

# IOWA

---

**Citizen Lawyer Program**

---

## GUIDE TO REPORTING SERVICE HOURS IN SYMPPLICITY 2020–21

# Reporting Service Hours

---

***All service hours are reported via Symplicity***

CLP Pro Bono Project hours are Community hours, but are categorized separately in Symplicity.

Hours must be recorded within one month of the date of service, or by the last day of final exams each semester, whichever comes first.

Hours will be reviewed and approved by the Pro Bono Society Executive Board at the conclusion of each semester.

The Pro Bono Society Constitution outlines an appeals process for disallowed hours.

# Community vs. Institutional Hours

---

- Community Hours
  - Hours which directly benefit recognized community organizations or non-profits (including pro bono projects coordinated by the Citizen Lawyer Program)
  - Community hours must be voluntary, uncompensated, and not compelled
  - May include political activity, but not self-campaigning
  - Includes school-sponsored events that directly benefit recognized community organizations or non-profits (excluding “tabling”)
- Institutional Hours
  - Hours which directly benefit the law school, the University, or a student group
  - Institutional hours can also be hours which indirectly benefit a recognized community organization

# Reporting Institutional and Community Hours for the **First Time** each Semester

*(excluding CLP Pro Bono Projects)*

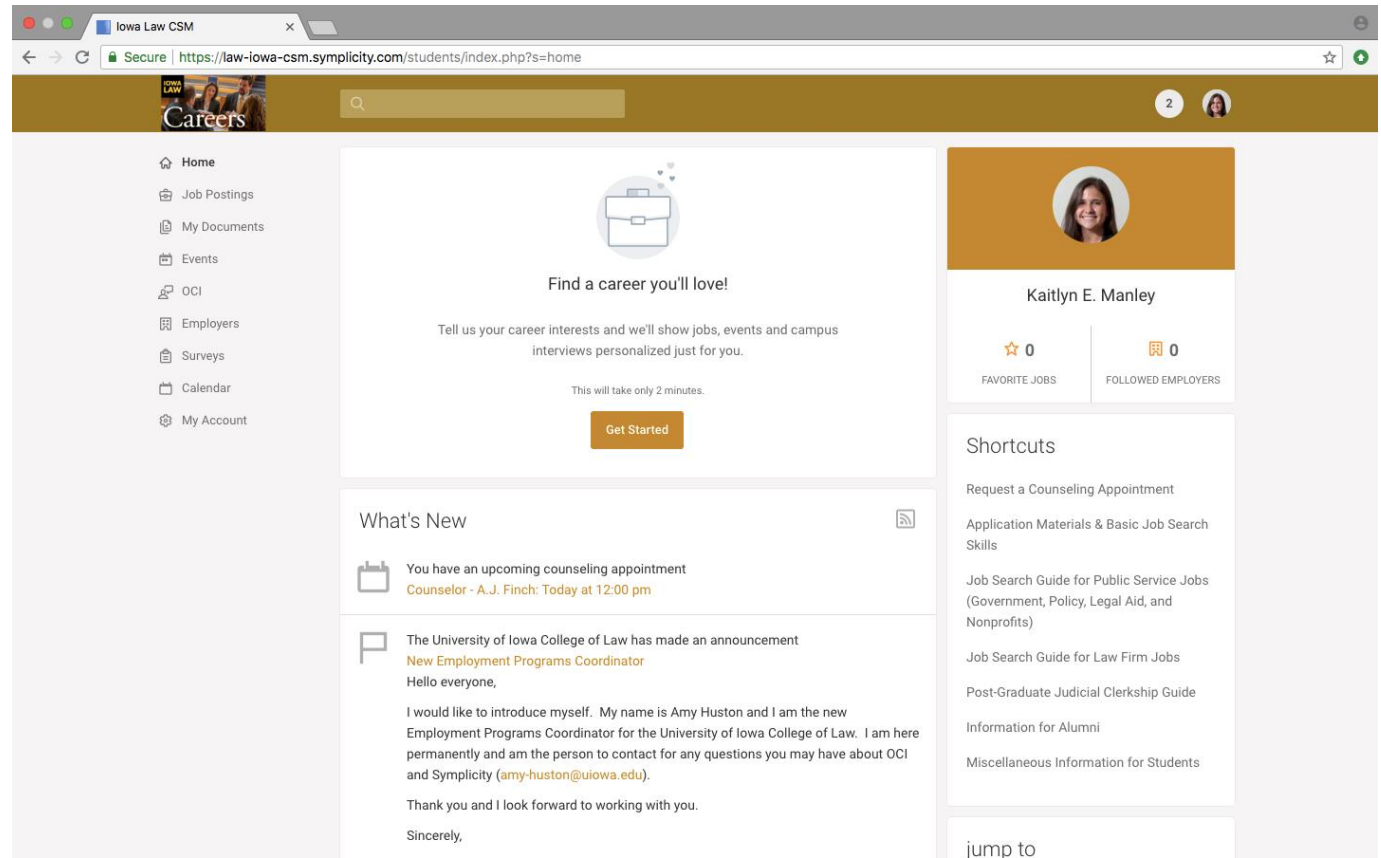
# Step 1: Symplicity Home Page

Symplicity can be accessed from the “Symplicity Student Login” link on the “Info for Currents Students” page on the College of Law website:

<http://law.uiowa.edu/current-student>

or at the following:

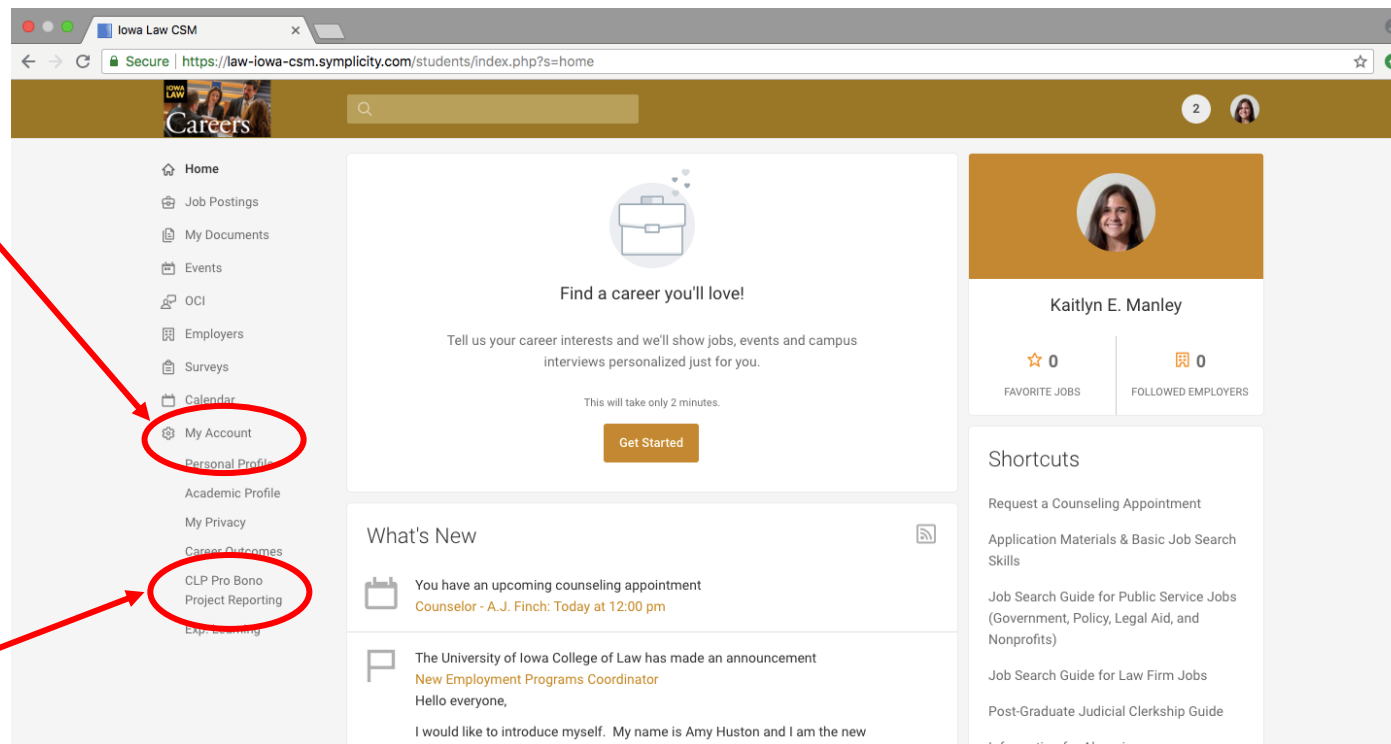
[Symplicity](#)



# Step 2: Select CLP/BSA Reporting

Click on the "My Account" tab...

...and click "CLP Pro Bono Project Reporting"



# Step 3: CLP/BSA Reporting Page

The screenshot shows the 'My Account' page for 'CLP/BSA Reporting'. The left sidebar contains navigation links: Home, Job Postings, Documents, Events, OCT, Employers, Surveys, Calendar, My Account (expanded), Personal, Academic, Privacy, and CLP/BSA Reporting (selected). The main content area has a search bar and a user profile for Elizabeth A Urena. Below the search bar is a breadcrumb trail: Home / My Account / CLP/BSA Reporting / Pro Bono Reporting. The 'My Account' section has tabs for PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING (active), PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Under the 'CLP/BSA REPORTING' tab, there is a 'Keywords' section with the text 'searches employer name and job title' and a search input field. Below this are buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. A table lists reporting entries with columns for checkboxes, project details, and dates. The table contains two entries for the 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project'. The first entry shows '22.92 Total Hours' for 'Fall 2016'. The second entry shows '28.68 Total Hours' for 'Spring 2017'. Both entries have an 'Edit' link. Below the table is an 'Hour Summary: 51.6' and a note 'Showing 1-2 of 2 results'.

**My Account**

PERSONAL ACADEMIC PRIVACY **CLP/BSA REPORTING** PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

Keywords  
searches employer name and job title

SEARCH CLEAR MORE FILTERS

ADD NEW BATCH OPTIONS SORT BY: job

<input type="checkbox"/>	Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 22.92 Total Hours <a href="#">Edit</a>	Fall 2016
<input type="checkbox"/>	Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 28.68 Total Hours <a href="#">Edit</a>	Spring 2017

**Hour Summary: 51.6**

Showing 1-2 of 2 results

# Step 4: Add a New Entry

Each semester you will create one new entry for Community hours and one new entry for Institutional hours. All subsequent hours of that type in the same semester will be added to this entry.

The screenshot displays the 'My Account' interface. The left sidebar contains a menu with the following items: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account (expanded), Personal (selected), Academic, Privacy, and CLP/BSA Reporting. The 'My Account' section has tabs for PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING (active), PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Below the tabs is a search bar with the text 'Keywords searches employer name and job title' and buttons for SEARCH, CLEAR, and MORE FILTERS. A table lists two entries for the 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project'. The first entry is for 'Fall 2016' with '22.92 Total Hours'. The second entry is for 'Spring 2017' with '28.68 Total Hours'. Both entries have an 'Edit' link. At the bottom, the 'Hour Summary' is 51.6, and it shows 'Showing 1-2 of 2 results'.

Entry	Semester	Total Hours
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	Fall 2016	22.92
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	Spring 2017	28.68

Hour Summary: 51.6

Showing 1-2 of 2 results



# Step 5: Fill in the Term/Type

*You will only fill out this information the first time you create a new entry for type of hours (Community or Institutional) each semester!*

Select the current semester

Select hour type (Community or Institutional)

Search for "Citizen Lawyer Program" as the Organization for Community and Institutional hours and Click go.

The screenshot shows a web interface for reporting pro bono hours. On the left is a dark sidebar with a 'Careers' logo and a menu containing: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The main content area has a search bar at the top, followed by buttons: SUBMIT, SAVE AS DRAFT, DELETE, BACK TO LIST, CANCEL, and PRINT. Below these are sections for 'CLP/BSA Information' and 'Project Information'. In the 'CLP/BSA Information' section, the 'Pro Bono Term' dropdown is set to 'Fall 2017' and the 'Type' dropdown is set to 'Community Volunteer Hours'. In the 'Project Information' section, the 'Organization' dropdown is set to 'Citizen Lawyer Program (Iowa City, Iowa)'. Below this dropdown is a text input field containing 'citizen lawyer p' and a 'GO' button. On the right side of the interface, there is a user profile for 'Elizabeth A Urena' and a 'CLP Pro Bono Project Reporting Checklist' with items: Basic Info and CLP End of Semester Report. Red arrows point from the instructional text on the left to the corresponding fields in the form: from 'Select the current semester' to the 'Pro Bono Term' dropdown, from 'Select hour type (Community or Institutional)' to the 'Type' dropdown, from 'Search for "Citizen Lawyer Program"...' to the 'Organization' dropdown, and from 'Click go.' to the 'GO' button.

Select Citizen Lawyer Program from drop-down menu

# Step 6: Add Hours, Date, and Description

Click "Add Hours"; Enter date of service and hours completed

Enter date (mm/dd), name of the organization you volunteered for, and brief description

Enter your expected graduation date

When completed, click "Submit"

The screenshot shows the 'Hours Log' form in a web application. The left sidebar contains a menu with items: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The 'Events' item is highlighted with a red arrow. The main form area is titled 'Hours Log' and includes a search bar and a user profile for Elizabeth A. Urena. The form contains several fields and sections: a 'Day\*' field with a date picker set to August 12, 2017; an 'Hours\*' field with the value '1'; a 'Total Hours' section showing 'Total hours will refresh after each saved update' and a value of '0'; a 'Description of Community or Institutional Volunteer Work Performed' section with a rich text editor containing the text '8/12/2017 Volunteered at Animal Shelter'; an 'Expected Graduation Date' field with a date picker set to May 2019; and a bottom section with buttons: 'SUBMIT', 'SAVE AS DRAFT', 'DELETE', 'BACK TO LIST', 'CANCEL', and 'PRINT'. Red circles and arrows highlight the 'Events' menu item, the date and hours input fields, the description text area, the 'Expected Graduation Date' field, and the 'SUBMIT' button.

# See Your Hours Added on the CLP/BSA Reporting Page

This shows your total hours for this type (Community or Institutional) for this semester

The screenshot displays the 'CLP/BSA REPORTING' section of the CareerFirst system. The sidebar on the left contains a menu with items: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The main content area shows a search bar and a list of reporting entries. The first entry is circled in red:

Reporting Entry	Semester
<input type="checkbox"/> Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours 1 Total Hours <a href="#">Edit</a>	Fall 2017
<input type="checkbox"/> Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 22.92 Total Hours <a href="#">Edit</a>	Fall 2016
<input type="checkbox"/> Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 28.68 Total Hours <a href="#">Edit</a>	Spring 2017

Hour Summary: 52.6  
Showing 1-3 of 3 results

# Adding additional Community or Institutional Hours in the **Same Semester**

*(excluding CLP Pro Bono Projects)*

# Step 1: CLP/BSA Reporting Page

Click "Edit" button to add hours to the existing entry you've created for that type of hours (Community or Institutional) for that semester

The screenshot displays the 'CLP/BSA REPORTING' section of a web application. The sidebar on the left contains navigation links: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The main content area features a search bar at the top with the text 'Search' and a user profile 'Elizabeth A Urena'. Below the search bar is a table of reporting entries. The first entry is 'Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours' with '1 Total Hours' and an 'Edit' button circled in red. The second entry is 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project' with '22.92 Total Hours' and an 'Edit' button. The third entry is 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project' with '28.68 Total Hours' and an 'Edit' button. At the bottom, there is a 'Hour Summary: 52.6' and 'Showing 1-3 of 3 results'.

Keywords	SEARCH	CLEAR	MORE FILTERS
searches employer name and job title			

ADD NEW	BATCH OPTIONS	SORT BY: job
<input type="checkbox"/>		
<input type="checkbox"/>	Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours 1 Total Hours Edit	Fall 2017
<input type="checkbox"/>	Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 22.92 Total Hours Edit	Fall 2016
<input type="checkbox"/>	Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 28.68 Total Hours Edit	Spring 2017

Hour Summary: 52.6  
Showing 1-3 of 3 results

# Step 2: Add Hours, Date, and Description

*You will not need to change the term, hour type, or organization (listed as CLP)*

Click "Add Hours"; Enter date of service and hours completed

Enter date (mm/dd), name of the organization you volunteered for, and brief description of the work

When completed, click "Submit"

The screenshot shows the 'Hours Log' form in a web application. On the left is a dark sidebar with a menu containing: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The 'Personal' menu item is highlighted with a red arrow pointing to the 'Add Hours' button in the form. The form itself has a title 'Hours Log' and a note: 'Please note you will return to this page to log hours as you complete them'. It contains two entry sections. The first section has a 'Day\*' dropdown set to 'August', a date picker for '12' and '2017', an 'Hours\*' input field with '1' entered, a 'DELETE' button, and an 'ADD HOURS' button. The second section has a 'Day\*' dropdown set to 'August', a date picker for '13' and '2017', an 'Hours\*' input field with '2' entered, and an 'ADD HOURS' button. Below these is a 'Total Hours' section showing 'Total hours will refresh after each saved update' and a value of '1'. A rich text editor follows, with a toolbar and a text area containing the entries: '8/12/2017 Volunteered at Animal Shelter' and '8/13/2017 Volunteered at Crisis Center Food Bank'. At the bottom of the form is an 'Expected Graduation Date \*' dropdown set to 'May' and '2019', and a row of buttons: 'SUBMIT', 'BACK TO LIST', 'CANCEL', and 'PRINT'. The 'SUBMIT' button is circled in red, with a red arrow pointing to it from the instruction 'When completed, click "Submit"'. Red circles also highlight the 'ADD HOURS' buttons and the rich text editor area, with red arrows pointing to them from the instruction 'Click "Add Hours"; Enter date of service and hours completed'.

CLP/BSA Reporting Page will now reflect all hours of this type that have been recorded in a given semester

The screenshot displays the 'My Account' page of the CLP/BSA Reporting system. The left sidebar contains navigation links: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account (highlighted with a red arrow), Personal, Academic, Privacy, and CLP/BSA Reporting. The main content area is titled 'My Account' and features a tabbed interface with the following tabs: PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING (selected), EXPERIENTIAL LEARNING, PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Under the 'CLP/BSA REPORTING' tab, there is a 'Keywords' section with a search bar containing 'searches employer name and job title' and buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. Below this is a table of reporting entries. The first entry is 'Citizen Lawyer Program (Iowa City, Iowa)' with 'Community Volunteer Hours' and '3 Total Hours'. The second entry is 'Innocence Project of Iowa (Estherville, IA)' with 'CLP Pro Bono Project' and '22.92 Total Hours'. The third entry is 'Innocence Project of Iowa (Estherville, IA)' with 'CLP Pro Bono Project' and '28.68 Total Hours'. A red oval highlights the list of reporting entries. At the bottom, there is a 'Hour Summary: 54.6' and a note 'Showing 1-3 of 3 results'.

Home / My Account / CLP/BSA Reporting / Pro Bono Reporting

## My Account

PERSONAL ACADEMIC PRIVACY **CLP/BSA REPORTING** EXPERIENTIAL LEARNING PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

Keywords  
searches employer name and job title

SEARCH CLEAR MORE FILTERS

ADD NEW BATCH OPTIONS ▾

SORT BY: job ▾

- ☐ Citizen Lawyer Program (Iowa City, Iowa)  
Community Volunteer Hours  
3 Total Hours  
[Edit](#)
- ☐ Innocence Project of Iowa (Estherville, IA)  
CLP Pro Bono Project  
22.92 Total Hours  
[Edit](#)
- ☐ Innocence Project of Iowa (Estherville, IA)  
CLP Pro Bono Project  
28.68 Total Hours  
[Edit](#)

**Hour Summary: 54.6**

Showing 1-3 of 3 results

# Reporting Hours for CLP Pro Bono Projects



# Reporting Hours for CLP Pro Bono Projects

---

- Hours earned with CLP Pro Bono Projects are considered Community hours and if properly reported will be automatically counted toward your Community hour total for PBS & BSA, but are reported separately in Symplicity for administrative reasons
- After you are assigned to a CLP Pro Bono Project, a new entry will be automatically created on the CLP/BSA Reporting Page
- You do not need to create a new entry for CLP Pro Bono Projects

# Step 1: CLP/BSA Reporting Page

CLP Pro Bono Projects will appear on your main reporting page after you are selected for a project

The screenshot shows the 'My Account' page for a user named Elizabeth A. Urena. The 'CLP/BSA REPORTING' tab is selected. The page displays a list of projects with the following details:

Project Name	Location	Hours	Term
Citizen Lawyer Program (Iowa City, Iowa)	Iowa City, Iowa	3 Total Hours	Fall 2017
Innocence Project of Iowa (Estherville, IA)	Estherville, IA	22.92 Total Hours	Fall 2016
Innocence Project of Iowa (Estherville, IA)	Estherville, IA	28.68 Total Hours	Spring 2017

The third entry, 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project', is circled in red. Below the list, the 'Hour Summary' is 54.6. The page also includes a search bar, a sidebar with navigation links, and a footer indicating 'Showing 1-3 of 3 results'.

# Step 2: Select Project to Report Hours

Click the “edit” button next to your project to report hours. Make sure you have the entry for the current semester.

The screenshot shows the 'My Account' page with the 'CLP/BSA REPORTING' tab selected. The page displays a list of projects with checkboxes and 'Edit' buttons. The 'Add New' button is circled in red with a red 'X' over it, and the 'Edit' button for the bottom project is circled in red. A red arrow points from the 'Edit' button to the 'Add New' button.

Project Name	Hours	Semester
Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours	3 Total Hours	Fall 2017
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	22.92 Total Hours	Fall 2016
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	28.68 Total Hours	Spring 2017

Hour Summary: 54.6

Showing 1-3 of 3 results

*Do not use “Add New” button to create your own entry for a CLP Pro Bono Project*

# Step 3: Project Information

For CLP Pro Bono Projects, the term, type (CLP Pro Bono Project), name of organization you're assigned to, and supervisor information will be pre-populated. Do not change these.

The screenshot shows a web application interface for reporting on CLP Pro Bono projects. A dark sidebar on the left contains a menu with items like Home, Job Postings, Documents, Events, OCI, Surveys, Calendar, My Account, Personal, Academic, and CLP/BSA Reporting. The main content area has a top navigation bar with tabs: PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING (selected), EXPERIENTIAL LEARNING, PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Below this is a sub-tab bar with BASIC INFO and CLP END OF SEMESTER REPORT. The BASIC INFO tab is active, showing a form with buttons for SUBMIT, BACK TO LIST, CANCEL, and PRINT. A note states '\* indicates a required field'. The form is divided into two sections: 'CLP/BSA Information' and 'Project Information'. In the 'CLP/BSA Information' section, 'Pro Bono Term' is set to 'Spring 2017' and 'Type' is set to 'CLP Pro Bono Project'. In the 'Project Information' section, 'Organization' is pre-populated with 'Innocence Project of Iowa (Estherville, IA)'. Below this is a text input field with the placeholder '[enter name]'. A 'GO' button is located below the input field. Further down, 'Supervisor Name' is pre-populated with 'Brian Farrell' and 'Supervisor Email' is pre-populated with 'brian-r-farrell@uiowa.edu'. On the right side of the form, there is a 'CLP Pro Bono Project Reporting Checklist' with two items: 'Basic Info' (checked) and 'CLP End of Semester Report' (checked).

# Step 4: Record Hours

Click “Add Hours” and enter date of service and hours completed

Enter a description of your work with the project for future reference. You need not update this when reporting additional hours.

The screenshot shows a web form for recording hours. It features two rows of input fields. The first row has a date selector set to March 27, 2017, and a hours input field with the value 1.5. The second row has a date selector set to April 20, 2017, and a hours input field with the value 1. Below the second row is a 'DELETE' button and an 'ADD HOURS' button. A red circle highlights the date and hours input fields of the second row, with a red arrow pointing from the text 'Click “Add Hours” and enter date of service and hours completed' to it. Below the form, the 'Total Hours' section shows 'Total hours will refresh after each saved update' and a value of 28.68. A red circle highlights the 'Description of the work performed and skills utilized' text area, which contains a list of tasks: '3/23 - IPI check in.', '3/24 - Continue work on memo with Ellen.', '3/27 - 1.5 hours review Memo with Ellen to finalize. Finished memo with Ellen.', and '4/20 - 1 hour - IPI final memo presentation.'. A red arrow points from the text 'Enter a description of your work with the project for future reference. You need not update this when reporting additional hours.' to this text area.

Day\*  
March 27 2017

Hours\*  
1.5

DELETE

Day\*  
April 20 2017

Hours\*  
1

DELETE

ADD HOURS

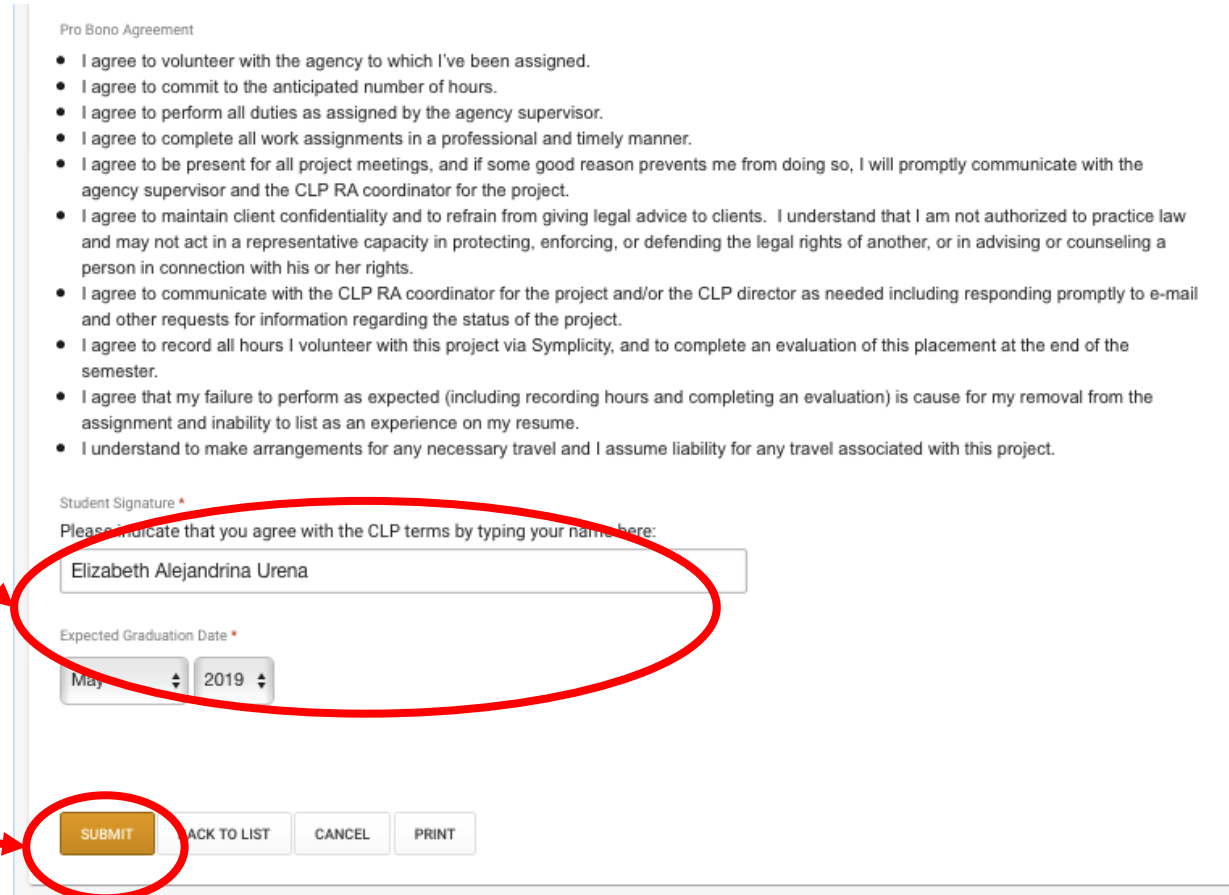
Total Hours  
Total hours will refresh after each saved update  
28.68

Description of the work performed and skills utilized.  
This field is for you to make notes to yourself about the type of work performed and skills utilized for future reference.

3/23 - IPI check in.  
3/24 - Continue work on memo with Ellen.  
3/27 - 1.5 hours review Memo with Ellen to finalize. Finished memo with Ellen.  
4/20 - 1 hour - IPI final memo presentation.

# Step 5: Sign Pledge & Submit

The first time you report hours for a CLP Pro Bono Project each semester, review and electronically sign the Pro Bono Agreement



The screenshot shows a web form titled "Pro Bono Agreement". It contains a list of 10 bullet points representing the terms of the agreement. Below the list, there is a section for "Student Signature" with a text input field containing the name "Elizabeth Alejandrina Urena". This section is circled in red. Below the signature field is a section for "Expected Graduation Date" with two dropdown menus showing "May" and "2019". At the bottom of the form, there are four buttons: "SUBMIT", "BACK TO LIST", "CANCEL", and "PRINT". The "SUBMIT" button is circled in red. A red arrow points from the text "The first time you report hours for a CLP Pro Bono Project each semester, review and electronically sign the Pro Bono Agreement" to the signature field. Another red arrow points from the text "Click 'Submit' to complete your entry" to the "SUBMIT" button.

Pro Bono Agreement

- I agree to volunteer with the agency to which I've been assigned.
- I agree to commit to the anticipated number of hours.
- I agree to perform all duties as assigned by the agency supervisor.
- I agree to complete all work assignments in a professional and timely manner.
- I agree to be present for all project meetings, and if some good reason prevents me from doing so, I will promptly communicate with the agency supervisor and the CLP RA coordinator for the project.
- I agree to maintain client confidentiality and to refrain from giving legal advice to clients. I understand that I am not authorized to practice law and may not act in a representative capacity in protecting, enforcing, or defending the legal rights of another, or in advising or counseling a person in connection with his or her rights.
- I agree to communicate with the CLP RA coordinator for the project and/or the CLP director as needed including responding promptly to e-mail and other requests for information regarding the status of the project.
- I agree to record all hours I volunteer with this project via Symplicity, and to complete an evaluation of this placement at the end of the semester.
- I agree that my failure to perform as expected (including recording hours and completing an evaluation) is cause for my removal from the assignment and inability to list as an experience on my resume.
- I understand to make arrangements for any necessary travel and I assume liability for any travel associated with this project.

Student Signature \*

Please indicate that you agree with the CLP terms by typing your name here:

Elizabeth Alejandrina Urena

Expected Graduation Date \*

May 2019

SUBMIT BACK TO LIST CANCEL PRINT

Click "Submit" to complete your entry

# See Your Information Updated

*Additional hours for the same CLP Pro Bono Project in the same semester are reported using the same steps.*

The screenshot displays the 'CAREERS' web application interface. The sidebar menu on the left includes options like Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, and My Account. The main content area is titled 'CLP/BSA REPORTING' and features a search bar with the text 'Keywords searches employer name and job title'. Below the search bar, there are buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. A table lists reporting entries, with the third entry, 'Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project', circled in red. This entry shows '28.68 Total Hours' and a 'Fall 2016' semester. The bottom of the page shows a 'Hour Summary: 52.6' and 'Showing 1-3 of 3 results'.

Project Name	Project Type	Total Hours	Semester
Citizen Lawyer Program (Iowa City, Iowa)	Community Volunteer Hours	1 Total Hours	Fall 2017
Innocence Project of Iowa (Estherville, IA)	CLP Pro Bono Project	22.92 Total Hours	Fall 2016
Innocence Project of Iowa (Estherville, IA)	CLP Pro Bono Project	28.68 Total Hours	Fall 2016

Hour Summary: 52.6  
Showing 1-3 of 3 results

# Completing End-of-Semester Report for CLP Pro Bono Projects



# Pro Bono Project End-of-Semester Report

---

- By the end of finals each semester, students participating in a CLP Pro Bono Project must complete an end-of-semester report
- In addition to providing feedback about your experience, this report indicates whether you would like to continue with the same project in the next semester
- Students who do not indicate their desire to continue will have to re-apply for their project the next semester

# Step 1: Select Project

Click “Edit” next to your project for that semester

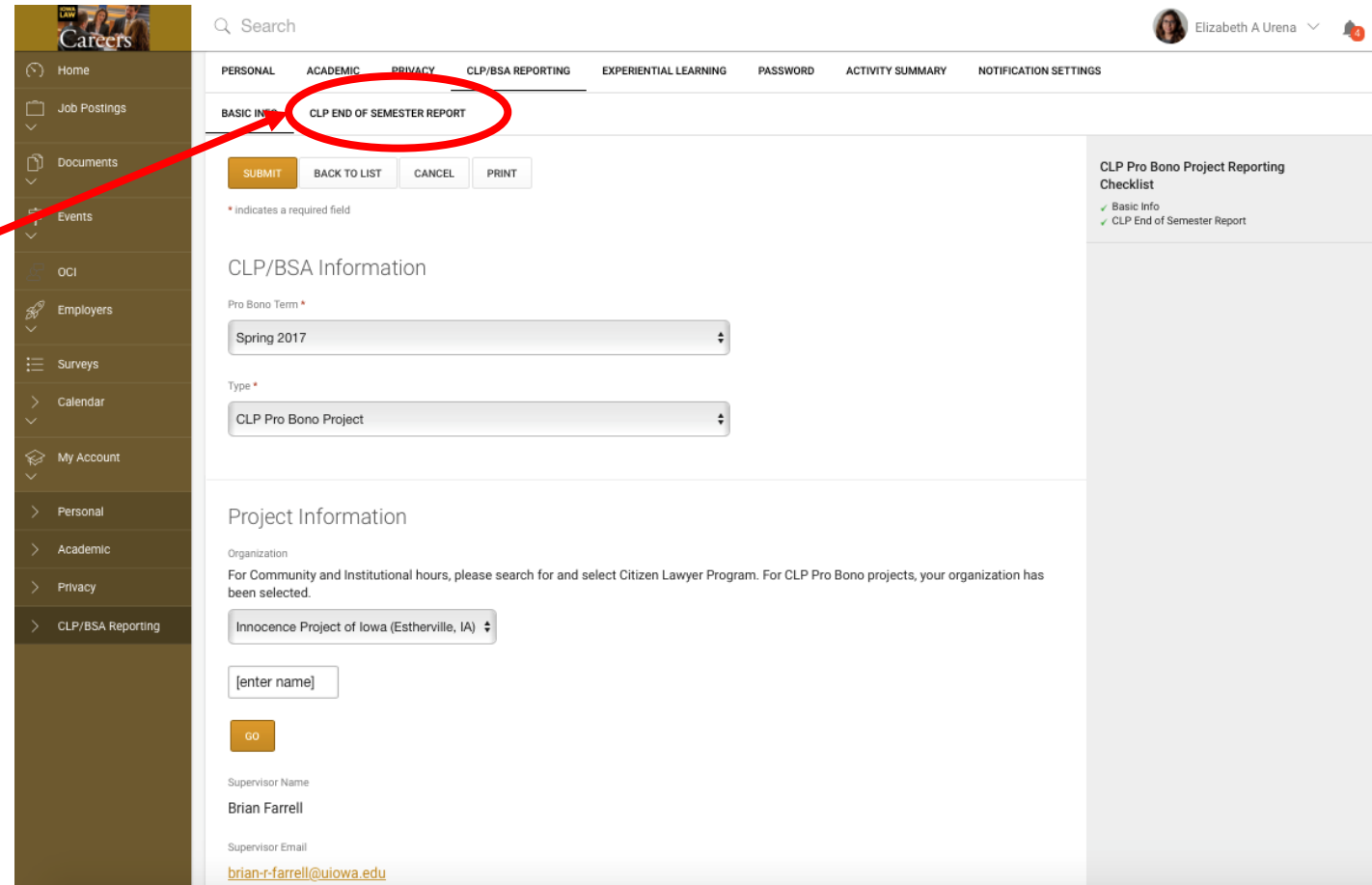
The screenshot shows the 'Careers' web application interface. The left sidebar contains a navigation menu with the following items: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The 'CLP/BSA Reporting' item is currently selected. The main content area has a top navigation bar with tabs: PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING, EXPERIENTIAL LEARNING, PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. The 'CLP/BSA REPORTING' tab is active. Below the tabs, there is a search bar with the placeholder text 'searches employer name and job title' and buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. Below the search bar, there is a section for adding new projects with an 'ADD NEW' button and a 'BATCH OPTIONS' dropdown. To the right of this section is a 'SORT BY' dropdown set to 'job'. The main list displays three projects:

Project Name	Total Hours	Semester	Action
Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours	1 Total Hours	Fall 2017	<a href="#">Edit</a>
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	22.92 Total Hours	Fall 2016	<a href="#">Edit</a>
Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project	28.68 Total Hours	Spring 2017	<a href="#">Edit</a>

Below the list, there is an 'Hour Summary: 52.6' and a note 'Showing 1-3 of 3 results'.

# Step 2: Select End of Semester Report

Click “CLP End of Semester Report” at the top of the page



The screenshot shows a web application interface for CLP/BSA Reporting. The top navigation bar includes tabs for PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING, EXPERIENTIAL LEARNING, PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. The 'CLP/BSA REPORTING' tab is selected, and within it, the 'CLP END OF SEMESTER REPORT' option is circled in red. A red arrow points from this option to the instruction text on the left. Below the navigation bar, there are buttons for SUBMIT, BACK TO LIST, CANCEL, and PRINT. A section titled 'CLP/BSA Information' contains dropdown menus for 'Pro Bono Term' (set to Spring 2017) and 'Type' (set to CLP Pro Bono Project). A 'Project Information' section includes a text input for 'Organization' (set to Innocence Project of Iowa) and a 'GO' button. The right sidebar shows a 'CLP Pro Bono Project Reporting Checklist' with items 'Basic Info' and 'CLP End of Semester Report' both marked as complete.

Search

Elizabeth A Urena

PERSONAL ACADEMIC **PRIVACY** CLP/BSA REPORTING EXPERIENTIAL LEARNING PASSWORD ACTIVITY SUMMARY NOTIFICATION SETTINGS

BASIC INFO **CLP END OF SEMESTER REPORT**

SUBMIT BACK TO LIST CANCEL PRINT

\* Indicates a required field

CLP/BSA Information

Pro Bono Term \*

Spring 2017

Type \*

CLP Pro Bono Project

Project Information

Organization

For Community and Institutional hours, please search for and select Citizen Lawyer Program. For CLP Pro Bono projects, your organization has been selected.

Innocence Project of Iowa (Estherville, IA)

[enter name]

GO

Supervisor Name

Brian Farrell

Supervisor Email

brian-r-farrell@uiowa.edu

CLP Pro Bono Project Reporting Checklist

✓ Basic Info

✓ CLP End of Semester Report

# Step 3: Answer Questions

CLP

Careers

Home

Job Postings

Documents

Events

OCI

Employers

Surveys

Calendar

My Account

Personal

Academic

Privacy

CLP/BSA Reporting

Search

Elizabeth A Urena

PERSONALACADEMICPRIVACYCLP/BSA REPORTINGEXPERIENTIAL LEARNINGPASSWORDACTIVITY SUMMARYNOTIFICATION SETTINGS

BASIC INFOCLP END OF SEMESTER REPORT

SAVE

SAVE AS DRAFT

BACK TO LIST

CANCEL

\* indicates a required field

CLP Pro Bono Project End of Semester Report

STUDENTS IN CLP PRO BONO PROJECT: Please fill out questions below. You may also upload supporting documentation of your project

Was the work you were asked to complete meaningful? \*

☒ Yes ☐ No

Was the assigning attorney(s) responsive to your inquiries? \*

☒ Yes ☐ No

Was the attorney(s) pleasant to work with? \*

☒ Yes ☐ No

Was the amount of work you were asked to complete manageable? \*

☒ Yes ☐ No

Were your skills improved by participating in this project? \*

Please check all skills you feel that were improved by participating in this project

☒ Research, Writing, and Analysis

☒ Oral and Written Communications

☐ Organization of Paperwork and Caseload Item

☐ Client Interviewing

☒ Working with Others: Developing Relationships Within the Legal Profession

☐ Conflict Resolution: Negotiating and Better Understanding Another's Situation

☐ Personal Character Development

☐ Other

CLP Pro Bono Project Reporting Checklist

☒ Basic Info

☒ CLP End of Semester Report

CLP

Careers

Home

Job Postings

Documents

Events

OCI

Employers

Surveys

Calendar

My Account

Personal

Academic

Privacy

CLP/BSA Reporting

Search

Elizabeth A Urena

PERSONALACADEMICPRIVACYCLP/BSA REPORTINGEXPERIENTIAL LEARNINGPASSWORDACTIVITY SUMMARYNOTIFICATION SETTINGS

BASIC INFOCLP END OF SEMESTER REPORT

SAVE

SAVE AS DRAFT

BACK TO LIST

CANCEL

\* indicates a required field

CLP Pro Bono Project End of Semester Report

STUDENTS IN CLP PRO BONO PROJECT: Please fill out questions below. You may also upload supporting documentation of your project

Was the work you were asked to complete meaningful? \*

☒ Yes ☐ No

Was the assigning attorney(s) responsive to your inquiries? \*

☒ Yes ☐ No

Was the attorney(s) pleasant to work with? \*

☒ Yes ☐ No

Was the amount of work you were asked to complete manageable? \*

☒ Yes ☐ No

Were your skills improved by participating in this project? \*

Please check all skills you feel that were improved by participating in this project

☒ Research, Writing, and Analysis

☒ Oral and Written Communications

☐ Organization of Paperwork and Caseload Item

☐ Client Interviewing

☒ Working with Others: Developing Relationships Within the Legal Profession

☐ Conflict Resolution: Negotiating and Better Understanding Another's Situation

☐ Personal Character Development

☐ Other

CLP Pro Bono Project Reporting Checklist

☒ Basic Info

☒ CLP End of Semester Report

Please elaborate on any checked boxes

Research, Writing, and Analysis - I think that this skill was improved on by working on this project because I had to read and analyze transcripts for potential mistakes by the defense attorney. I also worked on the memo with Ellen every time we met and this sharpened my research and writing skills.

Were the research materials available to you adequate to complete your project(s)? \*

☒ Yes ☐ No

Why did you choose to participate in this project? Did you set and/or accomplish any goals related to your participation? \*

I chose this project because I wanted to make a difference in someone's life. I know that the criminal justice system is not perfect and that results in many innocent people going to prison. My goal was to finish the case that we were assigned before the end of the school year and I was able to accomplish this goal.

Did the project live up to your expectations? Did it differ in any major way? \*

This project did live up to my expectations. It differed in a minor way in that I thought my partner and I were going to work on multiple intake files at the same time.

Do you have any comments related to the logistics and execution of the project? \*

I really liked that we meet twice a month, even if people were not available to meet that often. It established a pattern and I think we should continue to do so.

What is your overall rating of your pro bono assignment with this employer/project? \*

Outstanding

Do you have any additional suggestions or comments? \*

The first thing I would suggest is tell the 1Ls to start with the crime that the person was charged to see if it is a strict liability crime. (rape vs. statutory rape) It would be great if we had a cheat sheet of things that attorneys should object to and the reasons why they should object during trial.

# Step 4: Complete & Save

---

Be sure to indicate your interest in continuing with this project in the future

Are you interested in continuing to volunteer with this project during a future semester? \*

☒ Yes ☐ No

Optional Supporting Document

Maximum File Size: 500 KB

File

Please select your document to upload

[Choose File](#) no file selected

You have the option of uploading supporting documents

Save report when completed, or save draft to work on again

Current Uploaded Semester Report: .

SAVE

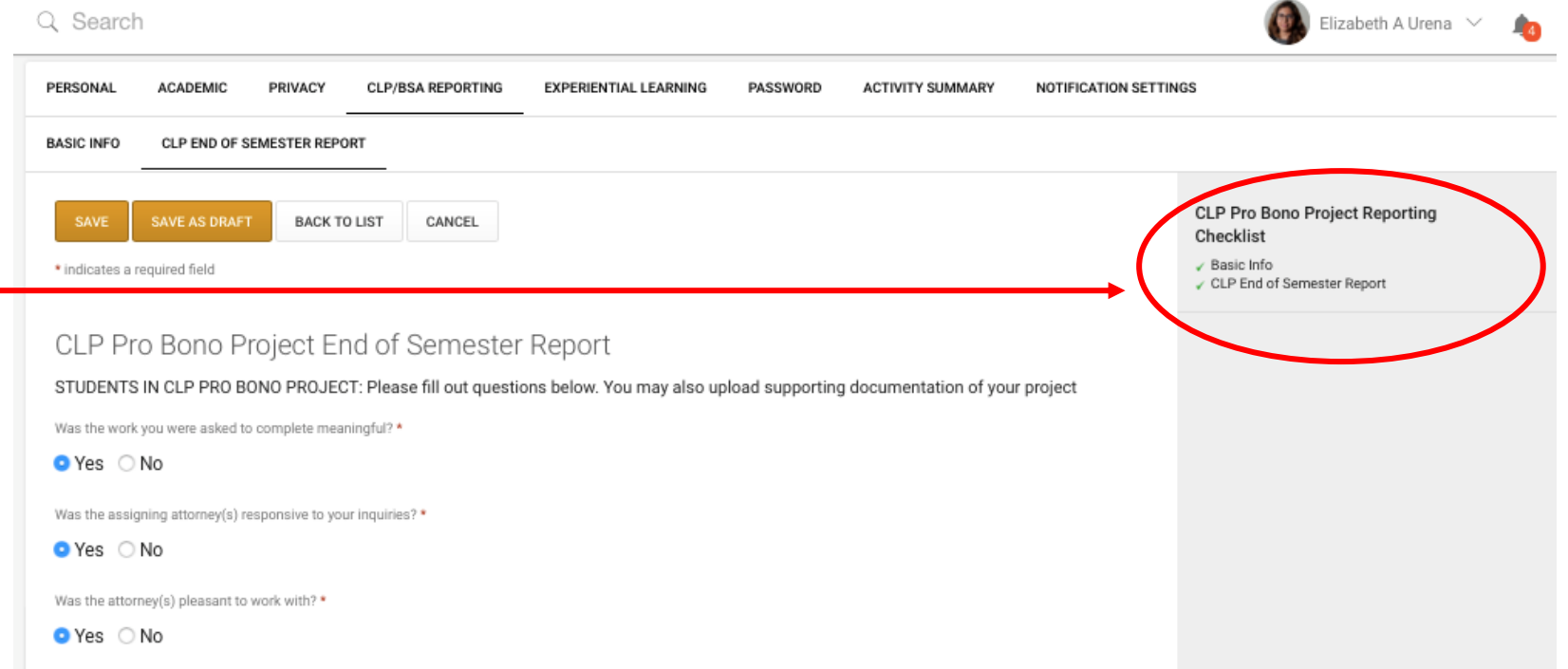
SAVE AS DRAFT

BACK TO LIST

CANCEL

# CLP/BSA main page

After the End-of-Semester Report is complete, you will see a green checkmark in the corner of the main page



The screenshot displays the CLP/BSA main page. At the top, there is a search bar and a user profile for Elizabeth A Urena. The navigation menu includes: PERSONAL, ACADEMIC, PRIVACY, CLP/BSA REPORTING (selected), EXPERIENTIAL LEARNING, PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Below the navigation, the 'CLP END OF SEMESTER REPORT' section is active, showing buttons for SAVE, SAVE AS DRAFT, BACK TO LIST, and CANCEL. A red arrow points from the text on the left to a sidebar on the right titled 'CLP Pro Bono Project Reporting Checklist'. This sidebar contains two items, both marked with green checkmarks: 'Basic Info' and 'CLP End of Semester Report'. The main content area shows the 'CLP Pro Bono Project End of Semester Report' form with the instruction: 'STUDENTS IN CLP PRO BONO PROJECT: Please fill out questions below. You may also upload supporting documentation of your project'. The form includes three questions, each with 'Yes' and 'No' radio button options:

- Was the work you were asked to complete meaningful? \*  
☒ Yes ☐ No
- Was the assigning attorney(s) responsive to your inquiries? \*  
☒ Yes ☐ No
- Was the attorney(s) pleasant to work with? \*  
☒ Yes ☐ No

# Reviewing Your Hours

# CLP/BSA Reporting Page

The main page will show totals for all hour types and semester, as well as a total hour summary

The screenshot displays the 'My Account' page for Elizabeth A Urena. The left sidebar contains navigation links: Home, Job Postings, Documents, Events, OCI, Employers, Surveys, Calendar, My Account, Personal, Academic, Privacy, and CLP/BSA Reporting. The main content area is titled 'My Account' and features a tabbed interface with 'CLP/BSA REPORTING' selected. Below the tabs is a search bar with the text 'searches employer name and job title' and buttons for 'SEARCH', 'CLEAR', and 'MORE FILTERS'. A table lists reporting entries:

Entry	Term
<input type="checkbox"/> Citizen Lawyer Program (Iowa City, Iowa) Community Volunteer Hours 3 Total Hours <a href="#">Edit</a>	Fall 2017
<input type="checkbox"/> Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 22.92 Total Hours <a href="#">Edit</a>	Fall 2016
<input type="checkbox"/> Innocence Project of Iowa (Estherville, IA) CLP Pro Bono Project 28.68 Total Hours <a href="#">Edit</a>	Spring 2017

At the bottom of the table, a red circle highlights the 'Hour Summary: 54.6' total. Red arrows point from the text on the left to the 'CLP Pro Bono Project' entries and the 'Hour Summary'.



# Reminders

---

- All hours are logged via Symplicity
- CLP Pro Bono Project hours are reported separately but count as Community hours
- At least half of the threshold required hours for each level of PBS & BSA recognition must be Community hours (including CLP Pro Bono Project hours)
- Please note that some states (e.g., New York) have a law-related pro bono service requirement for admission to the bar. This may include securing signed verification from pro bono supervisors. In the case of CLP Pro Bono Projects, that is the partner agency supervisor, not the Citizen Lawyer Program. Be sure to check pro bono requirements for states where you plan to seek admission.

# Citizen Lawyer Program 2020–21

---

Director: Brian Farrell

Research Assistants: Nicholas Wilson and Alexis Walker-Dunham

Office: 182 BLB

Phone: 319-335-9755

E-mail: [law-clp@uiowa.edu](mailto:law-clp@uiowa.edu)

Website: <http://clp.law.uiowa.edu>

Facebook: <https://www.facebook.com/IowaLawCLP>

University of Iowa College of Law Citizen Lawyer Program