



HeLP Legal Services Clinic

SAMPLE Student Intern Acceptance Agreement

Name: _____

Clinic Term: _____

Enrollment Commitment

The HeLP Legal Services Clinic is a limited enrollment course at the College of Law. If you enroll in the course and serve as a Clinic Intern, you have made a commitment to taking the course as well as to the HeLP Legal Services Clinic, its mission and its clients. Your acceptance of this internship has prevented another student from enrolling in the course. Accordingly, students are not permitted to drop the Clinic course once this agreement is signed absent significant hardship or emergency. No student may withdraw from the course without the express permission of Professors Bliss and Caley. **Initial here to confirm you have read the withdrawal policy** _____

Mandatory Orientation

Enrollment in the Clinic will include mandatory attendance at a Clinic Orientation. Following registration, please let us know if you are taking a class that meets on Fridays as soon as possible so that we can address any potential class conflict with mandatory orientation. You must be able to attend this orientation in order to participate in the Clinic. **Initial here to confirm you will attend the mandatory orientation** _____

Classes

The Clinic includes a classroom component. The class will meet on Tuesdays and Thursdays from 9:00 AM until 10:15 AM. **One to two** Clinic classes will be held jointly with third year medical students at Morehouse School of Medicine from 4:30 PM – 6:30 PM on two Thursdays during the semester. Your time spent in this class is credited towards the total number of in-class hours for the Clinic course. Some other classes may be held off-site. Regular attendance is required. HeLP Legal Services Clinic is a graded course. **Students may not simultaneously enroll in Clinic and an externship or another clinic. Initial here to confirm you can attend the classes** _____

Clinic Work Requirement

HeLP I Interns are required to spend an average of 7 hours per week on Clinic case work (at least 98 hours by the end of the semester). **HeLP II** Interns are required to spend an average of 10 hours per week on Clinic case work (at least 140 hours by the end of the semester). Students also will be required to meet weekly with their assigned Supervising Attorney to discuss and evaluate their assigned cases. Because the Clinic serves real clients, there are occasions when the circumstances of a client's case necessitate students work more than seven hours per week and potentially well beyond the seven hours. The Clinic operates as a law firm and has an ethical obligation to the clients it serves. **Given this obligation, students are discouraged from enrolling in another practicum (such as the Bankruptcy Assistance & Practice Program or Fundamentals of Law Practice). If you do enroll in such a class, you must notify the Clinic Directors in order to comply with our ethical responsibilities with respect to avoiding case conflicts.** Please be mindful of the time and ethical obligations when planning your other obligations, including work commitments, for the semester you enroll in clinic. **Initial here to confirm you have read the clinic work policy** _____

Duty to Clients

Similarly, because the Clinic serves real clients with real problems, interns are expected to undertake their case responsibilities with the utmost seriousness and professionalism. As a part of these responsibilities, the Clinic has a policy that student interns are responsible for their cases through the last day of final exams.

Formatted: Highlight

Deleted: HeLP I

Deleted: ,

Deleted: , and Suski

Deleted: Orientation will either be Friday, August/January 1915, 2016 or Saturday, August/January 2016, 2016, from 8:30 AM until approximately 4:30 PM. Please reserve these days.

Deleted: you

Deleted: can

Deleted: and that you will notify professors Bliss and Caley of a class conflict on August/January 2016, 2016

Deleted: Two

Deleted: es

Deleted: dents

Deleted: This means that in order to enroll in the Clinic, you may not simultaneously enroll in a course that meets on Thursday evenings.

Deleted: ese

Deleted: es

Deleted: will

Deleted: In addition,

Deleted: s

Deleted: without the express permission of the Externship and Clinic Directors

Deleted: . Interns must total

Formatted: Font: Bold

Deleted: the 14 weeks of the semester

Formatted: Font: Bold

Deleted: clinic or

Deleted: office hour

Initial here to confirm you have read the policy that students are responsible for cases through the last day of final exams _____

Immunization Requirements

The HeLP Clinic is one partner of an interdisciplinary community collaboration among Georgia State University College of Law, Atlanta Legal Aid Society, and Children's Healthcare of Atlanta. Work performed by students in the Clinic reflects the nature of the HeLP endeavor. The Clinic practice includes working with clients to resolve issues using the legal system or alternative means, performing educational presentations to community partners and collaborators, research projects that involve issues that impact the client population the clinic serves, and visits to Children's Healthcare of Atlanta at Scottish Rite, Egleston and Hughes Spalding. Interns must provide their own transportation.

All students admitted to and enrolled in the Clinic are required to comply with the immunization and TB testing requirements established by Children's Healthcare of Atlanta. The Clinic policy outlining these requirements is attached to this agreement as Attachment 1. **Initial here to confirm that you have read the HeLP Clinic Immunization Policy, Attachment 1 _____**

Ethics and Professionalism

All work in the Clinic is undertaken in the strictest confidence. Interns are bound by the confidentiality requirements imposed by the lawyer-client relationship, HIPPA, and clinic policy.

By signing below, the Intern acknowledges that he/she has read and understands O.C.G.A. 15-19-50, 15-19-51 and 15-19-56, regarding the unauthorized practice of law and the penalties therefore, and agrees not to engage in any behavior which constitutes the unauthorized practice of law during the course of participation in the HeLP Legal Services Clinic. I will comply with all necessary requirements to obtain certification under the Student Practice Act as directed by the HeLP clinic. Upon acceptance of this offer, I agree to immediately withdraw any pending externship applications.

I have read and fully understand the terms contained in this "Student Intern Acceptance Agreement" and agree to be bound by these terms. I agree that I am able to fulfill all course requirements as outlined above and that I am not permitted to withdraw from the course absent the express permission of Professor. Failure to comply with the terms of this agreement may result in honor code or disciplinary measures. I have kept a copy of this agreement for my records.

Signature: _____ **Date:** _____

Print Name: _____

Please provide the following information so that you can have secure access to the Clinic suite and Clinic computers on the day the course begins:

Address: _____

Preferred Email: _____

Home Phone: _____

Cell Phone: _____

Panther ID: _____

ISO Number (on the back of your Panther Card): _____

Deleted: Initial here to confirm that you have read the HeLP Clinic Immunization Policy, Attachment 1

Deleted: Immunization Requirements

Formatted: Left, Space Before: 0 pt

Deleted: Clinic I

Deleted: - HeLP I -

Campus ID: _____

HeLP Clinic Immunization Policy

Students who fail to complete the vaccination policy requirements by the deadline risk being removed from enrollment in the course. The deadline for completing the requirements will be provided to students on the specific agreements that they sign for their respective year in the clinic.

Deleted: The deadline for completing the requirements of the vaccination policy is **December 19, 2015.**

Students enrolled in the HeLP Legal Services Clinic will participate in activities held at the hospital, including but not limited to patient care rounds and a program called Hughes Spalding Mondays. Students may also need to meet with clients at the hospital. Because students will be in the hospital in proximity to members of the health team and to patients and their families, it is necessary for all students to be tested to ensure (1) no exposure to tuberculosis, (2) adequate immunization against common childhood diseases; and (3) immunization against the flu. Before students will be permitted to participate in Clinic activities, each enrolled student must provide proof of the required testing and immunizations. The testing and immunization requirements consist of the following:

- (1) Tuberculosis (TB) Screening - two (2) skin tests for TB scheduled two (2) weeks apart (the first test must be read by a health professional 48 to 72 hours after the test is administered. The second test must be administered one to two weeks after the first)
- (2) Current flu shot that does not expire before completion of the semester
- (3) Chickenpox (varicella) blood titer indicating immunity to chickenpox
- (4) Proof of two immunizations (two dates) for measles, mumps and rubella (MMR)
- (5) Proof of Tdap vaccination

Students must provide records proving vaccinations for MMR (two dates) and Tdap, as well as immunity to chickenpox (a documented **history of chickenpox is no longer accepted** by Children's Healthcare as adequate proof of immunity, so a blood titer must be drawn and tested). Obtaining these records from University Student Health Services or one's primary care provider may take some time. Students should request this documentation as soon as possible so that the deadline for meeting the immunization policy will be met. If the student is unable to provide the necessary documentation of immunization, the student must undergo blood testing to confirm immunization. If tests indicate a lack of immunity, the student must obtain the necessary vaccinations. Immunity testing and any necessary vaccinations are done at student expense. The hospital will provide the TB testing and the flu shot. The hospital does not provide immunity testing or vaccinations.

The Clinic provides the names of enrolled students to the Occupational Health Office at Children's at Hughes Spalding/**Premise Health**. An occupational health nurse will expect to see **all** enrolled students and to check immunization records. Please **submit your immunization records to Jameelah Saleem**, the HeLP Clinic Administrative Specialist, via **email or fax. If you have questions, please contact her at 404-413-9130** or email (jsaleem3@gsu.edu). **She will submit your immunization records to the Occupational Health Nurse at Children's at Hughes Spalding/Premise Health.**

Deleted: The Clinic is provided with the roster of students who have enrolled.

Deleted: all

Deleted: for testing

Deleted: notify

Deleted: **Yunkyung Chang-Hoffman**

Deleted: -Managerial

Deleted: phone

Deleted: (

Formatted: Font: Bold

Deleted:)

Deleted: [ykhoffman](#)

Deleted: when you plan to go for testing.

Deleted: Clinic I

Deleted: - HeLP I -

Walk In TB Testing at Children's at Hughes Spalding

Mondays: 12:00pm – 4:00pm

Thursdays: 7:00am – 11:00am

Please adhere to these dates and times. Occasionally, the occupational health nurse is called away from the clinic during these posted hours. Please call ahead of your planned visit to insure that the nurse will be available. The phone number for the Occupational Health Office is 404-785-2185 or 404-785-2228. This office tests all hospital staff, so you may encounter others waiting to be served.

Students must take proof of immunity to chickenpox, Tdap vaccination, and the two immunizations for MMR to the first appointment for TB testing. **Do not go for TB testing without this proof.**

Additional Immunizations

While not required for Clinic participation, the CDC and Infectious Disease Department at Children's highly recommend that everyone be immunized for Hepatitis B. You may wish to discuss this immunization with your health care provider.

Deleted: 7:30 a.m. - 12:00 p.m.

Deleted: Tuesdays

Deleted: 1:00

Deleted: 3:00 p.m

Deleted: .

Deleted: -6815

Walk In TB Testing at Georgia State University – Student Health Services

Monday thru Friday: 9:00am-11am and 1pm-4pm

Georgia State University Student Health Services charges \$10 (cash only) for TB testing if you have your own health insurance and free if you have GSU health insurance. If students choose to have a TB blood draw test (instead of a skin test), there will be an increased cost. Student Health Services also provides immunizations and immunization records to students. Please call immunization services for costs, immunization provisions, and records. Student Health Services phone number is 404-413-1940.

Additional Immunizations

While not required for Clinic participation, the CDC and Infectious Disease Department at Children's highly recommend that everyone be immunized for Hepatitis B. You may wish to discuss this immunization with your health care provider.

Formatted: Left

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: Font: (Default) Arial, 10.5 pt, Bold

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: Font: (Default) Arial, 10.5 pt, Bold

Formatted: Font: (Default) Arial, 10.5 pt

Formatted: Font: (Default) Arial, Bold

Deleted: Clinic I

Deleted: - HeLP I-