

Clinic Awareness Workshop Handouts

CAPITAL DEFENDER CLINIC

Externship Program

HeLP Clinic

Health Legislation & Advocacy Course

Criminal Appellate Practicum

Fundamentals of Law Practice

Taxpayer Clinic

Urban Fellows Program

CAPITAL DEFENDER CLINIC

Meeting Time: Tuesday 3:30 to 5:30

Meeting Location: The Office of the Georgia Capital Defender, Peachtree Center

Professor: Josh Moore

This is a three hour clinical course thought in conjunction with the Office of the Georgia Capital Defender, the state agency responsible for representing all indigent defendants statewide facing death penalty trials or on direct appeal from a death sentence. Second and third year law students from Emory and Georgia State will assist Capital Defender trial attorneys in all aspects of preparing their clients' cases for trial.

As an integral part of the defense team, students assist in conducting investigations, interviewing clients and potential witnesses, putting together forensic evidence, gathering documents, doing research, drafting pleadings, formulating a theory of defense and making strategic decisions for each phase of a capital case. Students will also have the opportunity to do "mock" motions arguments and to present a jury sentencing argument based on the facts of their actual cases.

In addition to working directly with attorneys and staff, students gather weekly for discussions about the cases they are working on and topics in death penalty jurisprudence. The students in this clinic are involved in the effort to make a strong case for life at the trial level as opposed to efforts to reverse death sentences that have already been imposed. This means students will focus heavily on the real (and often tragic) stories of their clients' lives, as opposed to technical or arcane points of law.

The course component of this clinic will meet for 2 hours each week at the offices of the Georgia Capital Defender in downtown Atlanta (Peachtree Center, South Tower, Suite 900, 225 Peachtree Street). A required text will be assigned. In addition to attending class, students will work on client matters for approximately 10 hours a week. A total of 150 hours is required for credit. The course is graded on a pass/fail basis. Timesheets will be collected on a weekly basis. **Class meets on Tuesdays from 3:30pm to 5:30pm. In light of the fact that the course is taught by a practicing trial attorney, it is recommended that students do not schedule classes after 5:30pm on Tuesdays in the event that the class needs to periodically meet after business hours.**

Statements of interest and resumes should be submitted electronically to Josh Moore, at jmoore@gacapdef.org. Applicants should indicate on the application whether they have taken any criminal procedure, evidence, or capital punishment courses.

The opportunity to work on actual cases carries a significant measure of professional responsibility. You are expected to know and follow all provisions of the rules of professional conduct. Further, you must be constantly aware of your obligation to keep confidential the work you are engaged in, as well as any information you learn while working at GCD.

The Externship Program at Georgia State University College of Law

<http://law.gsu.edu/students/externships>

Sampling of Approved Externship Sites*

Alternative Dispute Resolution:

Mediation - Fulton State Court

Bankruptcy Law:

Securities & Exchange Commission - Bankruptcy Division
United States Trustee

Civil Litigation:

Georgia Department of Law
U.S. Attorney, Northern District of Georgia

Civil Rights:

ACLU of Georgia
Lambda Legal Defense and Education Fund, Inc.

Corporate Law:

Business Court, Fulton County Superior Court
Federal Reserve Bank (offered spring semester only)
Pro Bono Partnership of Atlanta

Criminal Prosecution and Defense:

Cobb County District Attorney
DeKalb County District Attorney
DeKalb County Solicitor
Federal Defender Program, Inc.
Fulton County Solicitor
Georgia Innocence Project
Georgia Justice Project, Inc.
Gwinnett County Solicitor
Office of the P.D. for the Stone Mountain Judicial Circuit (DeKalb County) - Appellate
Office of the P.D. for the Stone Mountain Judicial Circuit (DeKalb County)
Rockdale County District Attorney
Southern Center for Human Rights
U.S. Attorney, Northern District of Georgia

Domestic Violence Advocacy:

Atlanta Volunteer Lawyers Foundation Domestic Violence Safe Families

Employment Law:

Center for Disease Control and Prevention, Office of the General Counsel
Equal Employment Opportunity Commission - Atlanta District Office
Equal Employment Opportunity Commission – Hearing Unit/Legal Division
Federal Highway Administration

Entertainment Law:

Georgia Lawyers for the Arts

Environmental Law:

Environmental Protection Agency
Federal Highway Administration
Georgia Department of Natural Resources
GreenLaw (GA Ctr for Law in the Public Interest)
U.S. Department of the Interior

Family Law:

Atlanta Volunteer Lawyers Foundation Family Law

Government Law:

Office of the Governor

Health Law:

Center for Disease Control and Prevention, Office of the General Counsel
Center for Disease Control and Prevention, Technology Transfer Office
Georgia Dept. of Community Health
Georgia Hospital Association
United States DHHS Office of the General Counsel

Immigration Law:

ACLU of Georgia
ACLU of Georgia National Security and Immigrants' Rights Project
Department of Homeland Security
Georgia Asylum & Immigration Network (GAIN)

Judicial Clerkships:

Business Court, Fulton County Superior Court
Judge A. Harris Adams, State Court of Appeals
Judge Kimberly M. Esmond Adams, Fulton County Superior Court
Judge Alford J. Dempsey, Jr., Fulton County Superior Court
Judge Ural D. Glanville, Fulton County Superior Court
Judge Joel J. Goger, Fulton County Superior Court
Judge Frank M. Hull, U.S. Court of Appeals, 11th Circuit (offered spring semester only)
Judge Marvin Shoob, U.S. District Court
Judge Wendy L. Shoob, Fulton Superior Court
Judge Richard Story, U.S. District Court
Judge Amy Totenberg, U.S. District Court
Justice Robert Benham, Georgia Supreme Court
Justice P. Harris Hines, Georgia Supreme Court
Chief Justice Carol W. Hunstein, Georgia Supreme Court
Justice Harold Melton, Georgia Supreme Court
Justice David E. Nahmias, Georgia Supreme Court
Justice Hugh P. Thompson, Georgia Supreme Court

Juvenile Law:

AVLF - One Child, One Lawyer Program

Labor Law:

U.S. Department of Labor

Legal Aid:

Atlanta Legal Aid, Senior Citizens Project

Legislation:

Office of the Democratic Leader (offered spring semester only)
Office of the Counsel of the Speaker

Post-Conviction & Civil Rights:

Southern Center for Human Rights

Pro Bono:

Pro Bono Partnership of Atlanta

Securities Law:

U.S. Securities & Exchange Commission

Tax Law:

IRS, Individual Tax
IRS, LMSB Division

Transactional Law:

The Administrative Office of the Courts of GA (AOC) - Office of General Counsel

Urban Planning:

City of Atlanta

* Please visit the Externship Program Website at <http://law.gsu.edu/students/externships> for a list of current opportunities.

Program Requirements

In order to receive three (3) academic credits, students must do the following:

1. Work a minimum of ten (10) hours each week over the course of the fall or spring semester or twenty (20) hours each week over the course of the summer semester (140 hours total). Many, if not most, students work more than 140 hours because they find that they need or want to do so in order to make the externship experience a valuable one. Students who are heavily involved in numerous activities should seriously consider whether they can accommodate the time commitment an externship requires.
2. Participate in the classroom component of the externship. Students must attend two mandatory classes at the College of Law. The classes are held once a week for the first two weeks of the semester. Classroom component hours do not count towards the weekly hours requirement if the class is taught by GSU faculty at the College of Law. In some instances, additional training seminars and/or classes are offered by the externship site.
3. Satisfy the Professionalism Component of the course.
4. Complete a Goals Form, which must be signed by the supervising attorney at the beginning of the externship.
5. Complete a Work Summary Form and Timesheet every two weeks during the fall and spring semesters or every week during the summer semester.
6. Complete a mid-semester one-page paper and meet with assigned faculty Co-director.
7. Complete a three page end-of-semester paper and meet with assigned faculty Co-director.
8. Complete two written evaluations of the externship experience.

Students may participate in a total of two semesters of externship course work. Two externships may not be taken simultaneously. Students receive three (3) credit hours for each externship, not to exceed six (6) credits. Grades for externships are assigned on a satisfactory/unsatisfactory basis.

Eligibility

In order to participate in the Externship Program, students must meet the following requirements:

1. For fall and spring semester placements: successful completion of all first-year required coursework (Civil Procedure, Contracts, Criminal Law, Legal Bibliography, RWA, Property, and Torts) prior to the beginning of the externship. For summer placements: successful completion of all first-year, first semester required coursework (Civil Procedure, Contracts, Legal Bibliography, RWA, Property, and Torts). Guest students are not eligible to participate in the program.
 2. Minimum GPA of at least 2.3. First-year students who apply should use mid-year grades as a guideline. Each student's official GPA will be verified when grades become available.
 3. Satisfaction of any individual requirements of the participating externship site. Many sites have class standing requirements or course prerequisites. Please check individual site descriptions for these requirements.
 4. Previous course credit of no more than three (3) hours or no more than one semester in an externship. Students are limited to two semesters (6 credit hours) in the Externship Program.
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EXTERNSHIP APPLICATION

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Panther I.D. Number: _____

Externship Site for which you are applying: _____

I want the above-listed Externship Site to consider my application for a placement in: [check all that apply]

Spring Semester _____ Fall Semester _____ Summer Semester _____

Summer and Fall Semester Externships: Have you successfully completed all required first-year, first-semester courses (Civil Procedure, Contracts, Legal Bibliography, Property, RWA, and Torts) and have you successfully completed or are you currently enrolled in all required first-year, second-semester courses (Civil Procedure, Contracts, Criminal Law, Property, RWA, and Torts)? _____

Spring Semester Externships: Have you successfully completed all required first-year courses (Civil Procedure, Contracts, Criminal Law, Legal Bibliography, Property, RWA, and Torts)? _____

Do you have a minimum G.P.A. of 2.3? _____

By the end of the current semester, I will have completed _____ credit hours of my JD requirement.

I am a Part Time _____ Full Time _____ Student.

By the end of the current semester, will you have satisfied the prerequisite(s) for this externship (see course description)? _____

Have you previously participated in the Externship Program? _____ If yes, which one and what semester/year? _____

Note: Externships are graded on a Satisfactory/Unsatisfactory basis. A maximum of 11 credit hours of S/U work (excluding Litigation) can be applied toward graduation. No more than 12 credit hours of clinical course work and externships **combined** or 6 externship hours alone can be applied toward graduation. Some externships require students to complete 58 hours of the JD requirement. For those externships, transfer students must check with the registrar before applying to ensure sufficient transfer credit hours.

I certify that the information reported on this Externship Application is accurate and that I have read and signed the Externship Contract.

Printed Name: _____ Date: _____

Signature: _____

Externship Contract

As a condition of participating in the Externship Program, I agree to the following:

1. I will absolutely honor the Externship Program's confidentiality requirements.
 2. I certify that I have met the prerequisites of the Externship Program and any specific prerequisites identified in the course description of the externships for which I am applying. I understand that I may be removed from the program at any time if it is determined that I have not satisfied these prerequisites or obtained a written waiver from a Faculty Co-Director.
 3. I will complete the full term of the externship as stated in the course description unless I am granted an exception by a Faculty Co-Director. My failure to complete an externship will result in my receiving a grade of "WF" for each semester of enrollment in the externship. I understand that if I am enrolled in a two-semester externship, I will not receive any credit unless I complete both semesters absent significant hardship. I understand that I will receive a grade of "IP" ("In Process") after the successful completion of the first semester of a two-semester externship. When I complete the final semester of the externship, "IP" will be changed to an "S."
 4. I will work a minimum of 140 hours per semester at a rate of ten (10) hours per week during the fall and/or spring semester or twenty (20) hours per week during the summer semester. I understand that my failure to do so will result in my receiving a grade of "WF" for that semester. I understand I must work at least thirteen (13) weeks during the fall and/or spring semester or at least seven (7) weeks during the summer semester. If I have completed 140 hours by the end of the thirteenth (13th) week of the semester during the fall and/or spring semester, I will not conclude my externship unless I obtain approval of both the Faculty Co-Director and my Externship Supervisor. If I intend to work less than ten (10) hours over a two-week period anytime during the fall and/or spring semester or twenty (20) hours over a one-week period anytime during the summer semester, I will first obtain permission from both the Faculty Co-Director and Externship Supervisor.
 5. I will complete and timely submit all of the written requirements of the Externship Program, including a Goals Form, bi-weekly (fall and/or spring semester) or weekly (summer semester) Work Summary Forms, and mid-semester and end-of-semester papers. I understand that my failure to complete any assignment required by the Externship Program in a timely fashion will result in my mandatory withdrawal from the externship and a grade of "WF".
 6. I will participate in the academic (classroom) component of the Externship Program unless I have already done so in a prior semester. I understand these classes will be provided either at the externship site or at the College of Law. I am aware that the time required by the academic component is in addition to the hours required by Paragraph 4, above, unless the component is provided on-site at the externship and not taught by GSU faculty.
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7. I will complete an externship evaluation and a site evaluation form on or before the last day of classes for the semester in question. My failure to submit these evaluations by the due dates will result in a grade of "WF" for that semester.
 8. I will meet with a Faculty Co-Director during my externship at mid-semester and immediately upon completion of each semester of my externship (no later than the last day of examinations for that semester). If I fail to do so, I will receive a grade of "WF" for that semester.
 9. **I understand that I will not be permitted to drop an externship, either before or during the externship, in the absence of significant hardship and with the express approval of a Faculty Co-Director.** I understand that securing a paid position elsewhere will almost never qualify as grounds to withdraw from the program. I agree that when I accept an offer, I am making a commitment to the externship site and may be taking a position another student wanted. The site will be expecting my assistance during the semester, and my professional reputation, as well as that of the College of Law, depends on my meeting those expectations. **I understand that if I nevertheless drop my externship, I will have a letter of reprimand placed in my permanent file and will not be allowed to participate in the Externship Program in the future.**
 10. I understand that I cannot receive payment for performing the externship.
 11. By signing below, I acknowledge that I have read and understood O.C.G.A. §§ 15-19-50, 15-19-51 and 15-19-56 regarding the unauthorized practice of law. I will not engage in any behavior which constitutes the unauthorized practice of law during the course of any externship into which I am accepted.
 12. By signing below, I acknowledge that certain externships present a risk of bodily harm and possibly even death. I agree that I had a choice of various externships, some of which pose less risk of physical harm than others. I accept participation in the Externship Program understanding that I may be at risk of bodily harm or even death, and I voluntarily accept such risks. Further, I understand that while performing this externship, I may refuse a particular work assignment if it subjects me to a dangerous situation.

I have read and fully understand the terms above and agree to be bound by these terms should I be accepted as an extern.

Printed Name: _____ Date: _____

Signature: _____

Criminal Appellate Practicum
Professor Russell Covey & Adjunct Professor Regina Stephenson, Attorney,
Georgia Federal Defender's Office

Overview. Welcome to the Criminal Appellate Practicum (CAP). The CAP provides an exciting new opportunity for GSU students interested in criminal law to develop knowledge about the federal appellate process and the necessary appellate skills to practice effectively in this area. Students in the CAP will work on Eleventh Circuit appellate briefs in ongoing criminal appeals under the supervision of a practicing attorney. At the same time, students will study various aspects of criminal appellate law, procedure, and strategies for effective appellate advocacy.

Assignments and Cases: Students in the CAP will be assigned, in teams, to research and draft an appellate brief in an active case. Students will work under the direct supervision of Ms. Stephenson and/or other attorneys at the office of the Federal Defender. The cases will be selected based on their appropriateness for the course from among those active and being handled by the Federal Defender's office. Students will be responsible for producing a high-quality, completed appellate brief in their assigned case. In preparation for their final brief, each team of students will research and draft a legal memorandum setting forth the issue(s) to be argued on appeal and an outline of the argument. Students will also prepare a statement of facts with appropriate cites to the record. Students will then draft the appellate brief. After receiving feedback and comments from the supervising attorney and/or the course professors, students will then begin the process of revising and editing their briefs. This process is labor intensive and students should expect to prepare multiple drafts before the brief reaches final form. After approving the completed work product, the supervising attorney will, after making appropriate revisions, sign and file the brief. The supervising attorney will also be responsible for filing any reply brief needed in the case and for appearing at oral argument. Depending on schedule, students will be encouraged to continue to participate in the preparation of the reply brief and mootings the supervising attorney in preparation for, and attending, any oral argument conducted in the case. Any continued litigation that occurs in the case after the end of the semester will be the primary responsibility of the supervising attorney.

Course prerequisites: Students need to have taken at least one course in criminal procedure (either the investigations or adjudication course) prior to taking the CAP. Those students who have not completed both courses prior to enrollment in the CAP should enroll simultaneously in the criminal procedure course they have not yet completed.

Course enrollment. The CAP is a limited enrollment course, and permission of the instructor is required. Students should email a cover letter explaining their interest in taking the course and a current copy of their resume to Professor Covey.

Sample Topics and Readings

The following provides a tentative list of the topics and readings that we will cover during class meetings. Students are expected to have read the materials assigned for each class in advance and be prepared to discuss those topics. The instructors reserve the right to modify the topic assignments and readings in light of ongoing needs and priorities as the semester progresses.

1. Anatomy of a case
Reading: Rules of the Eleventh Circuit Court of Appeals, especially rules 1, 4b&c, 9, 10, 24-26, 28, 30-32.1, 41, 46, 47

2. Appellate issue spotting
Reading: Shaw case transcripts; Tigar, pp. 290-305
 3. Appellate issue spotting II
Reading: Shaw brief
 4. Appellate Brief-Writing: Process and Strategy
Reading: Tigar, pp. 421-474
 5. Harmless Error
Reading: Chapman v. California, Arizona v. Fulminante, Kotteakos v. U.S.
 6. Error Preservation
Reading: U.S. v. Olano, U.S. v. Dominguez-Benitez
 7. Oral Argument
Reading: Tigar, pp. 475-529; Briefs filed in the case of U.S. v. Long et al.
Attendance at the oral argument, scheduled at the 11th Circuit Court of Appeals, on March 1, 9:00 a.m. is highly encouraged.
- 8-14. Case-Specific Topics
Reading: TBA

Grading. The CAP is a graded course. Grades will be assigned based on instructor evaluation of the written assignments and the final brief. In addition, class participation will account for 20% of the final grade. Students will maximize their class participation grade by attending all regular and ad-hoc class meetings, by being fully prepared during those meetings, and by demonstrating informed engagement in class discussions.

Professionalism.

- A. **Confidentiality and Privilege:** Students enrolled in the CAP are effectively externs for the Georgia Federal Defender. As such, you may discuss confidential material only with other members of the Federal Defender's Office or the CAP. You must take great care not to divulge confidential information to any other students or anyone else outside the umbrella of the privilege.
- B. **Conflicts of Interest:** Students in the CAP have duties to our clients, to others in the CAP, to the instructors, and to the Court to behave in an ethical manner. That means, among other things, that we must continually screen for conflicts of interest. If any situation arises that you think might raise a conflict or ethical question, speak to an instructor.
- C. **Quality work:** All CAP students must commit to working with care and diligence on the cases assigned to them. Effective appellate advocacy can mean the difference between incarceration and freedom for the individuals whose appeals CAP students will work on. You must be prepared to invest considerable time and energy to ensure that the work product produced is the best it can possibly be. If you cannot commit to devoting as much time and effort as is needed to produce the highest-quality work product, you should not enroll in this practicum.

URBAN FELLOWS PROGRAM

THE URBAN FELLOWS PROGRAM IS AN INITIATIVE OF THE CENTER FOR THE COMPARATIVE STUDY OF METROPOLITAN GROWTH AND IS HOUSED IN GEORGIA STATE UNIVERSITY'S COLLEGE OF LAW. TOP GRADUATE STUDENTS FROM MANY DEPARTMENTS AT GEORGIA STATE UNIVERSITY AND GEORGIA TECH'S COLLEGE OF ARCHITECTURE SCHOOL OF CITY AND REGIONAL PLANNING ARE SELECTED TO PARTICIPATE IN THE PROGRAM AND EXPLORE A WIDE VARIETY OF URBAN ISSUES. A MONTHLY BREAKFAST SERIES AND BROWN BAG LUNCHEES PROVIDE STUDENTS AN OPPORTUNITY TO LEARN FROM TOP DECISION MAKERS WHOSE WORK AND ACTIONS HAVE A DIRECT IMPACT UPON OUR PHYSICAL AND BUILT ENVIRONMENT.

PARTICIPATING DEPARTMENTS AND PROGRAMS

The following departments and programs have been actively involved in the Urban Fellows Program this past year. If your department is not listed, you are still welcome to apply to be an Urban Fellow.

- Business
- City and Regional Planning
- Communications
- Economics
- Education
- Geography
- Geology
- History
- Law
- Policy Studies
- Psychology
- Public Health
- Sociology

BENEFITS OF BEING AN URBAN FELLOW

- Broaden your awareness about urban and environmental issues in Atlanta and the region by attending the exclusive speaker series
- Build your network of professionals with similar interests
- Develop cross disciplinary contacts at Georgia State University and other universities in Atlanta
- Receive guidance and direction to write a paper of publishable quality and earn course credit
- Make connections in the community through volunteer opportunities
- Become privy to job opportunities
- Boost your resume
- Graduate research assistantships sometimes available to Georgia State University law students

PROGRAM FEATURES AND REQUIREMENTS

SELECTING A TRACK

The Urban Fellows Program has several components: monthly breakfasts, brown bag lunches, community service, and writing a research paper. To provide maximum flexibility for students and to better meet the needs of non-law students, the Urban Fellows Program has two tracks available.

Urban Fellows students should select one of the following tracks when applying to the program:

1. Attend the monthly breakfasts, brown bag lunches and perform volunteer hours only – no paper, no course credit
2. Attend the monthly breakfasts, brown bag lunches, perform volunteer hours, and write a paper for course credit
 - a. For law students: 2 hours of course credit are available in the semester that you write your paper
 - b. Non-law students may also be eligible to write a paper for course credit and should check with their faculty affiliate. Non-law students are also welcome to register for the Urban Fellows course offered in the College of Law to write a paper for 2 hours of course credit, if they are approved by their department to take a law course.

Urban Fellows may change their track at a later date in the program, as long as they inform the Program Directors.

All Urban Fellows that successfully complete the program requirements will be given an awards certificate from the Center for the Comparative Study of Metropolitan Growth. Successful completion of the program includes attending the Urban Fellows events (attendance is taken at all events), meeting the community service requirement and submitting the service verification form.

BREAKFASTS

A monthly breakfast series provides Urban Fellows an exclusive opportunity to learn more about urban, growth management, and environmental issues. Distinguished speakers are drawn from academics, government, and private industry to provide students with a balanced perspective on current urban issues.

REQUIREMENTS

- Attend all breakfasts on time.
 - Be considerate of our speakers. They are taking time out of their busy schedules to help you grow as a professional. And your participation, through both attendance and actively engaging in the discussion, is a reflection on Georgia State University and the College of Law. Additionally, the Center spends considerable time and money organizing the Urban Fellows speaker series. By applying to the program, you are committing to attend the breakfasts for the entire academic year.
 - Breakfasts are held once a month from 7:45 a.m. until 9:30 a.m. on a Tuesday. Breakfast is served at 7:45 a.m., and the speaker begins at 8 a.m. The speaker will take a break at 8:50 a.m. for students that need to leave for class, and then the question and answer period will begin.

All breakfasts are held in the faculty conference room in the College of Law on the fourth floor of the Urban Life building unless otherwise specified.

- *Absences.* One absence during the academic year is permitted. If you know you cannot attend, please notify the program administrator at least 24 hours in advance.
- *Tardiness.* Traffic in Metro Atlanta, MARTA, and campus parking can be unpredictable. Please allow sufficient time to accommodate for this. Speakers begin promptly at 8:00 a.m. If you are late, please enter the room quietly.
- Participate in the Question and Answer session following the speaker's presentation.
 - Students are provided with information about the speaker and the topic ahead of time. Spend a little time before the breakfast familiarizing yourself with the topic. You are expected to ask questions and have a discussion with the speakers. Remember, your participation is a reflection on Georgia State University and the College of Law.

BROWN BAG LUNCHEES

Brown Bag Lunches are often done in conjunction with other groups in the law school such as the Environmental Law Society, or even other departments in the university. These lunches provide an additional opportunity for students to learn about urban issues, growth management, and environmental law and policy in a less formal setting than the breakfasts. Brown bags are generally held from 12 p.m. to 1 p.m. in the College of Law in the Urban Life Building.

REQUIREMENTS

- Attend at least two brown bag lunches per semester.
- Attend the History of Atlanta Brown Bag Lunch (required of new Urban Fellows only).

Research Paper

Urban Fellows are encouraged to write a research paper of publishable quality on any urban, growth management, or environmental law and policy issue. Although writing a paper is not required to participate in the program (if you select Track 1), writing a high quality paper is a great way to build your professional image, showcase your knowledge in a particular area, or illustrate your writing skills. You may even be able to publish your paper in a journal, or submit your paper to a student writing competition.

REQUIREMENTS

- Select a topic and faculty member to oversee the completion of your paper.
- Notify the Center Directors of your paper topic and supervisor. This should be done before the registration period ends for the semester that you will write your paper.

POTENTIAL RESEARCH PAPER TOPICS

- ADVOCACY & HUMAN RIGHTS
- ANIMALS & ENVIRONMENT
- CIVIC & COMMUNITY
- COMMUNITY DEVELOPMENT
- EMERGENCY SERVICES
- ENERGY
- HEALTH
- HOMELESSNESS
- HOUSING
- HUMAN SERVICES
- LEGAL
- POVERTY
- RACE
- TRANSPORTATION

- Many departments allow students to receive course credit for their research papers. Georgia State University law students can receive 2 hours course credit by registering for the Urban Fellows course (LAW 7494). Non-law students may also register for the Urban Fellows course and receive 2 credit hours for writing a paper, if your department approves you taking this course. Some departments allow students to register for Independent Study Credit. Talk to your Faculty Affiliate about your options. You should register for the course the semester that you intend to write your paper.
- Urban Fellows are encouraged, but not required, to participate in a working group to obtain feedback about their research paper. Talk to the Center Directors to coordinate this, or feel free to form your own group.
- You may be asked to present your paper at a Brown Bag Lunch.
- At a minimum, papers will be published on the Center's website so that they are accessible to students and others in the community who are interested in your research topic. However, students are encouraged to write papers that could be published elsewhere.

COMMUNITY SERVICE

Urban Fellows demonstrate their commitment to community improvement by applying what they have learned in their respective studies and from the Program to an area service project or organization. Students may participate in service projects organized by the Program to fulfill this requirement or select a project on their own.

For Georgia State University law students, these hours may count towards your Pro Bono Hours for Pro Bono recognition at graduation.

REQUIREMENTS

- Participate in 5 hours of service related to Urban Fellows each semester.
- At the end of each semester, students must submit a Service Verification Form to Karen Johnston, the Assistant Director for the Center for the Comparative Study of Metropolitan Growth.

BUILDING YOUR PROFESSIONAL IMAGE AND NETWORKING

Participating in the Urban Fellows Program provides many opportunities for students to build their professional image and network.

The breakfasts and lunches are a great opportunity for Urban Fellows to meet professionals who are working in their area of interest. Volunteer to help setup a breakfast or lunch with someone you'd like to meet or get to know better; this little bit of extra effort and communication can give you an excellent reason to get to know the speaker better. Or, take the opportunity to learn more about the speaker's topic - ask informed questions and differentiate yourself. Arrive early or stay a few minutes late to introduce yourself to the speaker, get their contact information, and setup an informational interview with them to learn more about their job and how they got there. Our speakers know that students are trying to establish themselves professionally – they are open to talking to students! Keep in mind – statistics show that most people get their jobs through networking.

Volunteering provides an excellent opportunity to make a difference in the world – and it can help you meet professionals with similar interests. When you volunteer, get to know the other volunteers – where

do they work, what do they do, what is their job like on a day-to-day basis. Get their contact information, and ask them if they'd meet with you for a coffee sometime to talk more.

Writing a paper can be a great way to build your professional image. Pick a topic that really interests you. Use your paper topic as a way to network with professionals in that practice area.

Graduate Assistantships may be available to Urban Fellows law students. Find out if there is an upcoming project or assignment that you can help out with this semester.

Get to know the other Urban Fellows! You may be from different departments, but you all have similar interests. And you never know how your paths may cross in the future!

The Center is exploring more ways to improve their use of social networking. Join the Urban Fellows LinkedIn network of past and present Fellows. Stay informed of upcoming events and news, and contribute your own knowledge and ideas. If you have ideas on how we can improve our use of social media, let us know!

OTHER OPPORTUNITIES

The Urban Fellows Program strives to provide value to all students and the Metro Atlanta area. If you are interested in helping to shape the future of the program, please consider the following opportunities:

- Suggesting speakers and meeting topics for breakfasts and brown bag lunches
- Volunteer to help greet fellows and speakers at events
- Participating in a paper working group even if you are not writing paper to provide feedback to peers
- Organizing a volunteer event for fellows
- Notifying peers of research, volunteer, scholarship, learning, and professional opportunities
- Helping with an initiative to communicate the value of the program to peers, faculty, and leaders in Metro Atlanta
- Suggesting ways the program can better serve part-time and evening students

If you are interested in serving in any of these capacities or have additional ideas, please contact Karen Johnston, Assistant Director of the Center for the Comparative Study of Metropolitan Growth.

HOW TO APPLY

Who can be an Urban Fellow?

- Graduate students with an interest in urban affairs and the interrelatedness of social problems, who are in good standing, are eligible to apply to be an Urban Fellow. This includes but is not limited to MA, MSc, MPA, MBA, MCRP, JD and PhD candidates.

How long do I remain in the Program?

- It is anticipated that once selected as an Urban Fellow, a student will remain with the Program through his or her matriculation. However, a minimum commitment of one academic year is required.

Application Steps

- Read through this program guide carefully to ensure you understand the program requirements. Attend an information session if you can. If you have any questions, please do not hesitate to contact Karen Johnston.
- Select a faculty affiliate from your degree program. Faculty affiliates agree to receive communication about the Urban Fellows Program, attend breakfasts and lunches when their schedule permits, and supervise a student's research paper if the student elects to write a paper. The Center is happy to provide students with information on past faculty affiliates.
- Select your program track: (Note: You can change your program track in the future; this is just to give the program a rough estimate of the number of papers to expect.)
 1. Attend the speaker's events and perform volunteer hours only – no paper, no course credit
 2. Attend the speaker's events, perform volunteer hours, write a paper for course credit
- Complete the application form and turn into Karen Johnston no later than Friday, April 8 at 5 p.m. You will be notified of a decision by Monday, April 18.
- We will host a lunch and introductory meeting for all newly accepted Urban Fellows on Thursday, April 21 from 12 p.m. to 1 p.m.

METRO GROWTH CENTER CONTACTS

DIRECTOR

JULIAN JUERGENSMEYER
JJUERGENSMEYER@GSU.EDU
(404) 413-9197

ASSOCIATE DIRECTOR

JAMES BROSS
JBROSS@GSU.EDU
(404) 413-9189

ASSISTANT DIRECTOR

KAREN JOHNSTON
KJOHNSTON3@GSU.EDU
(404) 413-9175

ADMINISTRATIVE SUPPORT

KAREN BUTLER
KPBTULER@GSU.EDU
(404) 413-9082

WEBSITE

[HTTP://LAW.GSU.EDU/METROGROWTH/INDEX/PROGRAMS/URBAN_FELLOWS_PROGRAM](http://LAW.GSU.EDU/METROGROWTH/INDEX/PROGRAMS/URBAN_FELLOWS_PROGRAM)

URBAN FELLOWS PROGRAM APPLICATION

Applications Due by Friday April 8, 2011 at 5 p.m.

Note: Please carefully review the program requirements before applying to the Urban Fellows Program.

Name: _____

University (GSU or GT): _____

College/Department and Degree Sought: _____

Anticipated Graduation Date: _____

Address: _____

Telephone: _____

Email: _____

Please list one faculty member in your department who agrees to be affiliated with the Urban Fellows Program. Note: If you choose to write a research paper, this does not necessarily have to be the person to supervise your work.

Briefly describe what topics of study interest you for the Urban Fellows Program:

Which track do you intend to pursue? Please note that you may change in the future.

1. Attend the speaker's events and perform volunteer hours only – no paper, no course credit
2. Attend the speaker's events, perform volunteer hours, write a paper for course credit

Why do you wish to become an Urban Fellow? Please describe in 150 words or less how this program fits into your areas of interest, past experiences, and career goals. Please attach your response on a separate sheet of paper with your name and department.

Please submit the following with this application:

1. A current resume or curriculum vitae
2. A list of grades received in all coursework (transcript may be provided, but is not required)
3. The name and contact of a faculty reference (reference letters are not required)
4. A list of your extracurricular and/or community service involvement.

You may submit your application by email to Karen Johnston at kjohnston3@gsu.edu, or turn in a hard copy on the 4th floor of the Urban Life Building (College of Law). If submitting a hard copy, please have your application time stamped at the reception desk. Applications are due by Friday, April 8 at 5 p.m.

By submitting this application, I agree that if I am selected, I will participate fully as outlined in the program requirements. (Please sign or provide an electronic signature). _____

Fundamentals of Law Practice

Law 7336 3 credit hours

Course website:

<http://law.gsu.edu/ccunningham/FLP/>

Clark D. Cunningham

W. Lee Burge Professor of Law & Ethics

Office: Law School 442

Phone: (404) 413-9168

E-mail: cdcunningham@gsu.edu

<http://law.gsu.edu/ccunningham/>

Faculty Assistant: Karen P. Butler

Room 402 (404) 413-9082

kpbutler@gsu.edu

Student Comments from Prior Semesters

"The practical aspect of this course is amazing and very much needed in legal education."

"I loved the real practical experience coupled with small group comradery."

"I saw a new vision for what being a practicing lawyer can be."

"Fieldwork observation was awesome."

"Domestic violence client interaction was great and very realistic."

"[The fieldwork provided] earth-shattering moments when I realized that this dream of mine to practice solo is really possible, and that feeling has been growing in me as a result of this course ever since."

"I think it should be required for every law student to use some sort of case management or time management software before graduation. It is a key skill every lawyer needs and using Clio [case management software] was incredibly useful."

Students will learn about the fundamentals of legal practice through observing the work of a solo or small firm practitioner (the "fieldwork attorney"), simulating the case management activities of a small firm, and engaging in real-life client representation. The course grade will be calculated as follows: 40% Fieldwork Report, 30% Course Portfolio (including class participation), 30% client representation case work. Enrollment is limited and consent of the instructor required. Interested students must complete an [on-line application](#) and submit a resume and unofficial law school transcript to Professor Cunningham at cdcunningham@gsu.edu. The course is open to any student who has completed the first year curriculum, and the class is typically scheduled for 3 hours in the evening to accommodate part-time students.

Fieldwork Requirement: The major writing assignment in this course is a report in which you provide a description of the realities of the fieldwork attorney's practice and answer the following questions, with reference to specific examples and quotations drawn from your field work:

1. What is it like to be a solo practitioner or a member of a small firm?
2. What is it like to start and sustain a small firm or solo practice?
3. What knowledge, skills, and professional qualities should a law student aim to acquire to prepare for entry into small firm or solo practice?
4. How can law school better assist law students to acquire such knowledge, skills and professional qualities?

You will need to schedule at least the following interactions with your field placement attorney:

- a. An initial in-person interview;
- b. At least one follow up visit focusing on one or two areas that you would like to learn more about (e.g., a visit to the attorney's office during which you observe an initial client interview); and
- c. Attorney review of and feedback on your initial and any subsequent report drafts.

The instructor is responsible for arranging your fieldwork placement and will endeavor to place you with an attorney in a practice area of interest to you. Please do not attempt to arrange your own placement in advance, although students are invited to submit names of possible placement attorneys. Your fieldwork placement cannot be with a current or past employer or a family member. In past semesters part-time students with regular full-time jobs were able to complete the fieldwork requirement, and similar efforts will continue to be made to accommodate part-time students.

Client Representation Case Work: Students will work in teams of two (or sometimes more) to represent

persons who are seeking Orders of Protection against domestic violence from the Fulton County Superior Court, which is located four blocks from the law school. Eligible third year students will be certified for courtroom practice under the Third Year Practice Rule and may have the opportunity to conduct direct and cross examinations and closing arguments. Students not eligible for Third Year Practice certification may take the lead for their team in interviewing clients and witnesses, conducting factual investigation, and negotiating with the opposing party. (Many cases are resolved on the day of hearing through a Consent Protective Order.) Student performance will be evaluated against the requirements of the Georgia Rules of Professional Conduct and as to students' effective use of case management practices in the conducting of their case. This is a very short-term but possibly intensive clinical experience. For most teams, their case work will begin with a client meeting and end within two weeks on the day of the court hearing. Students must be able to arrange their schedule on either Monday or Friday (1) to observe or conduct a domestic violence intake, (2) observe a complete day of domestic violence hearings, and (3) conduct their own hearing. (Although most cases are concluded by 1pm on the hearing day, students may need to be at court for their own hearing after 1pm, especially if the respondent is a jail inmate because the "confined docket" cases are heard last.)

Course Portfolio: Students will have free access to a leading, web-based case management software called Clio (www.goclio.com) and are required to use this software throughout the semester to record all the time expended for the course and to use the other features of the software for time and task management for their fieldwork and case work. Students will compile a printed portfolio of all their work in the course from the Clio data base (excluding their client representation case work, which is separately evaluated) and be graded based on their competent and thorough use of the software and the diligence of their course work as recorded in Clio.

The following 3L students who took the course in Spring 2011 are available to discuss their experiences with the class:

Suri Chadha surichadha@gmail.com

Shelia Manely shelia@allfamilylaw.com

Application for Fundamentals of Law Practice - GSU College of Law

1. Introduction

Please review the course home page before completing this application: <http://law.gsu.edu/ccunningham/FLP/>

This course requires real-life judgment, discretion, and professional responsibility, both during fieldwork when lawyers permit you to observe confidential aspects of their practice, and in the client representation component when you will be actually participating in the practice of law on behalf of clients in urgent need. This application therefore requests information to help the instructor evaluate your capacity to undertake such responsibility.

Enrollment in this course is limited and pre-approval by the instructor is required before enrollment is allowed.

* indicates questions that must be completed.

*1. Last Name

*2. First Name

*3. Email address

4. Mailing Address

*5. Anticipated date of law school graduation:

- May 2012
- December 2012
- May 2013
- December 2013
- May 2014
- Dec 2014
- May 2015
- Dec 2015
- Other (please specify)

*6. Full time or part time law student?

- Full time
- Part time

Application for Fundamentals of Law Practice - GSU College of Law

***7. Please confirm by checking each box below that you can arrange your schedule to complete all of the following activities (see course description on course home page):**

- initial in-person interview with fieldwork attorney (1-2 hrs)
- follow-up observation of attorney's practice (2-4 hrs)
- observe or conduct domestic violence intake (3-5 hrs, Monday or Friday, btw 9am - 4pm)
- observe a full day of domestic violence hearings (Monday or Friday from 9:15 am to approximately 1:30 pm)
- conduct domestic violence hearing (Monday or Friday, need to be available all day beginning at 8am)

8. Check off any of the following courses that you will have completed by the end of Fall 2011:

- HeLP Clinic
- Tax Clinic
- Professional Responsibility
- Litigation
- Interviewing and Counseling
- Externship

9. If you have taken an externship, who was the law professor who supervised your externship?

- Professor Kerew
- Professor Segall
- Professor Curcio
- Professor Hensel
- Other (please specify)

10. If you have taken an externship, indicate the placement and primary supervisor:

Placement

Supervisor

11. Optional. List up to three full-time professors at the College of Law who could provide a reference for you:

1

2

3

Application for Fundamentals of Law Practice - GSU College of Law

***12. What is the primary reason you would like to take this course?**

13. Describe any law-related work experience, either paid or volunteer (not including work in a clinic or externship at the GSU College of Law)

14. Describe any full-time work experience either before or during law school.

***15. To complete this application form, indicate your authorization below:**

- I authorize the faculty and administration of the College of Law to discuss with the instructor my performance in other courses and at the College of Law in general.

To complete your application, email a current resume and an unofficial law school transcript to Professor Cunningham at cdcunningham@gsu.edu

Law School: Phase II

**In your traditional law school classes you learn substantive law.
In the Tax Clinic you learn how to apply the law.**

Application of law requires a lawyer to exercise professional judgment.

Professional judgment is something that can be learned.

It is best learned in a law school clinical setting, where experienced lawyers can provide guidance and supervision.

Don't wait until you graduate to develop this skill that is essential to the practice of law!

The Tax Clinic is not a tax course. It is a controversy clinic that will allow you to exercise professional judgment in a supervised setting.

You will be confronted with, and called upon to resolve, a variety of professional and ethical issues, while actually representing low-income individuals.

You will also draft a variety of legal documents and develop your writing skills.

Visit the Tax Clinic web site for more information: gsulitc.org or contact Professor Blasi: rblasi@gsu.edu