



# LAWS478

## Macquarie Social Justice Clinic

S1 Placement 2018

*Dept of Law*

### Contents

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<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	5
<a href="#"><u>Policies and Procedures</u></a>	5
<a href="#"><u>Graduate Capabilities</u></a>	7

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Rebekah Stevens

[rebekah.stevens@mq.edu.au](mailto:rebekah.stevens@mq.edu.au)

W3A 517

Wednesdays, 12-1pm

Credit points

3

Prerequisites

24cp in LAW or LAWS units and permission by special approval

Corequisites

Co-badged status

Unit description

Students will undertake a placement at the Macquarie Social Justice Clinic, a new university-run legal clinic housed on campus at Macquarie Law School. Students will work under the close supervision of solicitor-teachers on real world social justice cases, undertaking a range of activities including legal research and writing, client interviewing, and legal and non-legal advocacy. Students work face-to-face with their solicitor-teacher for one day a week in the clinic on campus. They are also expected to undertake an additional 6-8 hours of independent work per week outside this setting. Online modules will provide students with the knowledge and skills required to participate in a clinical legal environment (e.g. ethical and reflective practice, research skills) and introduce them to social justice issues and aspects of public interest law.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.

Understand how to learn from experience, observation and reflection

Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system

Identify, manage and reflect on ethical issues that arise in legal practice

## General Assessment Information

### Late Submission Penalty

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Quiz</a>	10%	No	Sunday 11 March
<a href="#">Goal setting and review</a>	20%	No	Before W4 clinic & 17 June
<a href="#">Participation journal</a>	40%	No	Ongoing each week
<a href="#">Reflection</a>	30%	No	17 June 2018

### Quiz

Due: **Sunday 11 March**

Weighting: **10%**

The quiz will test your understanding of your ethical and professional obligations set out in the Clinic Operating Manual and Volunteer Agreement

On successful completion you will be able to:

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Goal setting and review

Due: **Before W4 clinic & 17 June**

Weighting: **20%**

This exercise requires you to develop aims and goals for your learning in the clinic. You will submit these goals then meet with the Convenor to discuss (5%), then prepare a goals outcome report at the end of semester (15%).

On successful completion you will be able to:

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Participation journal

Due: **Ongoing each week**

Weighting: **40%**

This exercise requires you to submit a weekly journal about your clinic participation experience. You will be asked to detail the work you completed and to briefly reflect on the learning experience each week. You will receive a mid-semester mark (20%) and an end of semester mark (20%), but will receive feedback on a weekly basis.

On successful completion you will be able to:

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Reflection

Due: **17 June 2018**

Weighting: **30%**

This exercise requires you to reflect on your clinic experience. You can submit your reflection as

a written assignment or as a recorded video.

On successful completion you will be able to:

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Delivery and Resources

Students will undertake a placement at the Macquarie University Social Justice Clinic, a new university-run legal clinic housed on campus at Macquarie Law School. Students will work under the close supervision of solicitor-teachers on real world social justice cases, undertaking a range of activities including legal research and writing, and legal and non-legal advocacy. Students work face-to-face with their solicitor-teacher for one day a week in the clinic on campus. They are also expected to undertake an additional 6-8 hours of independent work per week outside this setting. Online modules will provide students with the knowledge and skills required to participate in a clinical legal environment.

The National Justice Project (NJP) placement is supervised by Adjunct Professor George Newhouse. Students will be required to attend the clinic in person from 10am to 4pm on Fridays, from week 1 to week 13.

The Refugee Advice and Casework Services (RACS) placement is supervised by Senior Solicitor Jemma Hollonds. Students will be required to attend the clinic in person from 10am to 4pm on Wednesdays, from week 1 to week 13.

The Clinic is housed in room W3A610, on Level 6 of the law school.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)

- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](#) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](#) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

#### Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection

#### Assessment tasks

- Quiz
- Goal setting and review
- Participation journal
- Reflection

### Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

#### Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection

- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
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## **Assessment tasks**

- Quiz
- Goal setting and review
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## **Commitment to Continuous Learning**

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

## **Learning outcomes**

- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## **Assessment tasks**

- Quiz
- Goal setting and review
- Participation journal
- Reflection

## **Discipline Specific Knowledge and Skills**

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:



## Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Assessment tasks

- Quiz
- Goal setting and review
- Participation journal
- Reflection

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

## Assessment tasks

- Quiz
- Goal setting and review
- Participation journal
- Reflection

## Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

### Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection

### Assessment tasks

- Quiz
- Goal setting and review
- Participation journal
- Reflection

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

### Learning outcomes

- Demonstrate competency in practical 'lawyering' skills, including preparing file notes and court documents, conducting legal research, and drafting legal correspondence and other forms of legal and non-legal writing.
- Understand how to learn from experience, observation and reflection
- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

### Assessment tasks

- Quiz

- Goal setting and review
- Participation journal
- Reflection

## Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

### Learning outcomes

- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

### Assessment tasks

- Quiz
- Goal setting and review
- Participation journal
- Reflection

## Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

### Learning outcomes

- Critically analyse the personal and professional expectations of a lawyer in practice and entrenched issues of disadvantage in the legal system
- Identify, manage and reflect on ethical issues that arise in legal practice

### Assessment tasks

- Quiz
- Goal setting and review
- Participation journal

- Reflection