**Startup Legal Garage**

**LAW 993/994 - Fieldwork Syllabus Fall 2018**

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**Office Hours: Tuesdays and Wednesdays 9-10 AM and by appointment**

Welcome to the fieldwork component of the Startup Legal Garage experiential course. The purpose of the field placement component is to put the concepts that you learn in your classroom module into action, and to provide you with substantial lawyering experience representing real clients under the direct supervision of attorneys from leading Bay Area law firms. Whether you work on corporate or intellectual property matters, your goal in this component is to engage successfully in the kind of real-world practice that you can expect to see as a new associate.

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

* Perform real-world legal analysis of client issues through interviews and research, and propose solutions orally and in written form;
* Listen to and understand client positions and problems and learn to anticipate their needs;
* Increase your sensitivity to your ethical duties;
* Improve your professionalism and civility with clients and colleagues;
* Better understand the business and practice of private law firms and startups;
* Be better prepared for the practice of law upon graduation.

The fieldwork component is graded Credit/No Credit. The decision to award credit will be based on the successful completion of three elements:

1. Completion of the required number of field hours. **Patent module** students will be required to “bill” a minimum of **127.5** total hours over the course of the semester on client matters. **Corporate module** students will be required to “bill” a minimum of **85** hours;
2. Satisfactory performance of job duties, as determined by your attorney supervisor’s evaluation of your work product and professional skills; and
3. Satisfactory completion, as determined by SLG faculty, of self-evaluations, project tracking forms, and other written assignments (as described below)

**1. Field Hours:**

You are to treat your fieldwork as you will your future employment, with the highest level of dedication and professionalism. In many ways this will be a dry run of how to be a practicing attorney. To that end, you will be required to:

* Keep steady track of your field hours “billable” to your client, as would any firm associate. To track hours, we use the Cosmolex timer system, similar to that of many law firms. You are required to enter your hours at least weekly, although best practice is to use the timer mechanism to keep your hours daily or even in real time. **Fill out your time entries consistent with attorney/client privilege, but with enough detail to corroborate and explain your hours.[[1]](#footnote-1) Remember, it is your duty to keep your clients’ secrets safe. Do not share attorney-client privileged or client confidential information with anyone at SLG or outside your firm.** 
  + **NOTE: To ensure timely entry, hours entered more than a week after they are performed and due will not count towards your required semester total. SLG faculty will be monitoring your time entry.**
* Schedule the All-Hands Meeting and at least weekly meetings by phone or in person with your supervising attorney to review workflow. Supervising attorneys are busy and cancellations will happen, but if your attorney cancels weekly meetings more than twice without rescheduling, please inform Prof. Belonick.
* Provide Prof. Belonick a project tracking form (attached) approximately every two weeks (as shown in the due dates below). This sheet will help you manage your hours and track the flow of your projects over a long term, and alert us to any problems coming down the pike. Again, fill out this form consistent with attorney/client privilege, but with enough detail to corroborate and plan your workflow.

**Please inform Prof. Belonick as soon as possible if you foresee a serious ebb in your hours, or if your client or supervising attorney becomes unreasonably unresponsive.** If your field projects are not providing enough hours to meet your requirements, Prof. Belonick can discuss with your supervising attorney and, if necessary, provide you with supplemental exercises and projects to fill the required hours. You must discuss with Prof. Belonick and receive permission before doing any supplemental exercises for hours credit.

**Failure to enter hours timely or bill enough hours may result in no award of credit.**

**2. Supervising Attorney Evaluations:**

Your supervising attorney(s) will provide an evaluation to SLG faculty at the end of the semester that describes your performance, similar to the way in which they evaluate their own associates. Your supervising attorney(s) will be asked to certify whether you have satisfactorily completed your fieldwork.

Among the criteria that they will evaluate:

* Identification and analysis of legal issues
* Problem solving skills
* Client interviewing skills
* Oral and written communication
* Organization and attention to detail
* Listening to and understanding client goals and positions
* Initiative and anticipation of client needs
* Dependability, especially in meeting deadlines
* Sensitivity to ethical duties
* Professionalism and civility with colleagues and clients
* Drafting skills (where applicable)
* Research skills
* Acceptance of constructive criticism

SLG faculty will review the evaluations and, where appropriate, discuss your performance with your supervising attorney and further evaluate students by these same criteria to determine whether credit will be awarded. Prof. Belonick will also be in contact with your attorney supervisor and client during the course of the semester to ensure the quality of your work and educational experience.

**3. Written Assignments:**

Fieldwork is an opportunity to learn from different attorneys, clients, and situations, as well as from your own successes and mistakes. You will be required to write three short (approx. 400 word) journal entries in response to the prompts described below as the semester progresses, and then one longer final Debrief at the end of the semester that will include responses to survey questions and approximately 1000 words of reflective essays in response to prompts to be given at the end of the semester. These writing assignments are a chance to self-evaluate, reflect on your experiences, and articulate what you learn over the course of the semester.

All written assignments are to be submitted to [startuplegalgarage@uchastings.edu](mailto:startuplegalgarage@uchastings.edu) as word documents with the subject line “2018-19 Startup Legal Garage [Corporate or Patent] Module - [Last Name, First Name] - [Name of Assignment], *e.g*., “Journal Entry No. 1” or “Project Tracking Sheet No. 1.” Name the file with the same name as the subject line. Attention to detail is a critical skill for effective lawyering, and your ability to follow these instructions helps to demonstrate that skill. **Failure to complete the written components of the course satisfactorily will result in no award of credit.**

**Important Dates**

**August 25:**  Fall Semester Bootcamp: Introduction and Expectations.

**August 29:**  Have conflicts list (to be discussed at bootcamp) completed and ready to send to your law firm.

**September 4:** Last date for first week of time entry on Cosmolex. Corporate students should have billed at least 8 hours; Patent students should have billed at least 12 hours.

**September 4:** Journal Entry No. 1 due by 11:59 PM by email.

Prompt:  *Research your assigned client and their industry using publicly-available information. What problem(s) is the client trying to solve? What is their target market? Who are your client’s competitors, if any, and how is your client trying to differentiate itself? What is the client’s strategy for growth? How mature is your client as an entity? How sophisticated do the founders seem to be on legal matters? What specific legal problems do you anticipate the client having, and how do you (tentatively) plan to help resolve them?*

**September 11:** Last date for second week of time entry on Cosmolex. Corporate students should have billed at least 16 hours; Patent students should have billed at least 24 hours.

**September 14:** Project Tracking Sheet No. 1 due by 11:59 PM by email.

**September 18:** Last date for third week of time entry on Cosmolex. Corporate students should have billed at least 24 hours; Patent students should have billed at least 36 hours.

**September 21:** Journal Entry No. 2 due by 11:59 PM by email.

Prompt: *Consistent with the attorney-client privilege, reflect on your All-Hands meeting.*[[2]](#footnote-2) *What was your role at the meeting, if any? How prepared were you for what happened? Were there any surprises? What did you learn from how the partner or senior associate interacted with the client? Did anything go less well than you hoped? Better? What would you do differently next time? What would you repeat next time?*

**September 25:** Last date for fourth week of time entry on Cosmolex. Corporate students should have billed at least 32 hours; Patent students should have billed at least of 48 hours.

**October 2:** Last date for fifth week of time entry on Cosmolex. Corporate students should have billed at least 40 hours; Patent students should have billed at least 60 hours.

**October 5:** Project Tracking Sheet No. 2 due by 11:59 PM by email.

**October 9:** Last date for sixth week of time entry on Cosmolex. Corporate students should have billed at least 48 hours; Patent students should have billed at least 72 hours.

**October 9:** Prof. Belonick to circulate signup sheet for mid-semester appointments for week of October 15-19.

**October 16:** Last date for seventh week of time entry on Cosmolex. Corporate students should have billed at least 56 hours; Patent students should have billed at least 84 hours.

**October 15-19:** Meet with Prof. Belonick by appointment for mid-semester check-in and feedback.

**October 19:** Project Tracking Sheet No. 3 dueby 11:59 PM by email.

**October 23:** Last date for eighth week of time entry on Cosmolex. Corporate students should have billed at least 64 hours; Patent students should have billed at least 96 hours.

**October 26**: Journal Entry No. 3 due by 11:59 PM by email.

Prompt: *Describe a professional skill that has improved from the beginning of this semester to this point. How did your improvement develop? Has your supervising attorney or student partner shown professional skills that you found impressive? If so, how can you incorporate those skills in the future? What areas of improvement do you see yourself still needing in your career, and how do you plan to achieve that? What have you found most challenging about your work?*

**October 30:** Last date for ninth week of time entry on Cosmolex. Corporate students should have billed at least 72 hours; Patent students should have billed at least 108 hours.

**November 2**: Project Tracking Sheet No. 4 due by 11:59 PM by email.

**November 6:** Last date for tenth week of time entry on Cosmolex. Corporate students should have billed at least 80 hours; Patent students should have billed at least 120 hours.

**November 8:** Pitch Competition. Time/Place TBD. You may bill hours for attending.

**November 13:** Last date for eleventh week of time entry on Cosmolex. Students should be at or closely nearing their necessary hour totals.

**November 19**: Professor Belonick to email survey for Fall Semester Project Final Debrief.

**November 20:** Last date for twelfth week of time entry on Cosmolex. All hours must be entered.

**November 20**: Fall Semester Projects Must Be Completed and all Work Product delivered to Attorney Supervisor(s).

**November 29**: Fall Semester Project Final Debrief due by 11:59 PM by email.

**Startup Legal Garage Project Tracking Sheet**

**Fall 2018**

**Student Name:**

**Date:**

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| --- | --- | --- | --- | --- | --- | --- |
| Project | Attorney Lead and Firm | Hours Last Two Weeks | Current Responsibilities | Hours Expected Next Two Weeks | Expected Responsibilities Next Two Weeks | Long-Term  Responsibilities/ Project Needs |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Do not include any privileged or confidential information!**

1. *E.g*., not: “Research on possible effect of co-founder’s potential divorce on proposed founder stock split, 5 hours,” and not: “Research, 5 hours.” Instead: “Research into stock ownership and transfers, 5 hours.” [↑](#footnote-ref-1)
2. If you have not had your All-Hands meeting scheduled by this date, inform Prof. Belonick as soon as possible. [↑](#footnote-ref-2)