.edu/coronavirus>), which includes the Saluki Safety Plan. People can also send email to pandemicinfor@siu.edu.

SAFETY AWARENESS FACTS AND EDUCATION Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

Have a good semester!