

Syllabus and Course Policies for
ENTREPRENEURSHIP CLINIC

Seminar Class Meets: TBA
Room: TBA

Instructor: Stephen Hendricks
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Office Location: TBA
Office Hours: TBA

SUMMARY

The Western State College of Law Entrepreneurship Clinic (WSCLEC) provides students with the opportunity to serve as primary counsel to early-stage entrepreneurs, startups, and social enterprises under the supervision of a licensed attorney. Students develop core transactional lawyering skills through direct client representation, weekly seminars, and practical drafting exercises.

TIME COMMITMENT

This is a 4-credit course. In addition to attending weekly seminars and completing out-of-class preparation, students are expected to devote approximately eight hours per week (totaling 128 hours over the semester) to client work and case-related tasks. Student work will include:

1. Advising and counseling clients.
2. Maintaining accurate client files and documents.
3. Preparing for and participating in weekly seminars.
4. Completing readings, assignments, and drafting exercises for the weekly seminar.

LEARNING OBJECTIVES

- Conduct effective client interviews and manage client relationships
- Analyze and apply California corporate, contract, employment, and related law
- Draft key startup legal documents (e.g., entity formation, founder agreements, assignments, etc.)
- Navigate ethical obligations and client counseling in transactional contexts
- Understand lawyering as a tool for economic empowerment and innovation

TEXTS AND RESOURCES

Purchase of the textbooks is not required. All materials will be provided.

CLINIC ORGANIZATION AND LAW FIRM ASSUMPTIONS

WSCLEC seeks to replicate a professional law firm environment. Students are referred to as “Associates” or “WSCLEC Associates,” reinforcing their professional roles and responsibilities. This framework promotes accountability to the clinic, peers, and, most importantly, clients.

The seminar component complements hands-on client work and covers substantive legal topics relevant to startups and small businesses. The seminar will cover transactional law topics (entity formation, funding, IP, employment, and regulatory compliance), as well as include a skills training component (drafting, negotiation, and interviewing).

COURSE CREDITS, EVALUATION, AND GRADING

1. Course Structure

- This 4-credit course is divided between clinic work (2 credits) and the seminar (2 credits).
- Four credits are awarded only upon successful completion of both components.

2. Course Grading & Evaluation

- Clinic work accounts for 50% of the course grade and is graded on a pass/fail basis.
- Seminar work accounts for 50% of the course grade and is graded on a 4.0 scale.
- Grading for both components is based on the following breakdown:
 - 35%: Client work (memos, drafts, filings, meetings) (clinic)
 - 15%: Timekeeping, file hygiene, and supervision engagement (clinic)
 - 30%: Seminar group assignments and in-class exercises (seminar)
 - 20%: Seminar participation, preparation, and professionalism (seminar)

3. Seminar Group Assignments

- Group Assignment #1
- Group Assignment #2
- Group Assignment #3

4. Seminar Requirements

- **Attendance:** Required for all classes. Notify the instructor in advance of any unavoidable conflicts. Unexcused absences may lower your professionalism/participation grade. It is the student’s responsibility to obtain any missed materials or notes. Missing more than 20% of classes may result in no course credit.
- **Preparation:** Complete assigned readings in advance and come prepared to participate.

- **Participation:** Engage actively in class discussions and case rounds. WSCLEC Associates are part of a collaborative team.

Time Records

- Maintain a record of all time spent on course-related activities, including reading, research, class, assignments, and drafting.

5. Clinic Requirements

Time Records

- Maintain a record of all time spent on client work and related tasks.
- Enter time into the clinic case management system.
- Time entries are unofficially due every Friday.

6. Professionalism and Class Participation

Evaluation includes:

- Punctuality and attentiveness
- Preparation
- Active participation in discussions and rounds
- Professional conduct in all settings
- Peer evaluation of your contributions to the clinic

Note: Use of the internet, texting, or social media during class is prohibited unless otherwise approved.

7. Matter / Clinic Rounds

Students must present on matters they are handling. Presentations should include:

- Client and business overview
- Legal issues and potential solutions
- Proposed strategies and tactics
- Questions or topics for class discussion

8. Submission of Work Product

- **Due Dates:** Firm deadlines, plan accordingly.
- **Extensions:** Granted only in cases of serious illness or emergency.
- **Technical Issues:** Generally, not an acceptable excuse.
- **Submission:** Work must be submitted via email and is considered received upon delivery.
- **Formatting:**
 - 12-point font, single-spaced text, double spacing between paragraphs
 - One-inch margins

- Page numbers (bottom right)
- Stapled hard copies, if required
- Final client documents must be submitted in secure PDF format

COMMUNICATION

- Check your WSCLEC email and Google Classroom daily.
- Maintain professional communication with clients.
- Use only your WSCLEC email for clinic work.
- Respond to clients within 24 hours and document all communication.
- Instructor review is required for all emails containing legal advice.

PROFESSIONAL RESPONSIBILITY

All students must comply with the California Rules of Professional Conduct, including those related to confidentiality, competence, client communication, privilege, entity representation, and work-product protection. If ethical concerns arise, consult with the instructor immediately.

MATTER / CLINIC MANAGEMENT AND FILE KEEPING

- Maintain organized and up-to-date client files
- Use the designated cloud-based case management system
- Include all relevant correspondence, notes, and research

WORKLOAD MANAGEMENT

You may be assigned multiple matters simultaneously. Communicate with your instructor if you are overwhelmed or underloaded. Effective time management is a critical professional skill.

GOOGLE CLASSROOM

The seminar component uses Google Classroom for announcements and course materials. You will receive access prior to the semester and are expected to join promptly and check the site regularly.

PREPARATION AND PARTICIPATION REQUIREMENTS

You are expected to complete the assigned readings before class, including any relevant statutes and / or rules. Per ABA Standard 310, you should spend a minimum of two hours preparing for each hour of the seminar.

VIDEO AND AUDIO RECORDINGS

No student may record any part of this course without express permission. This includes AI note-taking tools. Recordings by the instructor may be made available to enrolled students.

USE OF ARTIFICIAL INTELLIGENCE

Academic integrity is essential for a fair evaluation of your work and that of your classmates. It is a violation of the Western State College of Law Honor Code to misrepresent work or ideas that you submit or exchange with your instructor by characterizing them as your own, such as presenting work or ideas that do not acknowledge the use of artificial intelligence tools (e.g., ChatGPT, Copilot, Grammarly, Claude, etc.). Assignments for this seminar are designed to help you develop your critical thinking, research, and writing skills in a business environment, thus students shall give credit to artificial intelligence tools whenever used, even if only to generate ideas. We will discuss ways to ethically and properly use artificial intelligence in the seminar. Please feel free to reach out to me with any questions you may have about the use of artificial intelligence before submitting any content that has been informed by these tools.

WESTERN STATE COLLEGE OF LAW - PROGRAMMATIC LEARNING OUTCOMES

Western State College of Law's curriculum is designed so that every student achieves a level of competency prior to graduation in each of the eight Programmatic Learning Outcomes listed below:

(1) Doctrinal Knowledge

Students will demonstrate knowledge of substantive and procedural law in the core curriculum subjects, including Contracts, Criminal Law, Criminal Procedure, Torts, Real Property, Business Associations, Evidence, Civil Procedures, Constitutional Law, Estates, Community Property, Remedies, and Professional Responsibility.

(2) Practice Skills

Students will demonstrate the development of other law practice skills. Each student's chosen outcomes within this category will be varied based on the student's particular interests, coursework and work experiences. They may include, but are not limited to, the following topics: oral presentation and advocacy; interviewing; counseling; client service and business development; negotiations, mediation, arbitration, or other alternate dispute resolution methods; advanced legal research and writing (excluding purely academic papers and the first four units earned in introductory first-year legal research and writing class); applied legal writing such as drafting contracts, pleadings, other legal instruments; law practice management or the use of technology in law practice; cultural competency; collaboration or project management; financial analysis, such as accounting, budgeting project management, and valuation; cost benefit analysis in administrative agencies; use of technology, data analyses, or predictive coding; business strategy and behavior; pre-trial preparation, fact investigation, such as discovery, e-discovery, motion practice, assessing evidence, or utilizing experts; trial practice; professional civility and applied ethics; a law clinic that includes a classroom component; or a legal externship that includes a classroom component.

(3) Legal Analysis

Students will demonstrate the ability to identify the factual and legal issues implicated by a fact pattern and to appropriately use cases (including identifying the salient features of an appropriate precedent case, identifying legally significant similarities or differences between the precedent case and a fact pattern and explaining why those are legally

significant) and rules (including the ability to connect legally significant facts in a fact pattern to the rule) to predict how a court would decide the issue. Students will also demonstrate the ability to identify and evaluate the public policies of a precedent case or rule, and be able to evaluate how public policy can impact the application of a rule to the legal issue.

(4) **Legal Research**

Students will demonstrate the ability to locate relevant legal authority using a variety of book and electronic resources, and to properly cite to such legal authority.

(5) **Communication**

Students will demonstrate the ability to communicate both orally and in writing in a manner appropriate to a particular task to effectively convey the author or speaker's ideas. This includes audience sensitivity in written and oral communication (the ability to adopt a tone, style and level of detail appropriate to the needs, knowledge and expertise of the audience); and written communication basic proficiency (the ability to use the conventions of grammar, spelling, punctuation, diction and usage appropriate to the task and sufficient to convey effectively the author's ideas).

(6) **Advocacy of Legal Argument**

Students will demonstrate the ability, in both oral and written formats, to evaluate the legal, economic and social strengths and weaknesses of a case and use case and statutory authority as well as public policy to persuade others. Making policy-based arguments includes the ability to identify and evaluate the public policies of a precedent case or rule and their implications, and be able to assert such appropriate arguments to support a particular application or distinction of a precedent case to a legal controversy or a particular resolution of the application of a rule to the legal controversy.

(7) **Client Sensitivity and Cultural Competency**

Students will demonstrate an awareness of clients' needs and goals, including a sensitivity to clients' background and circumstances (including, but not limited to, socio-economic, gender, race, ethnicity, educational, disability and/or religious background(s)), the ability to make decisions that reflect an appropriate focus on those needs and goals, and awareness that cultural issues may affect the relevance of facts and application of the law.

(8) **Legal Ethics**

Students will demonstrate the ability to identify ethical issues in law practice contexts and make appropriate decisions to resolve such issues.

DISABILITY SERVICES STATEMENT:

Western State College of Law provides accommodations to qualified students with disabilities. The **Disabilities** Services Office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs, and activities at Western State College of Law.

To seek reasonable accommodations, a student must contact Senior Assistant Dean Donna Espinoza, Student Services Director and Disabilities Services Coordinator, whose office is in the Students Services Suite located on the upper level of the library building. Dean Espinoza's phone number and email address are: (714) 459-1117; despinoza@wsulaw.edu. When seeking

accommodations, a student should notify Dean Espinoza of her or his specific limitations and, if known, her or his specific requested accommodations. Students who seek accommodations will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor or professor. Therefore, students are encouraged to request accommodations as early as feasible with Dean Espinoza to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please notify Dean Espinoza; or please notify Dean Halim Dhanidina at hdhanidina@wsulaw.edu or (714) 459-1168. Complaints will be handled in accordance with the College of Law's "Policy against Discrimination and Harassment."