



**HeLP Legal Services Clinic
Student Intern Acceptance Agreement
HeLP I**

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, Middleton and Mitchell. ***Initial here to confirm you have read the withdrawal policy*** _____

Mandatory Orientation

Enrollment in the Clinic will include mandatory attendance at a Clinic Orientation. Orientation will be **Friday, August 16, 2019 from approximately 8:30 AM until 5:00 PM (exact times TBD)**. Please reserve this date. 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. 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, dates TBA. 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*** _____

Conflicts

In accordance with the Georgia Rules of Professional Conduct, students may not simultaneously enroll in two experiential courses that represent live clients. Thus, a student may not simultaneously enroll in a clinic, externship or any other experiential course serving real clients or community partners. If you have a question about whether you are permitted to enroll in two particular courses, confirm in advance of registration to avoid having to withdraw from one of the courses in the event of a conflict. ***Initial here to confirm you understand this policy*** _____

Clinic Work Requirement

Interns are required to spend an **average of 7 hours per week** on Clinic case work. Interns must total **at least 91 hours** by the end of the 14 weeks 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 _____***

Communication

The Clinic communicates primarily via student email. Between now and orientation, you can expect to receive important communication from Clinic staff regarding on-boarding assignments as well as your orientation assignments. It is your responsibility to check your student email on a regular basis. Failure to meet a deadline emailed due to not checking and responding is not acceptable. ***Initial here to confirm you have read the communication 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. ***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 (CHOA). CHOA is a three-hospital network that consists of doctors, nurses, and staff specially trained to care for children under the age of 21 (choa.org).

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 requirements established by CHOA. 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.

HeLP Clinic Immunization Policy

The deadline for completing the requirements of the vaccination policy is July 19, 2019. Students who fail to complete the vaccination policy requirements by the deadline risk being removed from enrollment in the course.

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:

All students will have to schedule a volunteer pre-hire appt with Health Services. From my understanding, Health Services requires students to come in with their records. Jonathan Cueto (404.785.4258) has worked with HeLP before so he is familiar with our students. At the appt, the students should bring their immunization records with proof that they have received 2 varicella vaccines, 2 mmr vaccines, the flu shot, and the TDAP shot. If they have not had the last two (flu shot or TDAP) the nurse or doctor will be able to administer the shots there. If they have not had the first two (varicella and mmr), they will need to go to their PCP and have it done there.

Jonathan is happy to schedule all appts including scheduling appts at Hughes Spalding if that is more convenient for the students. However, the nurse in Health Services is only available on Wednesdays at Hughes Spalding.

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.

Please contact Jennifer Grindell at (404) 413-9269 or jagrindell@gsu.edu if you have questions.

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.

Initial here to confirm that you have read and fully understand the terms contained in this "HeLP Clinic Immunization Policy" and agree to be bound by these terms._____

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 Professors Bliss, Middleton and Mitchell. 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): _____

Campus ID: _____