

**SCHOOL OF LAW 2024-2025: LLM MODULE SYLLABUS**

Teaching in A24 and B24 is in two 5 week blocks with study week between them.

30 credits are taught within a single semester (10 weeks) 15 credits: Semester

A24– Blocks A **or** B (5 weeks) / Semester B24 - Blocks C **or** D (5 weeks)

Study Week falls within the two  
blocks (limited teaching/events/tutorials etc.)

Semester A24 – 5 week block only (15 credits only)

<b>Module Code:</b>	SOLM307
<b>Module Title:</b>	Public Legal Education for Start-Ups
<b>Number of Credits</b>	15
<b>Semester and Block Taught:</b>	<i>Semester: 1      Block: A24</i>
<b>Module Convenor:</b>	<p><b>Eliza Platts-Mills</b>  <a href="mailto:e.platts-mills@qmul.ac.uk">e.platts-mills@qmul.ac.uk</a>  qLegal area 4<sup>th</sup> Floor LIF  <b>Office hours – Tuesday 12:00 – 13:00</b></p>
<b>Assessment:</b>	<p>2 x 1,200 word essays (50%)  Oral presentation video (50%)</p>
<b>Assessment period:</b>	See Module Description Book
<b>Time and/or venue of taught classes:</b>	Thursday's 15:00 to 18:00, Room 3.1 CCLS – LIF, 3 October through 31 October
<b>Additional Module Information:</b>	<p>CAPPED at 18 – Only available to students specialising in Commercial and Corporate, International Business, Technology Media and Telecommunications and Intellectual Property Law.</p> <p>Students enrolled in SOLM213 Entrepreneurship Law Clinic or SOLM308 Legal Design cannot take this module.</p>

## Teaching Team and Contact Details

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## Module Overview

In this practical module, students work in teams to prepare and deliver live, interactive legal education workshops for real clients. The workshop audiences include start-ups and entrepreneurs, charities and sixth form technology students. The substantive UK law covered in the workshops includes corporate structure and governance, commercial contracts, intellectual property, data privacy and employment law.

The module is a great opportunity to reinforce and apply the substantive law learned in other modules; to learn valuable, transferable employment skills; to share your legal knowledge and skills to help others; and to learn from and receive extensive feedback from practising UK solicitors at City firms.

Classes will introduce students to the principles of and best practices for public legal education and include exercises to prepare students for their workshops. The client work, which runs alongside the classes, starts in early October and ends in early December. Students will interview their client, meet with and receive feedback from UK practising solicitors with expertise in the area of law covered by the workshop and receive comprehensive training and supervision from the module convenor and other qLegal staff.

The module is run by staff from qLegal, the pro bono commercial law clinic at CCLS. Please take a look at the [qLegal website](#) to learn more about our clients, our programmes, our partners, our staff and the experience of past qLegal students.

The module aims to develop students' ability to:

- 1) Take a brief from a client and engage in active listening to learn what the client's needs are,
- 2) Conduct legal research in the UK, using Practical Law, Lexis PSL, case law and statutory research, law firm blogs and other appropriate research tools,
- 3) Present work to a supervising solicitor, seek guidance and receive and incorporate feedback,
- 4) Design and deliver interactive, engaging, accessible public legal education presentations,
- 5) Prepare for a professional meeting, conduct a meeting professionally and take appropriate notes,
- 6) Engage in self-reflection and peer-to-peer reflection,
- 7) Practise teamwork, stakeholder management, commercial awareness, and time management skills,
- 8) Foster problem solving and entrepreneurial mindsets,
- 9) See the bigger picture of the different ways that legal support can be delivered to clients,
- 10) Learn about access to justice issues in the UK and potential solutions,
- 11) Work in teams with students from other countries, with differing levels of professional experience and different cultures and norms, and
- 12) Respect the strengths and perspectives of non-law audiences, including students and entrepreneurs.

## Module Weekly Syllabus

For each week, the readings, videos and assignments can also be found on the module's QM+ page.

### Week 1:

30<sup>th</sup> September-4<sup>th</sup> October

Class meets on Thursday, 3 October,  
15:00 to 18:00 in Room 3.1, LIF

### Preparation for Class

- Read "[A Practical Guide to Public Legal Education](#)," by Law for Life, the Foundation for Public Legal Education, September 2020.
- Come to class with a list of at least 5 reasons for Public Legal Education and 5 skills for presenting effective Public Legal Education workshops.
- Review the video of the workshop delivered to Tower Hamlets under the "Watch" heading on this page of the qLegal Resource Hub section on Intellectual Property Law: [Intellectual Property - qLegal \(qmul.ac.uk\)](#).
- Come to class ready to share your notes of what you like and what you would improve about this video.
- Review the qLegal Future of Law Handbook, including the PLE Appendix.
- Come to class with your questions about the procedures in the Future of Law Handbook.
- Watch the short, pre-recorded qLegal videos on Preparing for a Client Interview and Active Listening
- Review three qLegal template documents: the qLegal PLE Client Interview Plan, the Client Meeting Memo and the Solicitor Meeting Memo
- Come to class with your questions about how to prepare for and conduct your interviews

### Class

Welcome and introductions. (30 minutes)

- Introduce EPM, KY and each student.
- Review learning objectives for module.
- Overview of classes, client work, case rounds, final reflection session and final assessment.

Discussion: (30 minutes)

- What is Public Legal Education? What are the goals? Who does it? What different forms does it take? Why are we doing it? Why is there a need for Public Legal Education in the UK? How is it done in your home country?
- How do you do Public Legal Education effectively?
- How do you know if your Public Legal Education has been effective/has had an impact?

Professionalism and Stakeholder Management Exercise: (15 minutes)

- What is stakeholder management? How do we do it? Work through example of who qLegal stakeholders are and how we manage our relationships with them and how we demonstrate our professionalism with each of them.

Review qLegal timeline and procedures. (15 minutes)

- Review qLegal timeline, procedures and expectations. Review Future of Law Handbook.

**\*15-minute break**

Preparing to Interview a Client Exercise: (30 minutes)

- You have been assigned to prepare and deliver an interactive, online workshop on “Protecting Your Business’s Intellectual Property Assets When Working with Others” for the London branch of the School of Social Entrepreneurs. Your client interview will be with the CEO, Alastair Wilson. In groups of three, spend 15 minutes preparing for the interview, using the qLegal template Client Interview plan on QMplus.
- Ask 1 or 2 teams to spend 5 minutes interviewing EPM as if she were Alastair Wilson. Ask teams to self-reflect afterwards about preparation and actual interview; ask peers to reflect as well. Discussion/recap re goals for interviews and next steps after interview.

Sign up for client work and ask questions about client work. (45 minutes)

- Overview of client work – meet our clients and learn what we will be helping them with.
- Meet your new teammates and exchange contact information. Arrange for a first, in-person team meeting and discuss the timing and logistics for preparing for and conducting your interview next week with your Workshop Host (your Client).

**Client Work**

- Initial Team Meeting (Meet as a team, exchange contact details and share expectations and interests, work styles, schedules, methods of communicating, confirm logistics for call with Workshop Host and how to prepare)
- With your teammates, prepare for and Conduct Initial Call with Workshop Host (Research workshop

	<p>host and workshop topic; Spend time thinking through what you need to learn about your audience to prepare a tailored, effective workshop; Prepare Interview Plan for call; Lead 30-minute call; Write up memo of call and email to qLegal)</p> <ul style="list-style-type: none"> <li>• With your teammates, discuss teaching goals/learning objectives for your workshop and best teaching styles for your audience. Start mapping out how you will divide your time within the workshop to cover the various topics.</li> </ul>
<p><b>Week 2:</b> <b>7<sup>th</sup>-11<sup>th</sup> October</b></p> <p><b>Class meets on Thursday, 10 October, 15:00 to 18:00 in Room 3.1, LIF</b></p>	<p><b>Preparation for Class</b></p> <ul style="list-style-type: none"> <li>• With your teammates, find one or two online legal education workshops that you like and come to class ready to share clips of those workshops and lead us in a discussion of what you like about those workshops and why and what you would improve. Each team will have 5 minutes to present their clips and lead a discussion with the rest of the class of what they like and what they would improve.</li> <li>• Review the template qLegal workshop script and come to class with your questions about the template script.</li> <li>• Review the Patent Law workshop script and slides and come to class ready to discuss your thoughts and questions.</li> </ul> <p><b>Class</b></p> <p>Each team will share clips from the online workshops that you found and discuss effective legal education techniques. Each group will have 5 minutes to present. (30 minutes)</p> <p><u>qLegal procedures:</u> (30 minutes)</p> <p>Review and discuss qLegal template workshop script. Initial discussion of how to start working on each workshop.</p> <p><u>Mini Case Rounds re Calls with Workshop Hosts:</u> (30 minutes)</p> <ul style="list-style-type: none"> <li>• Introduce ground rules for Case Rounds.</li> <li>• Ask teams who have already had their initial call with their workshop host to share how it went, how they prepared, what they could have improved, their tips for others. (30 minutes)</li> <li>• Discuss how to prepare for Solicitor Interviews</li> </ul> <p><b>*15-minute break</b></p> <p><u>Hear from a qLegal PLE alumna:</u></p>

	<p>Invite Ozlem to Share her DICE Patent Law Workshop Experience with Class, including teamwork, preparation for client and solicitor calls, preparing workshop script, preparing workshop slides, dress rehearsal, final workshop delivery and debrief with workshop host (60 minutes)</p> <p>Review of next steps and time for questions (15 minutes)</p> <p><b>Client Work</b></p> <p>With your teammates, prepare for and conduct Initial Call with Solicitor Supervisors (Review notes from call with workshop host; conduct legal research on your workshop topic; prepare Interview Plan for call with solicitor; lead 30-minute call with solicitor; write up memo of call and email to qLegal)</p> <p>Map out legal research strategy for your workshop and set internal deadlines and assignments for your team to meet the deadline to get draft of workshop script to qLegal.</p> <p>Continue legal research. Start drafting the learning objectives/teaching goals for your workshop.</p>
<p><b>Week 3:</b> <b>14<sup>th</sup>-18<sup>th</sup> October</b></p> <p><b>Class meets on Thursday, 17 October, 15:00 to 18:00 in Room 3.1, LIF</b></p>	<p><b>Student Preparation for Class</b></p> <p>Watch the short, pre-recorded qLegal video on Effective teamwork and collaboration</p> <p>Read the JOHARI WINDOW: An Effective Model for Improving Interpersonal Communication and Managerial Effectiveness.</p> <p>Find and watch a video that explains Bruce Tuckman’s “Forming, Storming, Norming and Performing” theory for teamwork.</p> <p>Review the qLegal Student Journey Guide and complete the part about how you like to work; share with your teammates.</p> <p>Meet with your team to prepare a 15-minute, engaging introduction of your team, your client, your workshop topic and your initial thoughts on the teaching goals/learning objectives for your workshop. Each team will have 15 minutes in class to make their presentation and engage the rest of the class in a productive, interactive discussion.</p> <p><b>Class</b></p> <p><u>Mini Case Rounds:</u> (90 minutes)</p> <ul style="list-style-type: none"> <li>• Reminder of rules for case rounds</li> <li>• Each team will have 15 minutes to introduce themselves, their client, their workshop topic and</li> </ul>

	<p>their initial teaching goals/learning objectives and engage with the rest of class on a question or challenge or idea related to your workshop. Must make sure it is an interactive conversation.</p> <p><b>*15-minute break</b></p> <p><u>Hear from a qLegal PLE alumnus:</u></p> <p>Invite Noel to Share His Two Ada Workshop Experiences (Computer Games and the Law and Cybersecurity Law) with Class, including teamwork, preparation for client and solicitor calls, preparing workshop script, preparing workshop slides, dress rehearsal, final workshop delivery and debrief with workshop host (60 minutes)</p> <p>Review of next steps and time for questions (15 minutes)</p> <p><b>Client Work</b></p> <p>Introductory Call with Solicitor Supervisors (Review notes from Client call; Research legal issues; Brainstorm ideas for workshop; Prepare Interview Plan for call with solicitor; Lead 30-minute call with solicitor; Write up memo of call and share with qLegal)</p> <p>Divide up research and presentation within team.</p> <p>Start researching and preparing your part of the workshop script including your teaching goals/learning objectives; substantive law details and concepts; how to teach those concepts – a mixture of lecture and interactive exercises.</p>
<p><b>Week 4:</b></p> <p><b>21<sup>st</sup>-25<sup>th</sup> October</b></p> <p><b>Class meets on Thursday, 24 October, 15:00 to 18:00 in Room 3.1, LIF</b></p>	<p><b>Student Preparation for Class</b></p> <p>Watch this 24-minute long <a href="#">LawWorks video</a> on the very important lawyering skill of commercial awareness.</p> <p>With your teammates, review the template legal advice letters on QM+, find ones that are helpful for your workshop and think about how to use some of that information to help demonstrate commercial awareness in your workshop.</p> <p>Come to class ready to share your ideas about what commercial awareness means and how to demonstrate commercially awareness with your workshop.</p> <p>Watch these four, short, pre-recorded qLegal videos about presentation skills: Planning Your Presentation, Specific Presentation Techniques, Presenting with Confidence and Engaging Your Audience.</p> <p>Come to class ready to share what presentation and audience engagement techniques you will use in your workshop.</p>

	<p>Re-read “A Practical Guide to Public Legal Education,” by Law for Life, the Foundation for Public Legal Education, September 2020.</p> <p><b>Class</b></p> <p><u>Commercial Awareness:</u> (75 minutes)</p> <p>What is commercial awareness? Why is it an important skill? How do lawyers become commercially aware? How do we show our clients that we are commercially aware? (15 mins)</p> <p>How will you demonstrate your commercial awareness with your workshop audience?</p> <p>Each team will have 10 minutes to share what commercial awareness will mean for their workshop and to get the rest of the class to engage with them on this topic. (60 minutes)</p> <p><b>*15-minute break</b></p> <p><u>Engaging Your Audience:</u> (90 minutes)</p> <p>How does your audience like to learn?</p> <p>In teams, discuss with the full class what presentation and engagement techniques you want to use with your workshop audience and engage the class on this topic. Test some examples (quizzes, exercises, etc.) on the class.</p> <p><b>Client Work</b></p> <p>Final, polished workshop script to qLegal by <b>Wednesday, 23 October</b>. Must include all interactive teaching exercises and how you will facilitate those exercises.</p> <p>qLegal will return our feedback by <b>Friday, 25 October</b>.</p>
<p><b>Week 5:</b></p> <p><b>28<sup>th</sup> October-1<sup>st</sup> November</b></p> <p><b>Class meets on Thursday, 31 October, 15:00 to 18:00 in Room 3.1, LIF</b></p>	<p><b>Student Preparation for Class</b></p> <p>Watch the short, pre-recorded qLegal video on Why qLegal?</p> <p>Review the <a href="#">qLegal website</a>.</p> <p>Come to class with a list of at least 4 ways that lawyers can support start-ups and entrepreneurs.</p> <p>Read <a href="#">10 Tips for Improving Your Public Speaking Skills - Professional &amp; Executive Development   Harvard DCE</a></p> <p>Watch the short, pre-recorded qLegal video about Giving and Receiving Feedback</p> <p>Skim the following article to start thinking about how to measure the impact and effectiveness of your workshop: <a href="#">Effectiveness of Public Legal Education Initiatives, a Literature Review</a>, by Dr. Lisa Wintersteiger, Sarah Morse,</p>



Michael Olatokun, and Dr Chirstopher J. Morris, for the Legal Services Board, February 2021.

Review assessment documents on QM+

### **Class**

#### Survey Questions: (45 minutes)

- Discuss **survey questions** for workshops – why we do use survey questions and what are the logistics.
- Give each team time to brainstorm and then share their initial thoughts re survey questions for their workshop. (30 minutes)

#### Best practices for Slides and Handouts: (45 minutes)

- Discuss what works and doesn't work in terms of visuals and handouts during a presentation.
- Each group can share initial ideas for workshop slides/handouts. (30 minutes)

### **\*15-minute break**

#### Feedback: (15 minutes)

- Discuss how to prepare for and incorporate **feedback**, both emotionally and technically.
- Discuss stakeholder analysis and management related to giving and receiving feedback.

#### Role of Public Legal Education workshops: (30 minutes)

- Discuss how our Public Legal Education workshops fit in the **legal services landscape in the UK** for start-ups and how they fit with qLegal's other services.
- Discuss how your workshops will add value **beyond UK government websites and generative AI tools.**

#### Final Assessment, Case Rounds and Dress Rehearsals: (30 minutes)

Review **final assessment** and marking criteria and answer any questions.

Discuss **Case Rounds**– logistics, goals, expectations.

Discuss **Dress Rehearsals** – logistics, goals, expectations.

### **Client Work**

Carefully review and incorporate qLegal Feedback and Send Updated Workshop Script, with professional cover email, to solicitor supervisors no later than Monday, 4 November

<p><b>Week 6:</b> 4<sup>th</sup>-8<sup>th</sup> November</p>	<p><b>Study Week</b></p> <p><b>Client Work (as needed)</b></p> <p>Continue individual workshop preparation (as needed).</p> <p><b>No Case Rounds this week.</b></p>
<p><b>Week 7:</b> 11<sup>th</sup>-15<sup>th</sup> November</p>	<p><b>Client Work</b></p> <p>Review and incorporate feedback from solicitors.</p> <p>Prepare slides and prepare for dress rehearsal.</p> <p>Attend and participate in dress rehearsal for your team and other teams.</p> <p>Prepare for, travel to and from, and deliver your team's final workshop.</p> <p><b>Preparation for Case Rounds</b></p> <p>Discuss as a team what you will present in case rounds.</p> <p><b>Case Rounds (1 hour)</b></p> <p>Learn and share with your peers: share challenges, successes, practise workshop exercises, etc. Each team will have 10 minutes to lead us in a discussion.</p>
<p><b>Week 8:</b> 18<sup>th</sup>-22<sup>nd</sup> November</p>	<p><b>Client Work</b></p> <p>Review and incorporate feedback from solicitors.</p> <p>Prepare slides and prepare for dress rehearsal.</p> <p>Attend and participate in dress rehearsal for your team and other teams.</p> <p>Prepare for, travel to and from, and deliver your team's final workshop.</p> <p><b>Preparation for Case Rounds</b></p> <p>Discuss as a team what you will present in case rounds.</p> <p><b>Case Rounds (1 hour)</b></p> <p>Learn and share with your peers: share challenges, successes, practise workshop exercises, etc. Each team will have 10 minutes to lead us in a discussion.</p>
<p><b>Week 9:</b> 25<sup>th</sup>-29<sup>th</sup> November</p>	<p><b>Client Work</b></p> <p>Review and incorporate feedback from solicitors.</p> <p>Prepare slides and prepare for dress rehearsal.</p> <p>Attend and participate in dress rehearsal for your team and other teams.</p> <p>Prepare for, travel to and from, and deliver your team's final workshop.</p> <p><b>Preparation for Case Rounds</b></p>

	<p>Discuss as a team what you will present in case rounds.</p> <p><b>Case Rounds (1 hour)</b></p> <p>Learn and share with your peers: share challenges, successes, practise workshop exercises, etc. Each team will have 10 minutes to lead us in a discussion.</p>
<p><b>Week 10:</b> <b>2<sup>nd</sup>-6<sup>th</sup> December</b></p>	<p><b>Client Work</b></p> <p>Review and incorporate feedback from solicitors.</p> <p>Prepare slides and prepare for dress rehearsal.</p> <p>Attend and participate in dress rehearsal for your team and other teams.</p> <p>Prepare for, travel to and from, and deliver your team's final workshop.</p> <p><b>Preparation for Case Rounds</b></p> <p>Discuss as a team what you will present in case rounds.</p> <p><b>Case Rounds (1 hour)</b></p> <p>Learn and share with your peers: share challenges, successes, practise workshop exercises, etc. Each team will have 10 minutes to lead us in a discussion.</p>
<p><b>Week 11:</b> <b>9<sup>th</sup>-13<sup>th</sup> December</b></p>	<p><b>Client Work</b></p> <p>Send thank you emails to stakeholders.</p> <p>Email qLegal:</p> <ul style="list-style-type: none"> <li>• draft workshop script with feedback from qLegal,</li> <li>• draft workshop script with feedback from solicitor supervisors and</li> <li>• final workshop script and slides.</li> </ul> <p><b>Self-Reflection Form</b></p> <p>Take time to carefully fill out the Reflection Survey ahead of Case Rounds and email it to qLegal.</p> <p><b>Final Reflection Session (1 hour)</b></p> <p>Share learnings and thoughts from Reflection Survey and feedback and questions for qLegal.</p> <p>Thank you and congratulations!</p>

## Reading List

[A Practical Guide to Public Legal Education](#), by Law for Life, the Foundation for Public Legal Education, September 2020.

[Effectiveness of Public Legal Education Initiatives, a Literature Review](#), by Dr. Lisa Wintersteiger, Sarah Morse, Michael Olatokun, and Dr Christopher J. Morris, for the Legal Services Board, February 2021.