

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Chapter: University of Saskatchewan

Program year: 2026-2027

Project Name: CLASSIC – Internship

SECTION A – ORGANIZATIONAL INFORMATION

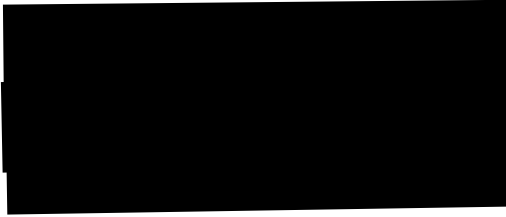
1. **Name of Organization:** Community Legal Assistance Services for Saskatoon Inner City Inc. (CLASSIC)
2. **Mailing Address of Organization:** 123 20th St W, Saskatoon SK, S7M 0W6
3. **Website of Organization:** <https://www.classiclaw.ca/>
4. **Type of Organization:**
☒ Not-for-profit
☐ Other please specify
5. **Brief overview of the organization's mandate (2 to 4 lines maximum):**
CLASSIC provides legal services for people who experience poverty and injustice in Saskatoon. CLASSIC is committed to social justice, decolonization, and upholding the dignity of all peoples. CLASSIC provides:
 - Free legal services, programming and supports for people who experience poverty and injustice; and
 - Internationally recognized clinical legal education to law and interdisciplinary students
6. **Organization Contact Person**

7. **Preferred mode of contact:** Phone ☐ Email ☒
8. **How often will the organization contact person be available to meet with the student(s)?** The organization contact will be available to meet with students as required.
9. **Lawyer supervisor(s)**
Note: For certain projects, students work with a roster of lawyers. In such instances, please include the information of all lawyer supervisors, and indicate who the lead lawyer/key point of contact is.

Type of Lawyer Supervisor:
Lawyer Supervisor - Insured

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)



The lawyer supervisor is:

- ☒ An employee of your organization
☐ Other (please specify relationship)

10. How often will the lawyer supervisor be available to meet with the student(s)? The lawyer supervisor will be available to meet with students as required, and will attend the legal clinics.

SECTION B – PROJECT INFORMATION

11. Please describe the project tasks:

Note: If there are multiple projects, please complete a separate Project Description Form for each project. Include details on the final deliverable and expected timelines, etc. Include details on the division of workload, etc.

Description of Project

The aim of this project is to support CLASSIC in their mission of providing legal services to people who experience poverty and injustice. As an internship project, students will be integrated into the team at CLASSIC to provide a variety of supports.

Tasks that may be assigned to the student volunteers could include:

- **Project ID:** An often-cited barrier for marginalized people is lost, stolen or missing identification. Lack of identification prohibits access to housing, employment, and a wide variety of services, including very basic social services like the Food Bank. Project ID is meant to address this, and student volunteers will assist in helping vulnerable communities obtain identification. ID clinics will be divided into smaller clinic sessions throughout the school year, held during CLASSIC's hours, usually on weekday afternoons (1:00-5:00PM).
- **Legal Advice Clinic (LAC):** The Legal Advice Clinic ("LAC") provides an opportunity for low-income clients to receive summary advice from volunteer practicing lawyers during 30-minute appointments. The areas of law that the LAC deals with include civil, criminal, immigration, and family matters. The clinics will take place at CLASSIC in the afternoons, depending on the volunteer lawyers' schedules. PBSC student volunteers will commit to

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

volunteering at the sessions when appointments are available each term. They will assist in taking notes for the volunteer lawyers, and assist with legal information if needed.

- **Community Legal Education (CLE):** Low-income and otherwise disadvantaged people may be vulnerable to exploitation and discrimination in part because they are often unaware of their legal rights and responsibilities.
 - The student volunteers may be asked to meet with community members at a number of community-based organizations to deliver and facilitate presentations with the goal to teach them about their legal rights and responsibilities in the areas of CLASSIC general, tenant rights, workers' rights, employment, bedbugs, police interactions, wills and estates, and newcomer rights. These presentations will be delivered to the students beforehand so they can adequately prepare. These presentations are scheduled based on requests by community-based organizations. A specific number of presentations per week is not guaranteed.
 - *Before the students conduct presentations, all materials will be reviewed by the organization and lawyer supervisor for accuracy. A PBSC disclaimer must also be included in the presentation. Students will also not be able to answer and personal questions from clients. Legal information offered should be general and objective, without entering the realm of legal interpretation.*
 - Students will also be tasked with developing updated social media info-posts to continue CLASSIC's "Know Your Rights" program. The organization contact will share more details with the students regarding formatting and topics.
- **Research Component:** CLASSIC takes pro bono legal cases for members in the community. Students may be asked to work on research projects to support CLASSIC's lawyers' pro bono work. This will include research for appeals from tribunals and King's Bench, research on Indigenous claims, and contacting clients. This work is flexible, and while the student may initially need to meet with the CLASSIC lawyers in-person to receive an assignment, most but not all, the work can take place from home.
- **Intake Component:** Students may be asked to attend in-person at CLASSIC during business hours (9:00am-5:00pm, with a lunch break between 12:00pm-1:00pm). They will conduct client intake, where they will receive information from prospective CLASSIC clients, and pass it along to the volunteer lawyers.
- **Other:** As needed, students may be asked to support administrative tasks. Students may be invited to sit in on client meetings to take notes, assist in planning and executing events hosted by CLASSIC, and more. The organization contact will remain connected to the assigned Program Coordinator and Project Lead to ensure the work being done by students complies with all PBSC Policies and Expectations.

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

Role of Student Volunteers

- Attend all mandatory trainings. This includes the general PBSC training in September, as well as the training sessions facilitated by CLASSIC in September and early October.
- Stay in close communication with the Project Lead and PBSC Coordinators.
- Take initiative in participating fully as an “intern” with CLASSIC, and contribute in meaningful ways to their mission.
- Volunteer at CLASSIC (in-person most of the time) 3-5 hours per week as scheduled with the Organization Contact.

Role of Project Lead

- Be familiar with each student volunteer’s schedule and CLASSIC’s week-by-week schedule.
- Organize the CLASSIC information session/ training in conjunction with CLASSIC and PBSC (October).
- Communicate and assist in the scheduling of student volunteers each week and the assigning of tasks.
- Maintain regular communication with student volunteers, Lawyer Supervisor, community organizations, and PBSC Coordinators. The Project Lead will be responsible for answering project related questions and troubleshooting any issues that may arise.
- Create a transition plan to be referenced by future Project Leads. This transition memo will include best practices, and administrative information necessary to carry on the role.

Role of Supervising Lawyers

Lawyer Supervisor will ensure legal resources are up-to-date representation of laws in Saskatchewan and Canada. The Lawyer Supervisor will also attend LAC and Project ID sessions in order to provide guidance to student volunteers and to approve completed forms. The Lawyer Supervisor will also check the students’ work on the research component.

Which types of law are used in this project?

Civil litigation, criminal, immigration, housing, social assistance, identification, human rights and administrative law.

12. What is the main project deliverable?

B. Completing client intake and assistance (e.g. completing client intake, providing client referrals, helping clients with their ID documents, etc.)

13. What is the project delivery format?

In-Person

Please provide details (e.g. volunteers will attend the clinic once a week on Friday afternoons or weekly virtual bi-weekly meetings with the team):

Volunteers will attend in-person at CLASSIC on a schedule established at the beginning of the year.

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

14. If you checked boxes A or C in question 12, above, do you consent to the Student Volunteer(s) sending to PBSC a copy of the project deliverable? *Please note it is your responsibility to collect and retain any project deliverable or documentation required to carry out the work set out in this Form. If you consent to PBSC saving a copy of the project deliverable (this strictly applies to Research and Public Legal Education projects), the documents will be securely saved and used solely for the purposes of monitoring the progression of the project, informing project development, and offering efficient continuity to returning projects, and will not be reproduced, shared, or used outside of these stated purposes.*

- A. ☐ I consent to PBSC saving a duplicate of the project deliverable.
B. ☒ I do not consent to PBSC saving a duplicate of the project deliverable.

15. If you checked boxes B or C in question 12, above, what is your plan for distribution of PBSC's Client Impact Survey?

Note: PBSC's Client Impact Survey is an important tool that allows our organization to measure client satisfaction and impact, report to stakeholders, and improve our programming. The Client Impact Survey is available through Qualtrics, which meets all federal and provincial privacy and security laws (data is stored in Canada).

☐ Click to select drop down option

Volunteers will be provided with the hyperlink and QR Code at the start of their placements. Where appropriate, printed copies of the survey may be used as long as there is a protocol in place to safeguard client confidentiality.

☒ Other. If neither of the above options are an appropriate means of distributing PBSC's Client Impact Survey for this project, please explain your plan for distribution.
CLASSIC conducts their own client impact surveys.

16. A work plan is required for this project: Yes ☒ No ☐

If yes, the student(s) must reach out to the lawyer supervisor, draft a work plan, and submit it by email to the Program Coordinator and the lawyer supervisor by November 1st at the latest. Please note that workplans are required for all legal research and writing projects.

A workplan will be submitted in early October and will include: a schedule of shifts at CLASSIC, a list of goals created in collaboration with the students and the organization to prioritize tasks, and any other scheduled events or milestones as determined by the Organization Contact.

17. Is this a joint project with students from any other PBSC chapters?

If yes, please indicate details: which sections, the division of work, and the model of supervision, etc.

No.

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

18. What type of training will the organization provide to the student(s)?

Note: Participation in the PBSC General Training offered by the chapter is mandatory for all PBSC students.

Students will receive general training from PBSC and organization-specific training from CLASSIC. This training/ orientation will introduce students to all aspects of work done by CLASSIC, and will equip students with the knowledge and skills needed to conduct a variety of tasks as an intern.

19. How many students would you like assigned to this project?

4-6 students, not including 1 project lead.

20. How many hours per week will the student volunteer(s) be expected to work?

Note: PBSC students are expected to volunteer 3-5 hours per week. Additional hours are at the students' discretion, but at no time should the student be volunteering more than 10 hours per week.

Students are expected to volunteer 3-5 hours per week.

21. Will the student(s) be expected to show up for regular shifts each week, or is the schedule flexible?

Students will be expected to attend a weekly shift at CLASSIC, as scheduled at the beginning of the year.

22. Is workspace provided for the student volunteer(s) at your organization?

Yes.

23. Please list the devices and technologies the students will require to have at home in order to complete their volunteer work remotely (ex. Computer, Internet access, telephone, FaceTime, Zoom, etc.)

Access to the internet, Zoom, and a computer.

SECTION C – STUDENT REQUIREMENTS

24. Is there an expectation for the student(s) to be bilingual?

No, but speaking a language other than English is considered an asset.

25. Can first year law students volunteer for this project? Yes ☒ No ☐ However, preference will be given to upper year students.

26. Please list any law school prerequisites required for this project. (e.g., administrative law, family law, immigration and refugee law.)

N/A

PROJECT DESCRIPTION FORM

(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

27. Please list any other requirements or expectations for this project. (*e.g., professional or academic background, experience, etc.*)

Students must submit a criminal record check, sign confidentiality statement, and agree to the Student Code of Conduct to CLASSIC before they can start at the clinic. This information will be provided at orientation. Costs for a criminal record check will be waived by the Saskatoon City Police because students will be provided with a letter indicating they are seeking a background check to volunteer at CLASSIC.

SECTION D – TO BE COMPLETED BY THE PROGRAM COORDINATOR

28. Which project model(s) most accurately describes this project? If the project has multiple activities, please choose a **maximum of 3** project models. In order to obtain the most accurate data, please only select the project models that describe the majority of the project's activities. If the relevant project model is not indicated below, please contact your Program Officer.

- ☐ Public Legal Education (presentations, workshops, podcasts, brochures, blogs, etc.)
- ☐ Research (memoranda used for internal purposes only)
- ☐ Client services (court forms, shadowing, mock hearings, intake, legal clinic, etc.)
- ☒ Other (please specify) Internship

29. Which communities does this project serve? Please identify the top **3** communities that this project serves. Please choose the primary (1), secondary (2) and tertiary (3) communities served by selecting 1, 2 or 3 next to the community. This will help us understand gaps in our programming, resource allocation and provide us with information for funding proposals and reports. We understand that due to the intersectionality of identities, it is difficult to rank the top three communities served. Please note that by ranking, you are not prioritizing any issues, or communities. If you would like to add any comments, please use the comment box below.

1. People living in poverty
2. Indigenous (First Nations, Inuit, Métis)
3. Immigrants, refugees & newcomers

PROJECT DESCRIPTION FORM

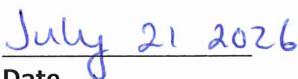
(ALL SECTIONS IN THIS FORM MUST BE FILLED FOR PROJECT REVIEW AND APPROVAL)

For internal Chapter use

Project reviewed and approved by the PBSC Chapter On-site Supervisor



On-Site Supervisor Signature



Date

Note: A final/complete copy of this Project Description Form must be provided to the Organization Contact Person, Lawyer Supervisor(s), Student Volunteer(s) and Program Officer at National Office.