



## LLB397/ 3397 - Legal Internship Program (LIP) School of Law Organised Application – LIP Summer 2020/2021

Internship Placement Session 1 Dates: 7 – 18 December 2020 & 18 – 29 January 2021

Internship Placement Session 2 Dates: 1 – 26 February 2021

**APPLICATION CLOSING DATE END WEEK 4: Friday 28 August 2020**

**IMPORTANT:** Students must have **completed** LLB 197/ 1197 and one of the either LLB220/ 2220, LLB230/ 2230 and/or LLB240/ 2240 to enrol in LLB 397/ 3397. When an internship has been organised and confirmed for you by the Law School you will be manually enrolled into the instance of LLB 397/ 3397 relevant to your internship (eg LLB 397/ 3397 LIP Summer).

The internship will take place in a **4 week** block over the dates indicated at the top of this form and you must be available for all of that period. If School of Law arranged internship placement dates do not suit, we encourage you to organise your own internship around dates that suit you and your provider. If unsure whether your arrangements meet the requirements, contact the internship coordinator.

FAMILY NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

UOW EMAIL ADDRESS: \_\_\_\_\_ STUDENT No.: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

Note - All contact regarding your internship will be via your UOW email address ONLY. We will only use your personal email for any urgent matters.

POSTAL ADDRESS: (for written correspondence regarding your placement/internship)

\_\_\_\_\_ Post Code: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

COURSE: (e.g. BA/LLB) \_\_\_\_\_ Major/s: (if appropriate): \_\_\_\_\_

Completed LLB197/ 1197 classes in: \_\_\_\_\_ (session) \_\_\_\_\_ (year)

I have completed LLB220/ 2220, LLB230/ 2230 or LLB240/ 2240 – **please indicate, by circling the subject code**, which of these particular subjects you have completed.

Anticipated Degree completion in: \_\_\_\_\_ (session) \_\_\_\_\_ (year)

**DISTRICT & LOCAL COURT INTERNSHIP:** A limited number of internships will be available with the District or Local Court in various locations. If you are interested in undertaking one of these Court internships please attach a one page expression of interest as to why you would like to undertake your internship with the District or Local Court.

I would like to be considered for a District/Local Court Internship  Yes  No

I have attached my one page document as requested.  Yes  No

**CAREERS CONSULTANT:** An internship is professional workplace experience. To gain maximum benefit of this experience students have the chance to meet with our Careers Consultant beforehand to gain advice and guidance on what to expect within the workplace.

I would like to make an appointment with Faculty Careers Consultant  Yes  No



**AREAS OF INTEREST:** Provide preferences in areas of law in which you are interested e.g. family, criminal, commercial law; and/or the type of legal practice or organisation which interests you e.g. private practice, community legal centre, legal aid. *Whilst the School of Law will attempt to meet your particular preferences, it is not guaranteed.*

**FIRST PREFERENCE:** \_\_\_\_\_

**SECOND PREFERENCE:** \_\_\_\_\_

**THIRD PREFERENCE:** \_\_\_\_\_

**LOGISTICAL FACTORS:** Please list any factors which may influence the choice of location for your internship/placement e.g. access to transport; preferred locations; availability of accommodation outside Wollongong or Sydney surrounding areas:

\_\_\_\_\_  
\_\_\_\_\_

**DATES:** Please indicate which 20-day block period would best suit you over the Summer Recess

- Session 1 Date: 7 – 18 December 2020 & 18 – 29 January 2021
- Session 2 Dates: 1 – 26 February 2021
- Either

**WHAT YOU NEED TO SUPPLY:**

In addition to this form, you must provide a copy of the following:

- Current CV (no more than 3 pages)
- Enrolment Records (print from SOLS including subject names)
- One page document outlining why you want to intern in particular areas of law (as you provide above) including relevant subjects completed and details of previous experience

**IMPORTANT INFORMATION:**

We will be providing your information to Legal Internship Program providers including your CV and Enrolment records for review. Please indicate the following:

- Please email my CV/Enrolment records to internship providers if requested
- Please do not email my CV/ Enrolment records to internship providers

**HOW TO APPLY:**

Email completed application form including required documents for approval to LIP Coordinator: Kylie Jeffree [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au)

**Student Acknowledgement**

I, ..... Full Name

of ..... Current Residential Address

**Acknowledge and confirm that:**

I am available for the whole School Organised internship period and commit to attending each day of the internship. I have read and understand the UOW *Code of Practice – Student Professional Experience*, noting in particular my responsibilities under the Code. I have read and understand the relevant *Student Handbook/LIP Subject Outline* (available at <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>)

**SIGNATURE:** ..... **DATE:** .....