

Assessment Rubrics for Gonzaga's General Practice Clinics

PRE-PERFORMANCE SKILLS/PLANNING

Case Management and Organization

Checks in each day for telephone and e-mail messages, mail, notes, etc.

Allocates time, effort and other resources necessary to carry out tasks.

Works according to applicable systems, rules and procedures governing handling of cases and files.

All files have an accurate, chronological summary of all developments, actions and communications.

Keeps data current on database.

Keeps time sheets current in file.

Maintains files in an organized manner, which promotes efficiency.

Case Planning

Demonstrates ability to recognize and analyze factual and legal issues

Integrates understanding of dynamics of client's situation, known facts, law and client's goals in considering various theories of case, negotiation positions and trial strategies.

Develops written case plans for all cases, incorporating clients goals, issues, legal theories, courses of action, and projected dates of completion.

Reviews and modifies all plans as necessary.

Demonstrates ability to engage in case planning collaboratively with clients, other student attorneys and faculty members.

Demonstrates effective listening skills when interacting with clients, witnesses, co-counsel, and other related individuals.

PERFORMANCE SKILLS

Interviewing, Counseling and Fact Investigation

Courteous to and respectful of clients, potential witnesses and others.

Adheres to client-centered approach (e.g., recognizes clients personal, cultural and other perspectives) when interviewing and counseling client.

Identifies client goals, concerns and priorities.

Obtains all relevant information from client and documents appropriately.

Helps clients understand nature of problem from legal standpoint, including explanation of rights and responsibilities.

Advises clients of options available to client for dealing with problem.

Keeps clients informed of developments in the case.

Identifies potential sources of facts, information and evidence regarding clients situation.

Promptly obtains relevant information from appropriate sources and accurately and reliably documents the information.

Identifies and counsels about related legal, social and economic issues, and makes referrals if appropriate.

Demonstrates an understanding of the broad implication of individual cases when developing case strategies and counseling clients.

Appropriately obtains information related to applicant calls and accurately completes the assistance form.

Concisely presents information from applicant calls or current client cases at case reviews.

Appropriately consults supervising attorney related to issues arising from applicant phone calls.

Communication

Sets goals for communication with client, opposing counsel, sources of information, courts, etc. and determines appropriate means for communication (i.e., phone call, fax, correspondence, brief).

Confirms oral communication in writing when necessary.

Communicates appropriately, taking into consideration audience, purpose and tone of communication.

Demonstrates ability to express ideas with accuracy, clarity and economy.

Law, Procedure and Theory

Demonstrates knowledge of substantive law and procedure appropriate to areas of practice.

Recognizes limits of knowledge of law and obtains appropriate information when needed.

Reads statutory and case law before asking questions of supervising attorney.

Demonstrates an understanding of social and economic dynamics of the clients situation as it may affect the case (e.g., domestic violence, poverty, health or disability).

Research and Writing

Research is conducted in a thorough manner.

Research memoranda and records of research, including copies of cases, are organized and maintained in file.

Prepares drafts sufficiently in advance to allow for meaningful review and revision by supervising attorney.

All drafts use correct grammar, syntax, spelling, punctuation and proper form and format.

All finished products are corrected for accuracy, appearance, style and proper citations.

Demonstrates an ability to write in an organized manner.

Demonstrates an ability to write in a logically persuasive manner.

Demonstrates an ability to apply the facts of the clients case to the law.

Negotiations and Oral Advocacy and Trial Skills

Demonstrates understanding of strengths and weaknesses of case.

Presents case in most favorable light in effort to negotiate successful resolution.

Thoroughly plans and prepares oral presentations.

Persuasively asserts clients interests while maintaining appropriate demeanor.

Organizes meeting, negotiation, hearing or trial materials to insure quick, easy retrieval of every item as needed.

Develops simple theory of case, encompassing all applicable law and facts.

Delineates each element of each cause of action involved, each fact needed to prove each such element, and each piece of evidence which will establish each such fact.

Delineates how each piece of evidence will be formally admitted into evidence, anticipating possible objections and how objections can be defeated or circumvented.

Prepares witnesses thoroughly within ethical limits, including appearance, demeanor, expected cross-examination and hearing setting and procedures.

Anticipates and documents to the extent possible all aspects of opponents case along with manner of countering each aspect.

Conducts effective and persuasive direct and cross-examination.

Moves case pro-actively as appropriate.

Expresses thoughts with clarity and economy.

Expresses thoughts in an organized manner.

Listens carefully and responds to questions and statements, confidently, directly and persuasively.

Uses procedural and evidentiary rules to advantage.

Presents all documentary and testimonial evidence in a well-organized, cogent manner which is thoroughly integrated with the arguments, theories and other aspects of the case.

POST-PERFORMANCE SKILLS/ REFLECTION AND CORRECTION

Recognizes and articulates experiential deficits and takes steps to educate self in effort to bridge gap with client.

Uses feedback from teachers and colleagues to improve performances.

Constructively reflects upon and critiques own performances.

Constructively reflects upon and critiques other students performances.

Incorporates what was learned from experiences in subsequent case work.

Shares experiences with other students in positive manner in effort to foster cooperative decision making.

Demonstrates ability to review and evaluate the legal system through clients experience and reflect on students role within the system.

Demonstrates an understanding of connections between the way clients are interviewed and counseled and the impact on relationships of clients and lawyers.

Prepares for and constructively participates in class discussion and case meetings.

PROFESSIONAL RESPONSIBILITIES

Responsibility

Works cooperatively with colleagues. (Shares workload, information, interacts in respectful manner)

Seeks appropriate supervision in the development of case work.

Attends all classes, training sessions and case reviews.

Plans work effectively to meet demands of studying, exams, free time, court/clinic work.

Meets deadlines imposed/agreed to by courts, clients, colleagues, supervisors, adversaries.

Submits assignments on date due.

Fulfills requirement to be present during agreed-upon clinic hours.

Conducts all case activity in a prompt manner. (Phone calls, correspondence, etc.)

Ethics

Zealously represents clients by devoting necessary time and effort to perform all work on behalf of client

Actively participates in ensuring high quality representation of all clinic clients.

Demonstrates familiarity and an understanding of professional obligations under the Rules of Professional Conduct.

Identifies potential conflicts under the Rules of Professional Conduct and identifies and weighs alternative courses of action and strategies for addressing ethical issues.

Acts consistently with ethical decisions and commitments.

Maintains professionalism in all communications (e.g., with parties, witnesses, attorneys, judges and court personnel).

Maintains client confidences and exercises appropriate discretion concerning non-privileged communications.