

Intimate Partner Violence Assistance Clinic
FALL 2018 Syllabus
LAW 6940-17559

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Licensed Clinical Social Worker: Alisa Guthrie, guthrie.a@uflawclinics.org (CLIENT RELATED COMMUNICATION ONLY)

Office Location: Virgil Hawkins Civil Clinic

Phone: 352-273-0825

Office Hours: Monday – Friday, 8:30 a.m. – 5 p.m.

9 credit hours

Classroom: To Be Announced

Course Objectives: The Intimate Partner Violence Assistance Clinic (IPVAC), which is a part of The Virgil Hawkins Civil Clinic (VHCC), operates simultaneously as a multidisciplinary, trauma-informed law office and as a classroom. We practice law and deliver victim advocacy and mental health services to survivors of IPV, while educating future professionals in the basic skills surrounding trauma and intimate partner violence. Law students will learn and practice interviewing and counseling skills, draft pleadings and proposed orders, develop trial strategies, prepare and represent clients in court, and understand the basics of working as part of a multidisciplinary team. Students will work individually and/or in teams of two on cases and projects. Students are fully responsible for all aspects of each case. Students will have regular meetings with faculty and staff to review and discuss strategy. Students are expected to think deeply about the universe of the client’s problems and goals, not just the particular proceeding in front of them. The Clinic aims to teach law students to be skilled, self-reflective lawyers equipped to litigate and counsel in various fields such as State Circuit Court civil injunctions and/or Federal immigration law. Additionally, we provide support and counseling to our clients who are victims in companion criminal cases and/or under investigation by the Department of Children and Families.

Topical Outline of Subjects to be Covered: Because this is a “live” clinic, some of our class outline remains fluid to accommodate the discussion of current case issues. Each week students will be informed of the topics planned for the following week and any required readings, although these are always subject to change. The following is a list of topics that will be included: interview/counseling, civil injunctions, legal writing, depositions, evidentiary objections, court procedures, dependency procedures, criminal procedures, civil procedures, preparing clients for court, confidentiality in a multi-disciplinary setting, anger assessments and safety planning, professional responsibility and ethical considerations, investigations by the Department of Children and Families, criminal justice system, family law (timesharing), paternity, law enforcement procedures, strangulation, effects of IPV/Adverse Childhood Experiences on children, the neurobiology of trauma, representing trauma survivors, intergenerational trauma, intersectionality, cross cultural counseling, working with translators,

resources for those who abuse, IPV in the LGBTQ communities, IPV in the homeless community, IPV in the immigrant community, affordable housing for indigent clients, state and federal aid to indigent survivors, immigration law, judicial battering, vicarious trauma, and self-care. All readings are either on the “S” drive will be provided. We will also explore venues outside of the law school. Trips will be planned to the local domestic violence shelter, Grace Marketplace (local homeless center) and the Alachua County Jail. Additional trips may also be scheduled.

IPVAC students will have the opportunity to also participate in an “immigration” track. This will involve an additional 90 minutes of class time each week beginning August 29 on Wednesdays, 6 pm – 7:30-pm. This will be a joint class with the immigration clinic at FSU Law. This track is available to law school CLI’s and externs.

Assignments for First Two Weeks of Class:

Monday, August 13, 2018: All students will meet at 9 am in the Virgil Hawkins Clinic to schedule office hours (25.5 hours per week for CLIs), the one-hour per week multi-disciplinary meeting, and an extra one-hour-per-week of class room instruction. We will be scheduling 12 additional orientation hours for all students during the first two weeks of law school class (August 13-24). It is important that we front load as much information as we can so that the team is “client ready.” Orientation readings should be complete. They are located in the “Fall 2018 Orientation” folder on the “S” drive and also have been emailed to you. **To accommodate everyone’s schedule, orientation hours may occur during an evening or Saturday time slot.**

IPVAC Student Goals:

1. Become competent at basic lawyering skills thorough classroom simulation and client/courtroom experience, this includes cultural competency;
2. Further develop skills and professional identity through reflective supervision and feedback;
3. Become familiar with concepts of lawyering for social change through a domestic violence framework;
4. Become familiar with the concepts of intersectionality as it relates poverty, gender, race, culture, religion, sexual orientation, and gender identity;
5. Value interdisciplinary relationships with other professionals such as social workers and health care professionals, as well as partners in the community;
6. Critically analyze the terms “justice” and “winning”;
7. Learn that lawyers can bring their hearts, values and convictions to their legal work and professional identity;
8. Understand vicarious trauma and its impact on lawyers both as experienced through client interactions and systematic injustices; and

9. Develop skills to support healthfulness in lawyering and living.

Student Responsibilities: IPVAC is open Monday-Friday, 8:30 – 5 pm. This includes Friday. The type of work that we do and the caseload numbers we handle create an ever-changing, sometimes challenging environment. Events in a critical case could happen in a matter of hours. It is, therefore, important that you be diligent about checking your emails (and sometimes, texts) during business hours. This is real life and we are real professionals. The lives of our clients and their families don't stop simply because class or office hours are over.

The Virgil Hawkins Civil Clinic (VHCC) consists of four separate clinical sections: the Family Advocacy Clinic, a Juvenile law clinic (Gator TeamChild), an Intimate Partner Violence Assistance Clinic (IPVAC) and a Mediation clinic. This could mean a substantial number of students and cases co-exist in a relatively small space. By necessity, we have procedures designed for office efficiency (see IPVAC Office Procedures). It is important that you familiarize yourself with them.

Office Hours: Professor Drake believes in the open door policy. She is generally available to discuss cases in person or via email or phone. If she is in the middle of something, she may have to ask you to come back a little later. If her door is closed, she is not available. Because of space constraints, many client meetings take place in her office, so be careful about simply walking in before checking.

Diversity Policy: IPVAC/The Source Program includes a diverse group of students, staff and clients. We celebrate differences in culture, race, religion, sexual orientation, gender identity and expression, age, life choice, and physical and mental abilities. We strive to create a safe space where each person can fully self-express and feel supported and safe physically, socially and personally. Our expectation is that each individual involved in the clinic be respectful of the humanism in all.

Grades: IPVAC is pass/fail, however, successful completion of this clinic requires a great deal of effort in both the classroom work and the representation component. This includes doing your homework, always being prepared, and knowing when to ask for assistance. Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

University Honesty Policy: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honorcode/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Attendance: IPVAC, as an approved course at the Levin College of Law, requires “a record of attendance satisfactory to the professor.” We define satisfactory attendance as presence at 90% or more of all scheduled classes. Discuss the need to miss a class with Professor Drake in advance if possible. The 90% rule does not apply to case work events or team meetings; the 100% rule does. Do not schedule trials, hearings, depositions, negotiations, or client meetings in conflict with classes, unless the judge orders. If a judge schedules a court event during another non-clinic class, Professor Drake will contact the professor and explain the situation if necessary. Most professors have been gracious about an absence assuming the student has not missed a number of classes for other reasons.

Preparation for Class: We will assume you have read, understood, and digested assigned materials before class. Thoughtful discussion is not only welcome; it is required. Some of the classroom education in the clinic comes through role plays. Other students will be counting on your full participation to enhance their learning experience.

Necessary tools for the job: All students are required to have some tool that gives you the ability to take notes and make lists of action items. Your note-taking tool and the client file should accompany you to all client meeting and meetings with staff. Computer use is valued during class and case updates; searching Facebook, YouTube, personal email, etc... is not.

High Expectations: Minimum case requirements include attendance at all court events, mediation, client interviews and other client events at which you are primary counsel. If you are partnering as second seat, you can skip routine client meetings such as signing conferences. You must be appropriate and timely in the handling of all case tasks and represent your client professionally throughout the semester, during holidays and semester breaks until the beginning of the next semester. You must be familiar with every piece of paper in the files (electronic and/or paper) that are assigned to you, whether they are from a prior term or not. You must be fully prepared at all times and document client files completely and contemporaneously on our electronic case management system (CLIO).

Penalties for Noncompliance:

1. Course failure
2. Dropped from the class
3. Incomplete grade
4. Contacting the Florida Bar regarding unprofessional conduct

Professional Dress: When you come to class, you are a student and can dress as one. However, if there is a chance a client might drop in, dress in the manner prescribed below. If you would like to leave a change of clothes in the clinic just in case, let us know and we can accommodate this. For client meetings and all outreach hours away from the clinic, you should dress as a lawyer, but in a “relaxed fashion.” This means that for men: dress pants or khakis, dress shirt or nice polo shirt; for women: dress pants or a skirt and an appropriate top. We use the word “relaxed” because there is a fine line between looking professional to gain the respect and confidence of the client and looking so over-the-top that you place a barrier between you and the client. We are trying to build trust and rapport with our indigent clients, not walk on a runway. However, during court events, a suit is strongly suggested.

Everyone should pay attention to the fit of your clothing and your choice of footwear. Your reputation as a lawyer should be about your honesty, integrity, and intelligence. Dress at the Free Veterinarian Clinic should be weather appropriate.

Team and Firm Meetings: You (and your clinic partner if you have one) will meet with your supervising attorney on a regular basis. These meetings serve two purposes: keeping the supervising attorney current on all of your cases and guarantee you time to ask questions and/or speak concerns. We will share ideas on strategy, discuss general topics of interest such as proof problems, discovery problems, and consider short-term actions items with due dates. Keep notes of these meetings; you will be asked to memorialize them on CLIO. Spend some time thinking through any issue on your own first, **researching any appropriate statutes or rules** that may apply and talking with your firmmates before coming to Professor Drake with questions.

Also, each week we will have a multidisciplinary meeting, similar to “grand rounds” in the medical profession. We will discuss individual cases in depth so others can learn from them. If you have an item you would like added to the agenda, please email Professor Drake or Veronica Robleto.

Who’s the Boss: The most important people in the clinic are the support staff. They know much, much more than you do about practicing law. Heather Flynn, Coreen Yawn, and Debbie Vincent work with all the clinics. Debbie will be issuing parking decals for your clients, so be sure to let her know when you are expecting someone. The fastest way to get on everyone’s bad side is to treat any support staff disrespectfully.

Veronica Robleto: Veronica is IPVAC’s Program Assistant. She is accredited by the Board of Immigration Appeals (BIA) and, as such, can engage in a limited practice of immigration law. Veronica is also our resident Spanish speaker/translator. She is the beating heart of the clinic and, among many other things, coordinates our files, communicates with our community partners and manages our immigration caseload. She is also certified to conduct Dangerousness Assessments and will be pairing with Professor Drake to coordinate an IRB study IPVAC will be conducting with the College of Medicine beginning this term. Veronica is the first person you reach out to for client conflict checks, notary needs and e-filing. Veronica is here 40 hours per week.

Alisa Guthrie, LCSW: Alisa is a licensed clinical social worker and trauma specialist. She works with students around strategies to deal effectively with survivor/clients. She also helps students recognize vicarious trauma and maximize self-care strategies. She is certified to conduct Dangerousness Assessments. Alisa sees a limited number of clients for mental health counseling and may supervise social work interns who also see clients. She also provides much of the trauma education during substantive class. Alisa may participate with client interviews/appointments. Alisa is in the clinic 20 hours per week.

Description of Clinic Members/Time Commitments/Credit Hours:

9 credit Certified Legal Interns (CLIs): CLIs are the backbone of the clinical programs here at UF. These students have completed 48 credit hours and received their background clearance from the

Florida Bar. CLIs can act as a lawyer under supervision of a barred attorney (Professor Drake). This means CLIs can give legal advice to clients, sign pleadings and speak in court. All CLIs are required to take the IPVAC class which meets from 9 – 10:50 on Monday and Wednesday morning (plus an additional weekly hour class) and complete the required number of office hour, which includes a one-hour multidisciplinary meeting that meets every week. This will be scheduled around class schedules. There must be two students in the clinic for office hours, Monday – Friday, 8:30 – 5 pm at all times (yes, that includes Fridays.) CLIs are responsible for their cases until the first day of the Spring 2019 term. IPVAC remains open during school breaks, except for the week between Christmas and New Year’s. Students will be required to participate in staffing “skeleton” hours during the break. This means at least one student needs to be here at all times during breaks; preferably two. With the cooperation of everyone, we have managed to accommodate all travel and family commitments in years’ past.

CLIs will be in the clinic a minimum of 31.5 hours per week...5 hours of classroom instruction, one hour multi-disciplinary meeting and 25.5 office hours. For those law students interested in the immigration track, there will be an additional 90 minutes of class on Wednesday evenings between 6-7:30 PM beginning August 29.

Law School Externs (LSEs): Students will be taking between 4-6 extern credit hours to participate in the immigration track of IPVAC. Externs are required to attend the Wednesday evening class mentioned above. Four credit externs will be required to complete 11.5 clinic hours each week; five credit externs – 15 hours. These hours include the one-hour weekly multidisciplinary meeting and the 90 minute Wednesday immigration class.

Social Work Interns (SWIs): These students are either Master’s or undergraduate students in social work. They are supervised by our Licensed Clinical Social Worker. Their clinic hours vary according to their program.

Undergraduate Students Externs (NLEs): Most of these students are through the Health Disparities minor at the UF Center for Gender, Sexualities, and Women’s Studies Research. Their clinic hours vary according to their program.

Religious Holidays

The Florida Board of Education and state law govern university policy regarding observance of religious holidays. The following guidelines apply:

Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from class because of a religious observance, the faculty member should not schedule a major exam or other academic event at that time.

A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Health and Wellness

Being a part of this clinic includes attention to and care of your physical, mental, emotional and physical health. If you do not feel comfortable discussing any of these with IPVAC staff, please see the resources below:

www.mindfulnessforlawyers.com

<https://www.law.ufl.edu/wellness-at-uf-law>

UF Mindfulness, mindfulness.ufl.edu

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center:

<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies).

<http://www.police.ufl.edu/>

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu.

<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

<http://www.crc.ufl.edu/>

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
<http://teachingcenter.ufl.edu/>

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and
writing papers. <http://writing.ufl.edu/writing-studio/>

Student Complaints Campus:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

On-Line Students Complaints: <http://www.distance.ufl.edu/student-complaintprocess>

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to Dean Inman at UFLaw Student Affairs when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

I confirm that I have read this document in full and understand its contents and will abide by its direction.

Name print

Signature

Date: