Faculty of Law, Humanities and the Arts
School of Law

LLB 397 Legal Internship Program

General Information for Students
What is Legal Internship Program (LIP)

Clinical education programs for law students have been available for many years in some Australian law schools. 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 397 Legal Internship in which you will complete 20 days of professional experience.

We believe that practical experience is a vital part of legal training. In fact, we are the only law school in Australia that requires all students to complete a work internship (legal internship) as part of their law degree. At UOW, a legal internship is not simply ‘work experience’, it is an important learning tool that gives students an opportunity to observe and reflect on the law in action and apply legal knowledge to real life situations while, at the same time, discern career options and build professional networks.

LIP Sessions (Instances)

Three instances of this subject are offered each year (exact dates will be in the Subject outline for each instance):

- LIP 1 – runs during Autumn session time (student organised only)
- LIP 2 – runs from the end of Autumn session, over the Winter Recess and finish at the end of Spring Session
- LIP Summer – runs from the end of Spring Session, over Summer Recess and finishes just before Autumn session commences

Key Points

- LIP Coordinator will enroll you into LLB 397. Students cannot enrol themselves
- Students must have completed LLB 197 and one of the either LLB220, LLB230 and/or LLB240 to enrol in LLB 397. 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 relevant to your internship (eg LLB 397 LIP Summer 18/19)

School of Law Organised Internships

- The School of Law organises internships for students over the Winter and Summer Recess only. You must be available for the entire 4 week (20 day) block to conduct a School of Law Organised Internship. In Winter recess this will be in June-July and in Summer recess, this will be in November - December and another in January - February.
- School of Law organised internships are unpaid.
- Applications for School of Law organised internships must be lodged by end of week 4 of Autumn or Spring session. SOLS mail messages will go out to all students at the beginning of each session, reminding students of application dates and also confirming the time/location of an LLB 397 lunchtime information session (usually held in week 2).
- Application form and following resources are available from the Law School website https://lha.uow.edu.au/law/current-students/internships/UOW176159
  - LLB397 Student Handbook
  - What is the Legal Internship Program?
  - Code of Practice - Student Professional Experience
  - LLB397 Guidelines for Supervisors
To apply you need to include:

- 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)
- Transcripts (will not accept enrolment records)
- 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

If completing the internship in a particular period is crucial to your graduation you should not leave arrangements until the last minute and should consider organising your own internship.

Student Organised Internships

Students can apply to use their current employment (paid or voluntary), a clerkship or externally arranged internship as their Legal Internship LLB 397.

Students can organise their own internship across all instances - LIP 1, LIP 2 and LIP Summer.

A student organised internship may take place anytime within the instance in which you will be enrolled however are subject to enrollment deadlines and approval requirements set out in the Student Handbook available from the Law School website [https://lha.uow.edu.au/law/current-students/internships/UOW176159](https://lha.uow.edu.au/law/current-students/internships/UOW176159)

If the dates you have nominated fall within a teaching period in either Autumn, Spring or Summer session, please note that this internship commitment is not an acceptable reason for non-compliance with any compulsory attendance requirements for any subjects in which you are enrolled, nor will it be considered grounds for Academic Consideration (AC) in relation to any assessment tasks, including class participation.

Your Supervisor must be a lawyer with at least 3 year’s post admission experience with a current practicing certificate.

Your 20 day internship must be completed at a minimum of 2 days per week over the LIP instance dates (including assessment to meet grade declaration deadlines). Contact the LIP Coordinator to confirm dates.

Application form and letter from supervisor must be lodged for approval at least 2 weeks prior to commencing. Failure to do so may delay and/or invalidate your internship plans. Note - Approval cannot be given retrospectively and credit cannot be given for past experience.

Once final approval gained from School of Law’s Academic/Subject Coordinator, LIP Coordinator will provide you and your supervisor confirmation letter of LLB 397 Legal Internship Program.

Please follow these procedures to organise your own internship:

2. 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.
3. Complete a Student Organised Internship application form
4. Lodge the application form and the letter with the LIP Coordinator for processing.

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:

Email completed application form including required documents for approval (14 days notice for student organised applications) to LIP Coordinator: Kylie Jeffree kjeffree@uow.edu.au

Enrolment and Assessment

Once LIP has been organised and/or approved, you will be enrolled in the relevant instance of LLB 397 by LIP Coordinator.

All students undertaking LLB 397 Legal Internship Program must complete all compulsory assessment requirements as outlined in Student Handbook:

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

Questions?

Any questions relating to the program please contact:

Administrative coordinator
Kylie Jeffree
Room 67.239 (law administration office)
Phone: 02 4221 3030 Email: kjeffree@uow.edu.au

Academic coordinator
John Littrich
Room 67.206
Phone: 02 4221 3730 Email: littrich@uow.edu.au

If you cannot contact Kylie or John, contact the Law School on (ph) 02 4221 3456.