Client Interviewing & Counseling  
Spring 2017

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Adjunct Professor of Law

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Office hours: By appointment (talk with me to arrange)

Administrative Assistant: Carol Manis

Meeting Place & Time: Thursdays, 6:30-8:10 p.m., Rm. 206

Course Description and Objectives:  
This is a skills-based course that will cover theories and techniques used in interviewing and counseling clients in the context of legal representation. The course utilizes simulation exercises designed to illustrate client interviewing techniques and writing assignments involving documents used in client representation. Skills developed will include active and passive listening, fact gathering techniques, client goal identification, and ethical and responsive decision-making. There will be guest speakers who will discuss their experiences representing clients. Throughout the course, we will discuss the ethical, professionalism and practical issues that arise when representing clients, including those involved in interacting with clients, witnesses, office staff, and other attorneys and judges and time management skills. There will be a midterm interviewing assignment and a final assignment in which you will conduct a videotaped counseling session, receive feedback on your performance, and evaluate yourself.

In teaching this course, my goal is to help you develop and improve skills to represent clients in an ethical and effective manner. Although there will be discussions about theory, this class is primarily practical in nature, designed 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 in 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, 3d ed., by Binder, Bergman, Price and Tremblay. (Referred to as Binder)
Illinois Rules of Professional Conduct, located online at:
http://www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp

Other materials handed out in class or posted on TWEN

Supplemental/suggested reading materials:

_Essential Lawyering Skills, 3rd ed.,_ by Stefan H. Krieger and Richard K. Neumann, Jr. (on Reserve at School of Law Library) (I will assign certain chapters to read)

**Evaluation:**
This is a 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 exercises, 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 throughout the semester):

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class participation</td>
<td>2 points possible for each class</td>
</tr>
<tr>
<td>Weekly assignments</td>
<td>5 points each, unless otherwise noted</td>
</tr>
<tr>
<td>Midterm Interview</td>
<td>30 points</td>
</tr>
<tr>
<td>Final Counseling Assignment</td>
<td>30 points</td>
</tr>
</tbody>
</table>

Because this class is meant to help you develop practical skills, it will involve participation in class discussions and simulations. You will receive constructive feedback from me and your classmates and you will provide feedback to your classmates. Your attendance and level of participation (as participant and provider of feedback) 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 have to 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. Therefore, you should plan accordingly when deciding whether to use one of your three absences.

**Note:** It is your responsibility to keep track of your absences. You are welcome to check with me or my administrative assistant, Carol Manis, during the semester if you are unsure of your absences.
Assignments:
You are expected to read all assigned materials before each class and to actively participate in classroom activities, including simulations. **By signing the attendance sheet each class period, you are indicating that you have read the assigned readings and are prepared for class.**

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 turned in to me, by e-mail, by hand-delivery, or in my faculty mailbox, **at or before the start of class in order to receive credit for the assignment, regardless of whether you attend that class or not.** Each assignment will be 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. There may be quizzes throughout the semester. Your active participation in these activities and competent, timely completion of the written portions of the assignments and exams will be factors considered in determining whether you receive a passing grade.

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

Classroom Etiquette:
Please be courteous to others by keeping distractions to a minimum, turning off electronic devices, and giving the class your full attention. Due to the participatory nature of this class, **use of laptops is not allowed.** You should bring a notepad and writing utensil. If you need to leave during class, please do not disrupt the class.

Class Recordings:
Classes will not be recorded by the Law School, except for ADA compatibility reasons with prior notice to me, or 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.

**TWEN (The West Education Network):**
Please register for this course on TWEN prior to the first week of classes. The syllabus and reading assignments are posted on TWEN, as well as other relevant information. You will be expected to check TWEN before every class and are responsible for any materials posted on TWEN.

**Students with Disabilities:**
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides
centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. \texttt{http://disabilityservices.siu.edu/}. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreement to the School of Law Registrar’s Office to ensure the School of Law provides the proper classroom and examination accommodations.

**Emergency Procedures:**
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available in posters in buildings on campus, on BERT’s website at \texttt{www.bert.siu.edu}, Department of Safety’s website \texttt{www.dps.siu.edu} (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

**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) 453-5714, or \texttt{siucares@siu.edu}, \texttt{http://salukicares.siu.edu/index.html}. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is \texttt{judiray@siu.edu} and her phone number is 618-453-3135.

**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.

**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.

Have a good semester!