Welcome
As a Legislative Student Attorney participating in the Health Justice Project, you have a unique opportunity to gain policy skills and represent a non-profit organization to respond to health disparities on a national level. You will practice and develop skills, which will include stakeholder analysis, research and drafting, and creative problem-solving. We invite you to operate at an attorney level and to take personal responsibility for the quality and future of the Health Justice Project, its clients, and your own development as a lawyer.

A very unique aspect of this course is the opportunity to participate in an interdisciplinary team that includes medical, law and public health students. This course will provide an opportunity to develop a professional relationship with other professionals who are as concerned and committed to improving public health as you are. Each member of this team will come with and provide a different perspective and skill so, through your diversity will come some unique questions and worthwhile strategic solutions. As important as these goals is another, a ‘hidden curriculum,’ which allows new professional relationships, and friendships to develop that result in a healthier population and your ability to effortlessly join an interprofessional team in the future.

Overview
The seminar component of the Health Justice Project is designed to provide you with the training and resources necessary to your successful participation in the policy work. The majority of the seminar time will be used for “team meetings,” during which you and your colleagues will discuss your research findings, analysis and approach to the client’s issue. This time will also be used for lecture and conference calls with the client.

This syllabus is intended to complement the Health Justice Project Handbook. Please refer to the Handbook for detailed descriptions of course goals, objectives and the assignments and meetings listed below.

You should immediately record the dates and deadlines in this syllabus in your own calendar. Please note that the syllabus is subject to change based on clinic caseload and to ensure seminar discussions are well timed.

This syllabus includes dates of your individual case deadlines. However, these are placeholders and may be moved as project goals are developed.
Code of Conduct
The Loyola University Chicago School of Law Code of Conduct shall govern aspects of this class. See, www.luc.edu/law/fyi/pdfs/Code_of_Conduct.pdf

Required Materials
Students are responsible for obtaining a copy of the *The Working Poor* (2005). A copy is on reserve in the library. All other required materials will be provided to students.

In addition to required materials, students will be expected to do research necessary to the representation of clients and to meet individual deadlines.

Attendance
Class attendance and team meetings are mandatory and an unexcused absence or tardiness will affect your grade. Students who regularly miss seminar or their office hours violate ABA rules and may be precluded from receiving credit for the course. If you need to be absent, please let your supervising attorneys know by email either in advance, or as soon as possible thereafter.

Seminar Preparation and Participation
You are expected to complete all assigned readings and to be prepared to weave them into class discussions and your casework. You may be asked to discuss the status of your research in order to springboard to discussion about a particular aspect of the practice of law, or to supplement learning about the law applicable to the clinic caseload.

A significant portion of your final grade will depend on the quality of your class participation, your attendance to class, your interaction with faculty and each other, and, most importantly, your ability to work well with and support each other. For a detailed discussion of evaluations and grading, see the Health Justice Project Handbook. You should be well prepared for class discussions and presentations and participate enthusiastically in related activities. If you have prior employment or study experience in a discipline related to the work of the Health Justice Project, you are encouraged to bring that perspective to the conversation.

Recurring Deadlines & Meetings
The following Assignments & Deadlines recur throughout the semester:

- Critical Experience Assessment, Monday at 10:00am (Monthly for Legislative Student Attorneys)
- Seminar and Team Meetings (Room 1404 or Beazley Institute for Health Law and Policy Conference Room, 1:00pm-3:00pm)
- Please note that the subject of class is subject to change based upon the availability and needs of the client.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Thursday, August 22, 2013</td>
<td>Orientation (“Boot Camp“)</td>
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<tr>
<td></td>
<td>Location: 1001</td>
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<td>Time: 10:00pm – 2:00pm</td>
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### Readings
- HEALTH JUSTICE PROJECT CLINIC MANUAL (Spring 2013)

### Assignments & Deadlines
- Sign up for Pre-Semester Goal Setting Meeting

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<thead>
<tr>
<th>Friday, August 23, 2013</th>
<th>Pre-Semester Goal Setting Meetings</th>
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<tbody>
<tr>
<td>Location: Professor Benfer’s Office (Room 715B)</td>
<td>Time: Individual Meetings, 9:00am-5:00pm</td>
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### Assignments & Deadlines
- Pre-Semester Goal Sheet, August 23, 2013 at 9am
- Confidentiality Agreement, August 23, 2013 (bring to Pre-Semester Meeting)

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<thead>
<tr>
<th>Week 1</th>
<th>Seminar: Introduction to Legislative Lawyering</th>
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<tbody>
<tr>
<td>August 26 - 30, 2013</td>
<td>Monday, August 26, 1:00pm-3:00pm</td>
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<tr>
<td>Location: Law 1404</td>
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### Readings
- ChangeLab Solutions Website, www.changelabsolutions.org
- Health Justice Project, *Barrier to Health: Asthma* (Boot Camp Handout)
- Research Workshop Memorandum (Boot Camp Handout)
- Maria Patricia Fabian, et al., *A simulation model of building*
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<tr>
<th>Week 2</th>
<th>September 2 – 6, 2013</th>
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<tbody>
<tr>
<td>Seminar: Labor Day – No Class</td>
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<tr>
<td><strong>Assignments &amp; Deadlines</strong></td>
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<tr>
<td>• Time Sheet, Monday, September 2 at 10:00am</td>
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<tr>
<td>• Submit Research Outline &amp; Outstanding Questions, September 3 at 10:00am</td>
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<td><strong>Meetings</strong></td>
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<tr>
<td>• Sit in on housing court and submit 1-2 paragraphs of observations by e-mail to EAB and AEG</td>
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<tr>
<th>Week 3</th>
<th>September 9 – 13, 2013</th>
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<tbody>
<tr>
<td>Client Conference: ChangeLab Solutions</td>
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<tr>
<td>Monday, September 9, 1:30pm-3pm</td>
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<tr>
<td>Location: Beazley Institute for Health Law and Policy Conference Room</td>
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<tr>
<td>Optional Seminar: Advanced Interviewing – Guest Lecture by Professor Wallace Mlyniec, Georgetown Law Center</td>
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<tr>
<td>Monday, September 9, 3:30pm-5:00pm</td>
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<tr>
<td>Location: Law 1404</td>
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<tr>
<td><em>If you attend this class, you must complete the Advanced Interviewing Assignment and register by emailing Professor Benfer prior to class.</em></td>
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<tr>
<td><strong>Assignments &amp; Deadlines</strong></td>
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<tr>
<td>• Time Sheet, Monday, September 9 at 10:00am</td>
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<th>Week 4</th>
<th>September 16 – 20, 2013</th>
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<tr>
<td>Individual Team Meetings</td>
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<tr>
<td>To be scheduled based on team availability</td>
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<tr>
<td><strong>Assignments &amp; Deadlines</strong></td>
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<tr>
<td>• Time Sheet, Monday, September 16 at 10:00am</td>
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<tr>
<td>• Submit Working Draft of Research Document, Monday, September 16 at 9:00am</td>
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<tr>
<th>Week 5</th>
<th>September 23 – 27, 2013</th>
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<tr>
<td>All Team Meeting</td>
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<tr>
<td>Monday, September 23, 1:00pm-3:00pm</td>
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<tr>
<td>Location: Room 1404</td>
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| Week 6  
September 30 – October 4, 2013 | **Assignments & Deadlines**  
• Time Sheet, Monday, September 23 at 10:00am Sign up for Mid-Semester Evaluation Meeting  
• Complete Mid-Semester Evaluation and e-mail to EAB and AEG 48 hours in advance of evaluation. |
|---|---|
| **Conference Call: ChangeLab Solutions**  
To be scheduled based on team availability |---|
| **Assignments & Deadlines**  
• Legislative Student Attorney Critical Experience Assessment, Monday, September 30 at 12pm |---|
| **Meeting**  
• Time Sheet, Monday, September 30 at 10:00am Mid-Semester Evaluation, Thursday, October 3 – Friday, October 4, 2013  
• Submit Draft of Client Ready Version of Research Document, Monday, September 30 at 9:00am |---|
| Week 7  
October 7 – 11, 2013 | **Assignments & Deadlines**  
• Time Sheet, Monday, October 7 at 10:00am  
• Submit Final of Client Ready Research Document, Monday, October 7 at 9:00am |---|
| **Individual Team Meetings**  
To be scheduled based on team availability  
Location: Law 1404 |---|
| **Assignments & Deadlines**  
• Time Sheet, Monday, October 7 at 10:00am |---|
| Week 8  
October 14 – 18, 2013 | **All Team Meeting**  
Monday, October 14, 1:00pm-3:00pm  
Location: Beazley Institute for Health Law and Policy Conference Room |---|
| **Assignments & Deadlines**  
• Time Sheet, Monday, October 14 at 10:00am  
• Finalize materials for client and draft cover e-mail to ChangeLab Solutions, October 14 at 9:00am (Professor Benfer will send final version of e-mail) |---|
| Week 9  
October 21 – 25, 2013 | **Assignments & Deadlines**  
• Time Sheet, Monday, October 21 at 10:00am |---|
| **Client Conference: ChangeLab Solutions**  
Monday, October 21, 1:00pm-3:00pm  
Location: Beazley Institute for Health Law and Policy Conference Room |---|
| Week 10  
October 28 – November 1, 2013 | Seminar: No Class |
|---|---|
| **Assignments & Deadlines** | - Time Sheet, Monday, October 28 at 10:00am  
- Legislative Student Attorney Critical Experience Assessment, Monday, October 28 at 10:00am |

| Week 11  
November 4 – 8, 2013 | All Team Meeting  
Monday, November 4, 1:00pm-3:00pm  
Location: Room 1404 |
|---|---|
| **Assignments & Deadlines** | - Time Sheet, Monday, November 4 at 10:00am  
- First Draft, Client Document, Monday, November 4 at 9:00am |

| Week 12  
November 11 – 15, 2013 | Individual Team Meetings  
To be scheduled based on team availability |
|---|---|
| **Assignments & Deadlines** | - Time Sheet, Monday, November 11 at 10:00am  
- Second Draft, Client Document, Monday, November 11 at 9:00am |

| Week 13  
November 18 – 22, 2013 | All Team Meeting  
Monday, November 18, 1:00-3:00pm  
Optional Seminar: Professional Self-Care  
Monday, November 18, 3:30pm-5:00pm  
Location: Law 1404 |
|---|---|
| **Assignments & Deadlines** | - Time Sheet, Monday, November 18 at 10:00am  
- Final Draft, Client Document, Monday, November 18 at 9:00am  
- Sign Up for Final Semester Evaluation  
- Arrange for case coverage if travelling out of town over Thanksgiving holiday |

| Week 14  
November 25 – 29, 2013 | Seminar: No Class |
|---|---|
| **Assignments & Deadlines** | - Time Sheet, Monday, November 25 at 10:00am  
- Legislative Student Attorney Critical Experience Assessment, Monday, November 25 at 10:00am  
- Submit Final Semester Evaluation, Tuesday, November 26, at 10:00am |
| Week 15  
December 2 – 6, 2013 | Client Conference: ChangeLab Solutions  
Friday, December 6, 1:00pm-3:00pm |
|---------------|--------------------------------|
| End of Semester Celebration  
Friday, December 6, 4:00pm-5:00pm  
Location: Health Justice Project Clinic Work Room |
| Assignments & Deadlines  
• Time Sheet, Monday, December 2 at 10:00am  
• Draft Semester Overview Memorandum, Monday, December 2 at 9:00am  
• Organize Hard Copy and LegalServer Case Files, Thursday, December 19 at 5:00pm  
• Final Semester Overview Memorandum, Thursday, December 19 at 5:00pm  
• Delete All Clinic Files from Your Personal Computer |
| Meeting  
• Final Semester Evaluation, December 5, 1:00-6:00pm, December 6, 2013, 9:00am-1:00pm |