

**Registering for
The Community Development and
Nonprofit Law Practicum
With the Community Development Law Center (CDLC)**

About the CDLC

The Community Development Law Center (CDLC) was established in 2000 by Legal Aid Services of Oregon to provide legal services for Oregon nonprofits. Its mission was, and continues to be, providing legal services to low income Oregonians by representing the interests of community-based organizations. CDLC provides expertise in areas of transactional law needed for real estate development, land use, tax, financing, construction, and related community development issues. CDLC assists non-profit community development corporations (CDCs), providing housing-related legal services on a low-fee-for-service basis.

The CDLC has provided low-cost legal assistance to more than 100 non-profit agencies in Oregon that provide shelter for special needs populations including seniors, farm-workers, individuals with physical and emotional disabilities, and people in recovery from drug and alcohol dependency. The CDLC's offices are in downtown Portland. For more information about the CDLC and the work it does in the community, see www.salcgroup.org/community-development-law-center.

About the Practicum

The CDLC started offering the Lewis and Clark practicum in 2004.

Office Work

In this practicum, students spend eight or nine hours a week (for a total of 104 hours in 13 weeks) assisting the CDLC's clients at the CDLC's office in downtown Portland. Students handle projects such as nonprofit and subsidiary formation, contract drafting, preparation of documents for property acquisition, loan document review, corporate resolution drafting, tax issue research, preparing applications for exemption from tax, and preparation of personnel policies.

Most of CDLC's clients serve communities in rural Oregon. Thus, direct client contact is rare. However, we encourage students in telephone conferences and to meet with clients where possible.

Weekly Seminar

Students also participate in a weekly, two-hour seminar on Friday morning. Seminars cover topics such as selecting an appropriate business entity, setting up and obtaining tax-exempt status, advising nonprofit board members on their duties and liabilities, governance issues facing nonprofit boards, helping tax-exempt corporations structure for-profit business ventures, understanding key concepts in real estate transactions and development, understanding the roles of community organizations in providing affordable housing, and advising small employers on the critical employment law issues they face.

Seminars are interactive, including elements such as mock client interviews, board meetings, issue spotting and problem-solving exercises based on actual case studies.

Discussion follows required and recommended readings selected to introduce students to the topics and be read in no more than two hours per week.

Credits, Grading, and Course Schedule

The Practicum is a one semester course for *four credits*. Grading is on a *pass/no pass* basis. Each week during the semester, the student must work in the CDLC's offices for a total of 8 or 9 hours per week, for a total of 104 hours in 13 weeks, as well as attend and actively participate in a 2-hour on-campus seminar Friday mornings from 9:30 to 11:30 am.

Application Process

Participation in the Practicum is limited to 6 people per semester. Because of the demand for participation in the Practicum, the CDLC has instituted what is in effect a hiring process.

A student must have the permission of Professors Martha Taylor and Tad Everhart before registering for the course. If you would like to apply, please submit the following:

- a cover letter explaining why you want to participate in the Practicum and stating which semester you wish to enroll in the Practicum;
- your resume;
- your transcript;
- a writing sample (this can be your appellate brief from legal writing if this is your only writing sample, but please submit only those portions that you wrote);
- an e-mail address and telephone number where we can reach you in May and June; and

Deadline

You must submit your application by May 25, 2012.

Professors Taylor and Everhart will make their decisions before you register for class. Students will be notified by June 1, 2012. Remember, you must have our approval *before* you register for the course. If we have approved you, you do not need to bid any points on the course.

Apply to: tad.everhart@salcgroup.org.