Community Legal Information Center
Women’s Law Project
Supervising Attorney: Teddy DeLorenzo
Fall 2012 Syllabus

This is the Women’s Law Syllabus, which states the obligations and conditions for receiving "CREDIT" for the Women’s Law internship. By signing this syllabus I, __________________________________________, hereby acknowledge that I understand, agree, and shall abide to all its terms while representing the Community Legal Information Center (CLIC) and the Women’s Law Project. I am also aware that if I do not fulfill all of the terms of this contract, I may receive a "NO CREDIT" grade.

CLIC’s Mission Statement:
CLIC recognizes the vast human resource potential that our university has to offer the community and conversely the resources the community has to offer the students. This interaction of resources offers the university student an opportunity to become actively involved in the community in which they live and gives them the opportunity to become involved in non-traditional education.

CLIC believes that the community serves as a classroom where students can learn through practical experience. The internships provide students the opportunity to gain college credit and valuable experience from on the job training. The interns provide a service for other students and community members who might not be able to afford it otherwise. We encourage students and other community members to use CLIC as a tool for their own education.

Semester Requirements:
Goals:
• Obtain a better overall understanding of legal research and the tools needed to conduct legal information
• Learn to work with clients and peers in a professional environment
• Respect the high level of confidentiality CLIC and the Women’s Law Project employs
• Have all assignments finished on time
• Always be on time to office hours and ready to participate.
• Attend all weekly meetings (these are treated with the same degree of professionalism as scheduled office hours.)
• Attend the mandatory mass intern meeting

Projects:
Throughout the semester there will be various projects interns will be responsible for completing. These will include:
• Three sample restraining orders
• Three mock appointments
• Harassment v. Domestic Violence Assignment
• Elder Abuse Assignment
• Weekly research of violation/enforcement of restraining orders
• Short paper discussing all violation/enforcement research: what conclusions can you make over all? What can Butte County do to increase enforcement? (2-3 pgs)
• Research of other CA Universities sexual harassment policy
• Court Trip Paper (which requires attendance at the court trip to the Oroville Court House)
• Completion of Personal Project

*Returning interns do not have to complete the DVTRO v. HTRO paper. Instead, returning interns will begin violation/enforcement research in week 4.

**For more information on all of these assignments, please refer to the Fall 2012 Assignment Requirements handout.

Hour Requirements for Unit Credits:
Three Units- 135 total hours, 8-10 hours per week required
Two Units- 90 total hours, 6 hours per week required
One Unit- 60 total hours, 4 hours per week required

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<tr>
<th>Units</th>
<th>Total Hours</th>
<th>Hours Per Week</th>
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<tbody>
<tr>
<td>3</td>
<td>135</td>
<td>8-10</td>
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<tr>
<td>2</td>
<td>90</td>
<td>6</td>
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<tr>
<td>1</td>
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**For further information on this topic, please refer to the CLIC Attendance Policy handout.

Attendance:
Mass Intern Meeting: Attendance at the initial mass intern meeting is mandatory. The meeting goes over integral procedure, policies and goals for CLIC. YOU MUST ATTEND UNLESS YOU HAVE A COMPELLING REASON.

Weekly Meetings: Attendance is mandatory at all weekly meetings. If an intern does not attend a meeting without prior notice to their director, OM, or AD, they will receive a No Show in their attendance records. Basically, meetings are just as
important as scheduled office hours. They are virtually the only time interns will have the candid attention of the supervising attorney.

**An intern who finds him or herself with excess hours may not abuse the absence policy to call in absent for his or her hours as a way to reduce their hours below the minimum eight hours per week. An intern who is found to be engaging in the method of reducing their hours will be subject to an automatic “No Credit” for their internship units.

**An OM, AD, or Director must be present if an intern wishes to work outside of the normal office hours. Please see your Director if you need to come in before or after the normal 9-5 hours of operation.

**The five hours of outreach is added to the office hours and should total the required intern hours (ex. 130 office hours + 5 outreach = 135 total intern hours.)

Outreach:
Throughout the semester each intern is required to fulfill a minimum of five hours of community outreach. Megan Gaddis is the director for Community Outreach this year. She is in charge of putting together events and BMU tabling. Her email address is ascliccod@csuchico.edu and you can email her if you have any questions about a specific event. Outreach will also be announced at each weekly meeting so pay attention! To sign up for outreach hours you must use the Outreach Binder which is located at the OM's desk. All interns must record their outreach hours and they must be recorded in the week of the outreach event. The required five hours of outreach counts toward the total 135, 90, or 60 intern hours.

My Service Counts
In honor of Chico State’s 125th Anniversary, and to recognize service as an essential part of the Chico experience, Chico State has created an exciting opportunity. My Service Counts challenges the campus community- students, faculty, alumni and staff- to perform 125,000 hours of service in 2012. As interns at the Community Legal Information Center, each hour that is completed for the internship can be logged on the My Service Counts website to reach the goal of 125,000. It is encouraged to log completed hours at the end of each week. Please see your director for more information or visit www.myservicecounts.com

Confidentiality:
It is imperative that all interns at CLIC maintain a strict sense of confidentiality inside and out of the office. Never discuss the details of a case outside of CLIC or with anyone who is not a part of the CLIC community. An intern should also NEVER give out last names, phone numbers, or addresses of clients, other interns, or directors. All CLIC related files should never leave the office unless you have direct explicit instructions from your director. When Clients are in the office make sure that no personal phone numbers or email addresses are visible.
To help maintain CLIC’s strict confidentiality, remember these key rules:

- ALWAYS check the conflict of interest log before continuing to help the client.
- When dealing with Penal or CJLP remember to maintain the strict confidentiality of their names.

**“If it seems like a bad idea, it probably is,” Michael Kowalsky & Justin Swisher.**

**Office Rules/Professionalism:**

At CLIC we maintain a certain level of professionalism with our clients. The following rules are set into place to maintain this atmosphere.

- Cell phones are not to be used in the office. If you MUST make or take a personal phone call, please leave the building to do so (during office hours).
- The dress code is outlined in the Mass Intern Packet. There is also a copy of these rules on the corkboard next to the copy machine. Please respect the dress code.
- Fraternization within departments is not condoned by CLIC. Situations of relationships between faculty, staff, administrative directors, program directors, interns and employees may cause a conflict of interest. If you find yourself in this situation, please bring it to the attention of your supervising attorney. Appropriate action will be taken to avoid a conflict of interest. (This could include reassignment.)
- Computers and telephones are to be used for the sole purpose of research, client communication, and data gathering. (Keep in mind, the computer history is monitored by the Director and the supervising attorney.)
- Alcohol is not tolerated at CLIC. In addition, the use of alcohol is not permitted at CLIC events.

**If the office rules are not adhered to, you could be asked to leave the office and repeated offenses will result in a written notice of insubordination. In addition to this, the supervising attorney will be notified.**

**Any fraudulent activity associated with the attendance policy may result in a no credit.**

**Information v. Advice:**

We DO NOT offer legal advice at CLIC, we offer INFORMATION. Information is when you offer more than one option to a client and provide them with enough knowledge about those options so the THEY make the decision. REMEMBER: information is when you tell a client about the law. ADVICE: is given when a client is TOLD what to do, when all other options are eliminated. REMEMBER: interpretation of the law can sometimes be construed as advice. BE WARY OF EXPLAINING WHAT A LAW MEANS.

**Refer to the “Information vs. Advice” handout posted on the board above the computer in the Women’s Law Office.**
**Answering Calls:**

When answering the phone you must ALWAYS use this greeting:

“Hi, this is ______ from Women’s Law at the Community Legal Information Center. I am a paralegal intern, not an attorney; therefore, I cannot provide you with any legal advice but only information. How can I help you?”

If you are unable to answer a client’s question take down their information and tell them that you will research their question and call them back.

**The Women’s Law Project NEVER leaves messages for clients. Only if you have the permission from the client to leave a message is this permissible.**

**Any student who feels s/he may need an accommodation based on the impact of a disability should contact the program director or supervising attorney privately to discuss your specific needs. Please also contact the Disability Support Services office to coordinate reasonable accommodations for students with documented disabilities.**

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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Events</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Aug. 27-Aug. 31</td>
<td>WELCOME TO CLIC, NEW INTERNS! Introduction, Applications</td>
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| Week 2 | Sept. 3-Sept. 7 | Turn in applications to CLIC office  
**September 5th, CLIC Orientation Colusa 100B 6:30-8** |
| Week 3 | Sept. 10-Sept. 14 | Mass Intern Meeting Wed. Sep 12 6:30-8:30 Colusa 100A  
Deadline for applications, notification of acceptance into program |
| Week 4 | Sept. 17-Sept. 21 | Mass Intern Packet Due at Meeting  
First program meeting, Wed. 9/19 in 35 Main  
**Begin DV v. HTRO paper**  
DV v. H paper due by Friday 9/28 |
| Week 5 | Sept. 24-Sept. 28 | • Finish mock appointments, begin taking appointments in office  
• Returning interns present CTRO info at meeting, continue taking appointments |
| Week 6 | Oct. 1-Oct. 5  *Domestic Violence Awareness Month* | • Begin “sex crimes” assignment  
• Begin Appointments.  
• DVAM begins, tabling opportunities and women’s outreach |
| Week 7 | Oct. 8 - Oct. 12 *DVAM | • Harassment vs. Domestic Violence paper due by Friday  
• Begin enforcement research |
|---|---|---|
| Week 8 | Oct. 15 - Oct. 19 *DVAM | • Continue appointments  
• Description of final project saved in folder on the desktop  
• Begin Elder Abuse assignment |
| Week 9 | Oct. 22 - Oct. 26 *DVAM | • Appointments.  
• Continue enforcement research |
| Week 10 | Oct. 29 - Nov. 2 *DVAM | Appointments.  
• Elder Abuse assignment due  
• Make sure to keep up on OUTREACH HOURS and continue research for enforcement and the sexual assault policy |
| Week 11 | Nov. 5 - Nov. 9 | Appointments. Interns should use free time during this week to catch up on their Women's Law Project. |
| Week 12 | Nov. 12 - Nov. 16 | Appointments. WORK ON PROJECTS  
• Nov. 12th Veterans day; office will be closed.  
• By the end of this week, all interns should have completed at least 3 outreach hours and ¾ of their office hours needed to receive credit. |
| Week 13 | Nov. 19 - Nov. 23 | • THANKSGIVING BREAK, HAVE FUN! |
| Week 14 | Nov. 26 - Nov. 30 | "Conclusion" paper about enforcement research due by Friday |
| Week 15 | Dec. 3 - Dec. 7 | Appointments. Make sure that your office hours are up-to-date and outreach is completed SEE ME IF YOU HAVE NOT COMPLETED OUTREACH  
➢ Complete final project  
➢ Personal project due this week |
| Week 16 | Dec. 10 - Dec. 14 | Appointments. Dead Week. STUDY!! |
| Week 17 | Dec. 17 - Dec. 21 | **Finals Week- Interns MUST have 4 hours scheduled in the office!  
Have a great winter break! ☺  

** Court trip is NOT scheduled yet, but ALL interns are required to attend. Court paper will be due the following week. **
I UNDERSTAND THAT CLIC, THE POLITICAL SCIENCE DEPARTMENT, CSU CHICO, TEDDY DELORENZO DOES NOT ACCEPT ANY RESPONSIBILITY OR LIABILITY FOR ACTS OR CONDUCT OUTSIDE THE SCOPE OF THIS AGREEMENT.

I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT AND I UNDERSTAND THAT THE BREACH OF ANY OF THESE CONDITIONS CAN RESULT IN A GRADE OF NO CREDIT FOR THE CLASS.

INTERN NAME: ____________________________

ADDRESS: ________________________________________________________________

E-MAIL ADDRESS: __________________________________________________________

PHONE: ________________________________________________________________

STUDENT ID #: __________________________

MAJOR: ____________________________________________

MINOR: ____________________________________________

INTERN’S SIGNATURE: ____________________________

DIRECTOR’S SIGNATURE: ____________________________

DATE: ____________________________________________