



UNIVERSITY
OF WOLLONGONG
AUSTRALIA



LLB 3397/3396 Legal Internship Program



**STUDENT HANDBOOK
FACULTY OF BUSINESS AND LAW**



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INTRODUCTION

Clinical education programs for law students have been available for many years in some Australian School of Laws. The objective of such programs is to provide an understanding of the human, social and policy contexts of law and legal practice. At the University of Wollongong, this objective is met through the subject LLB 3397/ 3396 Legal Internship.

Internships fulfil an important component of both academic and practical education in law. The integration of professional experience into the learning process is highly effective in developing your understanding of the law in action, as you are able to observe and perceive the relevance and application of theory to practice. Consequently, the program is not simply ‘work experience’ but a significant educational experience.

In a workplace setting you will be exposed to the reality of the practice of law in all its dimensions - the integration of different areas of law, policy issues; the application and development of skills to the analysis and resolution of client concerns; ethical responses to situations which arise unexpectedly and spontaneously; issues of professional responsibility including responsibility to clients and case management; and the operations of the government and court system in the legal process.

Since the inception of the LLB program at the University of Wollongong, a practical experience component has been part of the LLB degree. Until 2008 the internship component was known as the Professional Experience Program (PEP). In 2009 the structure of the program was changed and the internship component established as separate stand-alone subject.

The program is now called the Legal Internship Program (LLB 3397/3396). The subject LLB197 Lawyers & Australian Society / LLB1197 Ethics and Professional Responsibility is a pre- requisite for later enrolling in the subject LLB 3397/ 3396 Legal Internship together with selected second and/or third year subjects. These subjects provide the theoretical knowledge and ethical framework necessary for you to appreciate the operation of the ‘law in action’.

You must satisfactorily complete an internship of 20 working days under the supervision of a legal professional (the internship supervisor) in a location either arranged by the School of Law or organised by you and formally approved by the School of Law.

It is important to remember that you cannot complete your LLB degree without passing the subject LLB 3397/ 3396 Legal Internship. It is not possible to pass this subject without satisfactorily completing your internship and the required assessment task/s.



AIMS AND OBJECTIVES OF THE LEGAL INTERNSHIP PROGRAM

The Legal Internship Program is not designed to teach students how to be good lawyers (or how to be lawyers at all) - it takes more than study at University to do that. The objectives are to:

- expose you to the law in operation in contexts where you will come to perceive aspects of law which cannot be learned from reading or hearing about it;
- allow you to perceive ways in which the formal learning you acquire at University may be applied in practice and therefore to develop an appreciation of the practical dimensions of legal principles;
- enable you to relate the different areas of legal practice to the importance of developing the skills of legal research, communication, drafting, practice management and problem-solving; and
- enable you to observe and reflect upon the values, ethical standards and conduct of the legal profession in practice and to develop your own attitudes of professional responsibility.
- assist you in exploring and planning your future career.

At the end of your internship, you should be able to:

- appreciate some of the practical aspects and social dimensions of legal problems; and
- relate the application of different areas of legal principle to the application of the different skills of research, communication, and practice that different types of legal work require.
- reflect on your experiences consider how it has informed and influenced you in terms of making future career choices.

INTERNSHIP ELIGIBILITY REQUIREMENTS

Before you can be enrolled in LLB 3397/ 3396 you must have:

1. Successfully completed the subject LLB1197/197 Ethics and Professional Responsibility

AND

Successfully completed one of the subjects LLB2220/220 Property Law, LLB2230/230 Administrative Law or LLB2240/240 Law of Torts. For most students this will be in the second half of second year or later.

Enrolment is manual and is only possible through the School of Law once your internship application has been approved by the Academic Co-Ordinator.



UOW CODE OF PRACTICE: WORK INTEGRATED LEARNING (PROFESSIONAL EXPERIENCE)

The University of Wollongong Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and host organisations in providing internship (student professional experience) programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students.

When you apply for an internship with the School of Law you will be asked to sign an acknowledgement to indicate that you have read and understood the Code of Practice – Work Integrated Learning (Professional Experience), noting particularly your responsibilities under the Code.

The following information has been extracted from the Code of Practice – Work Integrated Learning (Professional Experience).

<https://documents.uow.edu.au/content/groups/public/@web/@gov/documents/doc/uow058662.pdf>

UOW WHS MODULES: WIL YOU BE SAFE AT WORK

Students need to complete the UOW WHS modules: WIL you be Safe at Work and upload their certificate of completion to the internship application form. The Modules take approximately 1 hour to complete and are available via: <https://moodle.uowplatform.edu.au/course/view.php?id=25881>

UOW wants you to have a safe and healthy internship experience and these interactive online modules have been developed by UOW to provide important information about workplace safety prior to your placement. As noted by the Modules, some content in these WHS modules will include topics that some students may find distressing and the Modules will aim to forewarn you about potentially distressing content. If you have any issues in completing or accessing the WHS Modules please don't hesitate to contact us. We would appreciate your feedback on the Modules as this is a new initiative.

STUDENT RESPONSIBILITIES

Prior to the Placement

1. The Student will:
 - a. satisfy any reasonable preconditions for the placement program imposed by the Host Organisation, any registration or accreditation body or by legislation (e.g. Police Checks/Prohibited Persons Checks/Medical Checks);
 - b. complete any preparatory activities required by the Faculty as part of the course and/or by the Host Organisation, any registration or accreditation body or by legislation;
 - c. read and become familiar with the provisions of this Code and any specific provisions applying to the placement program as outlined in the relevant subject outline or placement handbook and/or on the subject Moodle site;
 - d. if studying in Australia and undertaking a placement offshore;
 - i. become familiar with any relevant Australian Department of Foreign Affairs and Trade travel warnings via DFAT Smart Traveller,
 - ii. refrain from travel on placement to a destination with a travel alert on DFAT Smart Traveller of “Do Not Travel” (NB: such a destination may not be covered by existing travel insurance), and
 - iii. for students who are Australian citizens, register their intended travel via DFAT Smart Traveller;
 - e. if studying at an offshore campus and undertaking a placement in another country, take all reasonable precautions with regard to safety and security in the destination country, including refraining from



travelling to any high risk destination countries.

While on the Placement

2. The student will:
 - a. comply with all requirements for undertaking the placement program (including attendance, dress, behaviour, IT policies and requirements imposed by any registration or accreditation body or by legislation);
 - b. comply with reasonable directions given by officers of the Host Organisation and/or the University in connection with the placement;
 - c. be available to undertake activity during the scheduled hours agreed to between the Host Organisation and the University;
 - d. undertake activity during unscheduled hours only with the prior agreement of the University;
 - e. undertake additional activities as required by the University in the event of absence affecting the student's progress during the placement (whether or not as a result of seeking academic consideration as a result of the absence);
 - f. notify the Host Organisation, the Placement Coordinator and the Academic Supervisor in a timely manner of any unscheduled absences from the Host Organisation during the placement;
 - g. adhere to the standards of professional behaviour appropriate to the student's discipline;
 - h. otherwise behave in an appropriate manner consistent with relevant University policies, codes, standards and rules as detailed in the Student Conduct Rules;
 - i. comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
 - j. at all times appropriately and responsibly use the resources of the Host Organisation.
 - k. maintain appropriate levels of communication with the University regarding their progress during the placement, including complying with any specific communication requirements specified by the Faculty;
 - l. undertake all assessment activities required in relation to the placement; and
 - m. preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.

INCIDENTS AND ILLNESS DURING PLACEMENT

3. The student will:
 - a. observe the Host Organisation's procedures for responding to any hazards or critical incidents in the workplace occurring during the placement;
 - b. provide advice in a timely manner to the University in relation to the hazard or critical incident affecting the student during the placement;
 - c. where required by the Faculty, provide a medical certificate or other documentation deemed necessary to the University for any absence from scheduled attendance at the Host Organisation of 1 day or more;
 - d. be responsible for applying for academic consideration for any absence during the placement in circumstances outlined in the Student Academic Consideration Policy (see section 7.2 above).

FACULTY RESPONSIBILITIES

Prior to the Placement



4. The Faculty will:
- a. identify, through the Placement Coordinator for the Faculty, Academic Unit or subject and based on relevant supporting information, suitable placement positions for its students and organise and implement placement programs in consultation with Host Organisations and students;
 - b. advise the student (for example, by way of information in the relevant subject outline or via Moodle or Sonia Online) of all preconditions applying to the student imposed by the Host Organisation and requirements imposed by any registration or accreditation body or by legislation (including Police Checks, Prohibited Persons Checks and Medical Checks and vaccinations, and any related costs);
 - c. if a student placement is being undertaken offshore by a student studying onshore, advise the student of Government services available to travellers via DFAT Smart Traveller;
 - d. make this Code available to all students undertaking a placement and to all Host Organisations;
 - e. consult, through the Academic Supervisor or their nominee, with the student and with Disability Services regarding any reasonable adjustment sought by a student registered with Disability Services that will or may affect the placement;
 - f. identify and communicate to students and the Host Organisation the learning outcomes of the placement program;
 - g. by way of a written agreement between the University and the Host Organisation, communicate to the Host Organisation the expectations of the University in relation to Host Organisations including,
 - i. the Host Organisation providing a safe work environment, including relevant supporting evidence of same if required, and
 - ii. the Host Organisation reporting, investigating and resolving any workplace incidents involving students, including but not limited to critical incidents; and
 - h. ensure the Host Organisation has all relevant information on the placement program requirements, including:
 - i. information on their obligations and the obligations of students under this Code and access to a copy of this Code,
 - ii. for all onshore placement programs, the Host Organisation WHS Information Sheet outlining responsibilities of Host Organisations (Appendix 2), and
 - iii. for all offshore placement programs, relevant equivalent information on WHS arrangements in that location.
 - i. where there is a risk of injury or illness to the student while undertaking the placement, ensure a risk assessment is completed in accordance with the WHS Requirements for Professional Experience Guidelines.

While on the Placement

5. The Faculty will:
- a. facilitate, through the Placement Coordinator and/or the Academic Supervisor, ongoing communication between the University, the Host Organisation and students;
 - b. maintain the confidentiality of student information;
 - c. organise and plan the placement program with students and supervisors and negotiate on aspects of student progress and assessment;
 - d. be in regular contact with all of the Host Organisation's sites at which placement is being undertaken;
 - e. be accessible by appropriate means of communication and during office hours to resolve with students and/or Host Organisations any issues arising relating to the placement; and
 - f. assist to resolve any issues of concern arising between Host Organisations and students undertaking a placement.
 - g. complete a SafetyNet incident report following notification of any incident involving a student while undertaking placement and undertake follow-up in accordance with the Incident Management and Reporting Guidelines. If the incident involves a serious injury or illness to a student the Safe and Respectful Communities Manager is to be notified by the placement coordinator.



Assessment

6. The Faculty will:
 - a. liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the placement program;
 - b. ensure that students receive appropriate feedback (both formative and summative) in respect of their learning while undertaking the placement consistent with University teaching and assessment policy;
 - c. seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of the Faculty's placement programs; and
 - d. utilise information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which professional experience is a part.

EXPECTATIONS IN RELATION TO THE HOST ORGANISATION

Prior to the Placement

7. The University expects each Host Organisation will:
 - a. nominate an officer of the Host Organisation as a Supervisor to support and liaise with students and the University during the placement;
 - b. advise relevant staff of the Host Organisation about the placement program;
 - c. have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
 - d. provide the Faculty with a brief of the professional activities that student(s) might be expected to undertake during the placement; and
 - e. seek the consent of the University (via an authorised officer) before offering or providing any remuneration to a student undertaking a placement.

While on the Placement

8. The University expects each Host Organisation will:
 - a. adequately supervise students unless otherwise agreed with the University;
 - b. provide a safe placement environment for students free from discrimination and harassment;
 - c. comply with responsibilities of a person conducting a business or undertaking as outlined in the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, specifically in relation to the health, safety and welfare of students on work experience. This includes providing induction training to students (including WHS induction) at the commencement of the placement;
 - d. put in place adequate support for students to assist in achieving the objectives of the placement, including,
 - i. modelling appropriate standards of professional behavior for the relevant discipline,
 - ii. providing the student with an adequate workspace and with appropriate resources,
 - iii. providing an appropriate range of experiences for the student,
 - iv. where necessary, supporting the student to identify accommodation;
 - e. care for the students and advise the Faculty in the event of any accident, incident or illness affecting the student or on becoming aware of any other critical incident affecting the student;
 - f. provide reasonable access to Faculty staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
 - g. report promptly to the Faculty should it become apparent that a student is having difficulty meeting the objectives of the placement or is otherwise unable to continue with the placement.

INTERNSHIP LOCATIONS

While it is recognised that not all law graduates intend to practice as solicitors or barristers, the LIP also provides a foundation for student Practical Legal Training. Consequently, the professional experience



internship should be ‘practice-based’ rather than administration based, enabling students to apply their legal knowledge and include:

- Experience of the types of routines and procedures which are commonly found in offices in which legal services (broadly defined) are provided;
- Experience the dynamics which are commonly found in the provision of legal services;
- Contact with and responsibility to the clients of the office or organisation in which professional experience is undertaken; and
- Experience in the process of becoming a professional.

Within that context, internships can be undertaken in a wide range of locations. For example:

- in a firm of solicitors (large or small; city, suburban or rural; specialist practices);
- in the legal department of a corporation;
- in the legal department of a government department or statutory authority;
- in a government policy department or law reform commission;
- in a community legal centre;
- with an employer or employee association;
- with a judicial member of a Court or Tribunal;
- with a barrister;
- in the registry of a Court or Tribunal;
- in a law clinic, legal advice and referral service, or other practical law application project established by or operated in association with the School of Law; or
- with other approved persons or organisations able to meet the objectives of the program.

Please note that law-related environments such as teaching, legal publishing and information technology support do not qualify for use as an internship experience as they are not practice-based.



WORK ROLES

Specific work roles in the internship could include:

- observing office procedures
- handling and reading files, including documents associated with them
- sitting in on interviews with clients
- sitting in on conferences with Counsel
- attending court proceedings
- undertaking research
- attending government offices for filing documents
- preparing forms or drafting straightforward documents and letters
- discussions with supervisor about issues arising in cases and files

INTERNSHIP ARRANGEMENTS

HOW MANY DAYS OF ATTENDANCE/ PATTERN OF ATTENDANCE

The majority of students complete their internship experience over a four week (20 day) block period during a Summer or Winter Recess. School of Law organized internships are arranged on that basis unless specified otherwise and students undertaking School of Law arranged internship must be available for the whole of the internship period and commit to attending each working day over the 4 weeks.

Where a student is arranging their own internship, there is greater flexibility in terms of attendance pattern depending on the provider but the 20 days must be completed within the limits of the subject instance you are enrolled in and attendance must be at the rate of at least 2 days/week. If in doubt as to whether your proposed attendance for the internship is likely to be approved, please contact the Subject Coordinator to seek approval. Whatever the case, all self-arranged internships must be pre-approved in advance in accordance with the procedures set out below.

The 20 internship days must be normal working days (i.e. at least 7 hours of work time each day) and it is expected that you will work the normal office hours of the firm/organization you are interning with. Having said that, where your internship is unpaid, while working outside of normal hours might be occasionally unavoidable, it is not expected that you should be regularly required to work beyond normal office hours. Speak with your supervisor and/or Contact the internship coordinator if you believe that what is being asked of you in terms of work hours is unreasonable.

The internships are to be undertaken with one firm or organization. Time cannot be split between two or more internship providers except in exceptional circumstances and with the prior approval of the academic coordinator.



ENROLMENT IN LLB 3397/ 3396

You must ensure that your proposed internship dates will fit within the instance of **LLB 3397/ 3396** that relates to your period of internship. There are three instances of LLB 3397/ 3396 each year:

1. LLB 3397/ 3396 LIP 1, which runs over autumn session.
2. LLB 3397/ 3396 LIP 2, which runs from the end of autumn session over the Winter break and over Spring Session.
3. LLB 3397/ 3396 LIP Summer, which runs from end of Spring Session and over the exam period and Summer break, finishing on the commencement of Autumn Session

Thus, if you are doing an internship over the winter or summer breaks, whether School of Law arranged or self-arranged, you will be enrolled in either LIP 2 or LIP Summer respectively. If you are arranging your own internship in normal session time in either autumn or spring Session, you will be enrolled in either LIP 1 or LIP 2 respectively.

You cannot enrol in LLB 3397/ 3396 yourself. Once an internship is found for you (if you have chosen the ‘School of Law arranged’ option) or once your own internship arrangements are approved (see below for process), you will be enrolled into the relevant instance of the subject by the internship administrative coordinator.

HOW DO I GO ABOUT ARRANGING AN INTERNSHIPS

There are a number of ways in which arrangements for the 20 day internship may be made. You can:

1. lodge an application for a *School of Law-arranged* internship experience; or

for Student Arranged

2. use your current employment (paid or unpaid); or
3. use an upcoming clerkship position;
4. use an internship experience with a recognised external provider (e.g.: ALRC, ABC etc.); or
5. organise your own voluntary or paid practical experience.

SCHOOL OF LAW ARRANGED INTERNSHIPS

School of Law arranged internships are organised by the Internship Coordinator. Students must submit:

- Application form – you are to indicate three areas of interest or types of legal workplace (Family law, criminal law etc.) in order of preference and to preferred location (Sydney, Wollongong, Illawarra, Nowra etc.). Note - whilst the School of Law will attempt to meet your particular preferences, it is not guaranteed.
- Current CV (no more than 3 pages)
- Enrolment records including subject name and number (we will not accept subject codes only)
- One page document outlining why you want to intern in particular areas of law (as provided in application form) including relevant subjects completed and details of previous experience.

Application forms will be available on SONIA online [Sonia Online \(uow.edu.au\)](https://www.uow.edu.au/sonia) – LAW. Application Forms will only be available during the submission dates advertised on the LLB 3397/ 3396 page in the School of Law website: <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal> . Reminders for the respective deadlines will be sent via SOLS mail and posted to the School of Law noticeboard each semester.



The standard deadline is usually by end of week 4 in either Autumn Session (for a Winter break internship) or Spring Session (for a summer break internship).

Some internship providers require additional application documentation – the Internship Coordinator will let you know if this applies to any of the firms or organisations in which you are interested.

The arrangement of the internships then becomes a ‘matching’ exercise between the School of Law, possible internship providers and the internship applicants. An appropriate firm or organisation is contacted to discuss your suitability, the preferred internship dates/times and any other relevant issues. The School of Law may need to contact more than one provider during this matching process to successfully organise an internship experience for you – please be patient during this time.

Each potential internship is, in part, assessed in terms of the:

- nature of the legal work environment and the work undertaken;
- time commitments and available staff resources of each firm/organisation; and
- viability of working to agreed objectives based on the fundamental aims of the program.

Confirmation from the School of Law of all internship arrangements and requirements is always made in writing by the Internship Coordinator prior to the commencement of the internship. You will be notified of when and where the internship will take place, supervisor and contact person. These details will also be available on the SONIA database. You will also be reminded of assessment requirements.

Once the internship arrangements have been made, it is expected that you are committed to those arrangements. Barring exceptional circumstances, the arrangements cannot be changed once locked in. If you believe arrangements need to be changed (e.g. you have found paid employment with a legal firm/organization and want to use that for your internship), you must contact the Internship Coordinator immediately.

HOW TO APPLY FOR A SCHOOL ARRANGED INTERNSHIP VIA SONIA

Login into SONIA online [Sonia Online \(uow.edu.au\)](http://Sonia Online (uow.edu.au)) – LAW Only eligible students can log into the SONIA database (with their UOW username and password). Select and complete the SCHOOL ARRANGED internship application form which will be available on FORMS tab. Use the drop down menu to select the application form and submit with the requested information and attachments by the specified due date.

ORGANISING YOUR OWN INTERNSHIP – STUDENT ARRANGED

If you wish to organise your own internship you must seek approval from the School of Law and liaise with the Internship Coordinator to properly register the details **before** commencing the experience. **No credit is given for prior professional experience.**

Your current employment (paid or voluntary), Summer Clerkship or an internship experience with a recognised external provider may be approved for LIP providing the requirements of the program can be met by both you and the nominated supervisor. Again, these options are subject to the final approval of the Subject Coordinator and the formal registration of the details with the School of Law prior to the commencement of the proposed internship period.

The School of Law requires that students are supervised by a person who currently holds a practising certificate, and has held the certificate in the jurisdiction where the internship will be undertaken for at least three years, or a person who can provide comparable supervision. This requirement does not prevent work



being carried out in association with other staff. It is important that you undertake a range of activities including those with client contact.

If you have any concerns as to whether your internship plans will meet with the LIP requirements please contact the Subject Coordinator.

The application for approval and formal registration of a self-arranged internship experience must be lodged a minimum of **ten working days before** you plan to start the internship together with the required supporting documentation. **Failure to do so may delay or invalidate your internship plans.**

Please follow these procedures to organise your own internship:

- Provide your proposed internship supervisor with a copy of the relevant Guidelines for Supervisors booklet available from the School of Law website <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/> under resources
- Obtain a brief letter from your proposed internship supervisor, on the letterhead of the firm/organisation, confirming that:
 - the internship will be of 20 days duration, indicating the exact dates of the proposed internship period;
 - the nature of the work to be undertaken and,
 - the supervisor has read the Guidelines for Supervisors booklet and agrees to the conditions; and confirms that the internship experience will meet the program requirements as set out in the booklet.

If you have any concerns as to whether your intended organised internship will meet with the LIP requirements, see the Academic Co-ordinator.

HOW TO APPLY FOR A STUDENT ARRANGED INTERNSHIP

1. Firstly, you are required to send an email to the Internship Coordinator via law-internships@uow.edu.au advising that you intend to undertake an internship within a **specific instance** of LLB 3397/ 3396 (i.e. LIP 1). This email should be sent a minimum of **10 working days** before you plan start your internship. Do not send application forms or Supervisor letter at this stage.
2. You will then receive a 'Welcome' to the program email providing you with a link to SONIA, asking you to complete a Student Arranged Internship Application Form and other requirements via SONIA.
3. You are required to complete the Student Arranged Application Form allocated on the FORMS tab and attach Supervisor Letter for Discipline Leader approval.
 - If your Application Form is **declined**, you will receive an email to contact the Internship Coordinator law-internships@uow.edu.au to discuss the reasons why and to resubmit form.
 - If the Application Form is **approved**, you and your Supervisor will receive separate internship CONFIRMATION emails.

A proposed internship will not be approved, and you will not be enrolled into the subject, unless you follow the procedure for Internship Placement Requests via SONIA set out above and also meet the Legal Internship Program requirements.

Confirmation from the School of Law of all internship arrangements and requirements is always made in writing prior to the commencement of the internship.



If you have any changes to approved dates and details of the internship placement, you must contact the School of Law immediately to advise law-internships@uow.edu.au

ACCESS TO SONIA ONLINE – THE UOW STUDENT PLACEMENT SYSTEM

The School of Law uses SONIA, an online student placement system to manage both Student and School Arranged professional experience internships. SONIA is primarily used to:

- Maintain database of internship providers (Sites), primary contacts and company details
- Provide SONIA Online access to Students to automate forms
- Communicate with Students, Sites and Discipline Leader via Email
- Administer internship placements

SONIA Online is where students and the School of Law's Professional Experience & Placement Officers log in to access internship placements details, documents, resources and complete administrative tasks such as submitting forms and reporting. Only eligible students can log into the SONIA database (with their UOW username and password). SONIA online [Sonia Online \(uow.edu.au\) – LAW](http://Sonia Online (uow.edu.au) – LAW)

SONIA Online Access

- Students are permitted to conduct LLB 3397/ 3396 based on subject pre-requisites (see subject outline/s).
- You will not have access to SONIA and cannot conduct your internship if you have not met those pre- requisites.

If any queries, please contact the Internship Coordinator to discuss law-internships@uow.edu.au

CONFIDENTIALITY

Students on internship will be bound by the same requirements of confidentiality in relation to client and office matters as all other employees of the host firm/organisation. You are required to sign a University of Wollongong School of Law confidentiality agreement and lodge it with your internship supervisor at the commencement of the internship experience. A copy of the agreement is provided in the appendices.

You must also comply with any additional pre-internship arrangements required by host firms/organisations regarding such issues as confidentiality, security or other internal requirements.

INSURANCE

The University of Wollongong maintains the following insurance protections which may be applicable to students undertaking internships (student professional experience):

- a. General and Product Liability Protection
- b. Professional Liability Protection
- c. Malpractice Protection
- d. Student Personal Accident Insurance

Students undertaking internships (student professional experience) will fall within the scope of this cover subject to the conditions and exclusions set out in that cover and provided they are not employed by the host organisation and/or do not receive remuneration in respect of their participation in the internship (student professional experience).



More information about the University's insurance policies can be provided upon request.
Please contact the School of Law immediately if any insurance issues or concerns arise.

CRIMINAL RECORD DISCLOSURE

If your internship provider is a law firm or government entity they may require you to lodge a criminal record disclosure. If so, your internship provider will explain the requirements to you. You should make a full and frank disclosure as failure to do so may impact on any plans you have for admission to the profession in the future.

SCHOOL OF LAW CONTACTS

Any questions relating to the program please contact the Internship Team via email: law-internships@uow.edu.au



ASSESSMENT REQUIREMENTS FOR LLB 3397/ 3396

You must successfully complete your internship experience and complete the required assessments. All LLB 3397/3396 students must submit an Internship Report within 14 days of completing your internship (more information on the Internship Report is provided below). **LLB 3396 students must also complete online modules and assessment quizzes on Moodle, in addition to the Internship Report. Please see the LLB 3396 Subject Outline and Moodle site for more information.**

The internship report has the following compulsory components:

1. A copy of your signed Statement of Objectives.
2. A reflective journal (Part A and Part B)
3. Your internship evaluation (not the supervisor evaluation, which is optional).
4. Your signed record of attendance form.

IDENTIFYING LEARNING OBJECTIVES

At the start of your internship you must identify learning objectives and work activities for the entire period of the internship experience. This requires consultation with your supervisor either before the internship begins or on the first day. The statement incorporates both the learning objectives of the Legal Internship Program and any other objectives you wish to incorporate in the internship experience. The idea of developing the objectives is to give you some specific goals to achieve during the internship along with setting the direction and scope of the roles you will be undertaking, having regard to the nature of the environment in which you are working. This statement must be signed by your internship supervisor and be lodged with the School of Law for approval (you may scan/email it to the administrative or academic coordinator law-internships@uow.edu.au) **within the first three days of the internship experience.**

A proforma for the statement of objectives and an example of some internship objectives are included in the appendices.

MAINTAINING A REFLECTIVE JOURNAL

Your journal must contain:

- **Part A:** At least four (4) journal entries relating to activities and observations occurring in the internship (approx 2000 words); and
- **Part B:** A final piece in which you reflect on, and respond directly, to the following questions (approx 1000 words):
 1. How has your internship experience influenced your views and understanding of the law in practice?
 2. Based on your internship experience, can you identify and analyse any connections and/or gaps between the law in theory and the law in practice?
 3. How has your internship experience developed your skills and strengths for future employment?
 4. How has your internship experience informed your career aspirations?

The Reflective piece is separate to the Student Internship Evaluation. The journal should therefore be 3,000 words in total.

The journal is not merely a record of your daily activities; you are encouraged to make it a 'reflective process diary' so that you can record and analyse your observations and impressions as they occur during the internship, and while they are fresh in your mind. You may record information about actual cases, to put your impressions in context, although you must take care to ensure that clients are not identified and their



confidentiality is preserved. Your notes of particular incidents or observations will then assist you in assessing your experience and the application of the law in action.

The process of maintaining a journal sharpens your powers of observation and awareness of the ways in which the legal system operates, clarifies aspects of theoretical knowledge, and encourages critical thinking. This process also enables you to reflect on and review your own responses to situations where you have to make value choices in professional situations.

The approach to maintaining the journal may be discussed with the Subject Coordinator before or during the internship.

The journal will be marked according to the following criteria:

- the amount of effort which is reflected in the journal;
- the extent to which you have been prepared to explore and discuss issues;
- quality of writing – clarity of expression, creativity and diversity of concepts;
- demonstration of learning from the experience, quality of insight, and conceptual depth;
- the journal moves from the descriptive to the critical analysis of the experience;
- making connections between theoretical principles learned at University and your own experience and observations of the real and practical application of the law and lawyers in action.
- Reflection on how the internship has helped inform/clarify your career aspirations and how to pursue those aspirations.

COMPLETING AN INTERNSHIP EVALUATION

At the conclusion of the internship you must give an evaluation of the experience. This report need not be long, but should give an indication of the success or otherwise of the internship, particularly in relation to whether the initial objectives were met. A proforma for the evaluation is included in the appendices.

RECORD OF ATTENDANCE

You are required to maintain a record of attendance for your internship experience. That record must indicate that you have attended for 20 days of at least 7 hours of work each day. The record must be signed by yourself and your supervisor.

If you need to make any change to the approved attendance pattern, you **must notify** the internship coordinator in advance or as soon as otherwise practicable.

You will receive a *Record of Attendance* form with your internship confirmation letter on which to enter this information. For your reference a copy of this form is also included in the appendices of this outline.

The Record of Attendance form is also used to report all variations from the agreed internship attendance schedule for insurance purposes.



ABSENCES FROM THE INTERNSHIP

You are required to report any absences from the internship to the School of Law. Additional time must generally be arranged in order for you to successfully complete the required 20 days.

You will receive a Record of Absence from Internship form with your internship confirmation letter on which to enter the relevant information. For your reference a copy of this form is also included in the appendices of this outline.

The School of Law requests that you provide a copy of a medical certificate or other relevant documentation for absences of two or more days.

SUPERVISORS EVALUATION

Internship Supervisors have the option of completing an evaluation. If provided, the evaluation does NOT form part of your assessment for this subject.

SUBMISSION OF INTERNSHIP REPORT

Your report must be submitted within 14 days of the completion of the internship.

- Ensure that you lodge all four components of the report together.
- The assignment should be submitted electronically to the submission link on the subject Moodle site by 4pm on the due date
- See Submission, -Retention and Collection of Assessment Tasks in the LLB 3397/ 3396 Subject Outline/s for more information.
- Results will be released at the end of the LIP session

FORMAT OF WORK

Please see the LLB 3397/ 3396 subject outline/s (available via subject Moodle site) for detailed information as to the requirements for written work in this subject.



MAKING THE MOST OF YOUR INTERNSHIP

An internship can play an important role in your personal and career development. Your internship can provide opportunities to:

- develop contacts in the industry where you plan to make your career;
- put theory into practice and identify the relevance of what you have learned in your undergraduate studies to the workplace;
- achieve some workplace competencies and experience (such as gaining knowledge, skills and attitudes relevant to your career) before you enter the competitive job market;
- ease the transition from student to graduate professional;
- learn to act autonomously, responsibly and appropriately;
- learn to work with others and understand working relationships;
- gain confidence in thinking critically;
- broaden your horizons through exposure to new ideas, people, cultures and career paths; and
- enhance your knowledge of the ethical and business demands and responsibilities in the legal workplace.

You should bear these opportunities in mind when undertaking your internship and make the most of them! Remember that developing effective working relationships with your supervisor and others in your internship environment is important. Good communication is vital.

There are a number of Career Development Learning (CDL) Modules available on the Subject Moodle site. Please take time to review and work through these. They will help you get the most out of your internship experience. You may also consider speaking with a UOW Careers Consultant. They can provide assistance with a range of matters including help with your CV and discerning/clarifying the employment options and a career path that suits your skills and interests. You can book a career chat via <https://www.uow.edu.au/student/careers/want-to-meet-with-us/>

If any issues or concerns arise during the internship, either the student or the internship supervisor is encouraged to contact the Subject or Internship Coordinator immediately.



APPENDIX

1. [Confidentiality Agreement](#)
2. [Statement of Internship Objectives – Proforma](#)
3. [Statement of Internship Objectives - Example](#)
4. [Record of Attendance Form](#)
5. [Record of Absence Form](#)
6. [Evaluation - Student \(Compulsory\)](#)
7. [Evaluation – Supervisor \(Optional\)](#)

Forms can be accessed online at:

<https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>
or on SONIA





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