

# CONSERVATION CLINIC SYLLABUS

## Time/Location:

**Contact Information:** Professor Tom Ankersen  
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(352) 273-0835

## Office Hours:

**Course Description:** The Conservation Clinic offers law and graduate students the opportunity to learn and gain valuable experience while working on contemporary conservation challenges that cut across a range of disciplines. Under the supervision of Director Tom Ankersen, law and graduate students work in teams for clients such as not-for-profit organizations, federal, state and local agencies, international organizations and even private sector entities where appropriate. Students learn to work within teams to achieve results that require a collaborative effort. Issue-based field trips of topical relevance are a staple of the clinic semester.

**Course Objectives:** Over the duration of this course, clinic students will be introduced to, and become proficient in, the following skills:

Over the duration of this course, clinic students will be introduced to, and become proficient in, various skills. **By the end of the course, students should be able to:**

- **Explain and adhere to** the procedure and ethics of time management, including billing practices.
- **Structure** project planning that encompasses both broad, overarching objectives as well as the individual component steps necessary to achieve those objectives
- **Apply** cross-cutting legal and policy analysis in fact-specific contexts
- **Manage** projects with regard to prioritization, professionalism, and client satisfaction
- **Conduct** legal, factual and interdisciplinary research independent of, or supplemental to, traditional proprietary legal databases
- **Create** professional law and policy deliverables and presentations that can lead to positive outcomes for clients and stakeholders.
- **Speak** professionally to audiences of varying levels of legal and policy sophistication.

## Required Materials:

- There are no textbooks required for this course

- Reading materials will be distributed on a class-to-class basis
- Guest lectures will be offered on matters of topical interest to the Clinic

**Additional Resources:**

- Online Sunshine: Florida Statutes Online
  - <http://www.leg.state.fl.us/>
- Florida Environmental and Land Use Law Treatise, The Florida Bar
  - [http://eluls.org/elul\\_treatise/](http://eluls.org/elul_treatise/)
- Municode
  - <https://www.municode.com/>
- Conservation Clinic Resources
  - <https://www.law.ufl.edu/areas-of-study/experiential-learning/clinics/conservation-clinic/resources>
- Government-in-the-Sunshine Manual: A Reference for Compliance with Florida's Public Records and Open Meetings Laws
  - [http://myfloridalegal.com/webfiles.nsf/wf/kgrg-8raquf/\\$file/2012-sunshinemanual.pdf](http://myfloridalegal.com/webfiles.nsf/wf/kgrg-8raquf/$file/2012-sunshinemanual.pdf)

**Class Attendance & Participation:** Students are expected to attend and participate in weekly clinic-wide meetings (“project rounds”) and weekly project small group meetings with team members and supervising attorneys. If a student is not able to attend one of these meetings, they should notify their supervisor via email in advance. Depending on the student’s project portfolio, and absent special individual circumstances, local and regional travel to client/stakeholder meetings may also be required. Participation in Clinic field trips is encouraged but not required. Students are expected to adhere to designated deadlines and ensure that their assigned project progresses in a timely fashion.

**Evaluation & Grading:** This course is offered on a pass/ fail basis. Successful completion of the course requires billing **at least 120 hours** of clinic related work throughout the duration of the semester as well as active participation during clinic and project meetings and satisfactory completion of assigned clinic project(s). This requirement conforms to ABA Standard 310. Depending on the project, satisfactory completion means that students will draft a scope of work/terms of reference for new projects, prepare graphic project management maps, create substantive project deliverables and associated presentations.

**Billing:** Clinic students are required to complete at least 120 hours of clinic related work in order to receive a passing grade in this course. While the majority of those hours must be spent working on the substantive project(s), with instructor permission, students may also bill up to the following number of hours for these additional categories:

- Continuing Clinic Education – 10 Hours
- Public Interest Environmental Conference – 10 Hours

- Field Trips – 10 Hours (5 hours per trip)
- Misc – 3 Total Hours (1 per activity; E.g. lectures outside the Clinic)

Billed hours must be logged into the designated Clinic Billing Time Sheet and submitted to your supervisor by 5:00 PM every other Friday. See attached Conservation Clinic Billing Schedule for billing periods and due dates.

**Information on UF Law Grading Policies:** The law school grading policy is available at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>.

**Policy related to make-up exams or other work:** The law school policy on delay in taking exams can be found at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#12>.

**Student Course Evaluations:** Students can provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will receive notice of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

**Academic Misconduct:** Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**Statement related to accommodations for students with disabilities:** Students requesting classroom accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.

**Weekly Course Schedule:** This schedule is intended to provide a general overview of the upcoming clinic semester. Dates and times are subject to change.

<u>Week 1</u>	Readings: <ul style="list-style-type: none"> <li>• None</li> </ul> Deadlines: <ul style="list-style-type: none"> <li>• Submit updated class schedule</li> </ul> Activities:
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	<ul style="list-style-type: none"> <li>• Introductory meeting - policies, procedures, and protocols</li> <li>• Icebreaker exercise</li> <li>• Project assignments</li> </ul>
<u>Week 2</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• Billing Policies</li> <li>• Effective Billing Tips</li> <li>• Billing Practices at Prager &amp; Dahms Packet</li> </ul> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Timesheets due tomorrow</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Billing exercise and time sheet review</li> </ul>
<u>Week 3</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• Legislative Process (Spring only)</li> <li>• Sample Scope of Work/ Engagement Letters (2)</li> </ul> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Draft scope of work/ engagement letter due (as appropriate)</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Project rounds</li> <li>• Project planning and mapping</li> <li>• Legislative Bill Tracking (Spring only)</li> </ul>
<u>Week 4</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Draft project map due</li> <li>• Timesheets due tomorrow</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Legal research: Life after Lexis (and Westlaw)</li> </ul>
<u>Week 5</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Final project map due</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Project map presentations</li> </ul>
<u>Week 6</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• Excerpts from Government in the Sunshine Manual: A reference for Compliance with Florida’s Public Records and Open Meetings Laws, Office of</li> </ul>

	<p>the Attorney General (2016)</p> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Timesheets due tomorrow</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Public records and sunshine laws</li> </ul>
<u>Week 7</u>	<p>Guest Lecture</p> <p>Project Rounds</p>
<u>Week 8</u>	<p>Readings:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Deadlines:</p> <ul style="list-style-type: none"> <li>• Timesheets due tomorrow</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>• Half-way through the semester - 'Ted Talk' style project updates: The road so far</li> </ul>
<u>Week 9</u>	<p>Project Rounds</p> <p>Clinic Field Trip</p>
<u>Week 10</u>	<p>Project Rounds</p>
<u>Week 11</u>	<p>Project Rounds</p> <p>Guest Lecture</p>
<u>Week 12</u>	<p>Project Rounds</p>
<u>Week 13</u>	<p>Course Evaluations</p> <p>Project Rounds</p>
<u>Week 14</u>	<p>Final Presentations</p>
<u>Week 15</u>	<p>Final Presentations</p>