



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Faculty of Business and Law
School of Law

LLB 397/ 3397 Legal Internship Program

Student Handbook

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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 *LLB397/ 3397 Legal Internship*.

Internships fulfill 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 compulsory subject *Lawyers & Australian Society* and thus 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 two credit point subject *LLB397/ 3397 Legal Internship*. The program is now called the Legal Internship Program (LIP).

The subject *LLB197 Lawyers & Australian Society / LLB1197 Ethics and Professional Responsibility* is a pre-requisite for later enrolling in the subject *LLB397/ 3397 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 *LLB397/ 3397 Legal Internship*. It is not possible to pass this subject without satisfactorily completing your internship and the assessment task (the internship report).



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.

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.
- An additional benefit of the program is that it provides you with an opportunity to observe the way in which law operates in a practical milieu, and so may assist you in making future career choices.



Administration

The **internship coordinator** of the Legal Internship Program is:

Casey Delaney
Bld. 40.G13C
Ph 02 4221 4681 email: law-internships@uow.edu.au

The **academic coordinator** of the Legal Internship Program is:

John Littrich
Room 67.206
Ph 02 4221 3730 email: john_littrich@uow.edu.au

Any questions relating to the program please contact Casey or John. Please email Casey with your completed documents.

If you cannot contact Casey or John, contact the School of Law on (ph) 02 4221 4681.

Internship Eligibility Requirements

Before you can be enrolled in LLB397/ 3397 you must have:

1. Successfully completed the subject *LLB197/ 1197 Lawyers & Australian Society*

and

2. Successfully completed **one of** the subjects *LLB220 Property & Trusts A / LLB 2220 Property, LLB230/ 2230 Public Law A* or *LLB240/ 2240 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: Student Professional Experience

The University of Wollongong *Code of Practice – Student 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.

The code supports the development of the distinctive qualities of a graduate of the University of Wollongong as detailed in the UOW Graduate Qualities Policy.

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, noting particularly your responsibilities under the Code.

The following information has been extracted from the Code:

Student Responsibilities

Students will:

- comply with all requirements for undertaking the placement program (including attendance, dress, behaviour);
- comply with reasonable directions given by the Host Organisation and/or the University in connection with the placement;
- be available to undertake activity during the scheduled hours agreed to between the Host Organisation and the University;
- undertake activity during unscheduled hours only with the prior agreement of the University;
- 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);
- notify the Internship Coordinator and the Academic Coordinator in a timely manner of any unscheduled absences from the Host Organisation during the placement;
- adhere to the standards of professional behaviour appropriate to the student's discipline;
- otherwise behave in an appropriate manner consistent with relevant University policies, codes, standards and rules;
- comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
- at all times appropriately and responsibly use the resources of the Host Organisation.
- maintain appropriate levels of communication with the University regarding his or her progress during the placement, including complying with any specific communication requirements specified by the Faculty;
- undertake all assessment activities required in relation to the placement; and
- preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.



Expectations in relation to the host organisation

The University expects each Host Organisation will:

- adequately supervise students;
- provide a safe placement environment for students free from discrimination and harassment;
- 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;
- put in place adequate support for students to assist in achieving the objectives of the placement, including,
 - modelling appropriate standards of professional behaviour for the relevant discipline,
 - providing the student with an adequate workspace and with appropriate resources,
 - providing an appropriate range of experiences for the student,
 - where necessary, supporting the student to identify accommodation;
- care for students and advise the Faculty in the event of any accident, incident or illness affecting the student;
- provide reasonable access to Faculty staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
- promptly report 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.

School of Law Responsibilities

The School of Law will:

- facilitate, through the Internship Coordinator and/or the Academic Coordinator, ongoing communication between the University, the Host Organisation and students;
- maintain the confidentiality of student information;
- organise and plan the placement program with students and supervisors and negotiate on aspects of student progress and assessment;
- be in regular contact with all of the Host Organisation's sites at which placement is being undertaken;
- 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
- assist to resolve any issues of concern arising between Host Organisations and students undertaking a placement.
- seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of the Faculty's placement programs; and
- utilise information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which student professional experience is a part.

Extract from: University of Wollongong Code of Practice – Student Professional Experience. Last revised: April 2015



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 arrangements that involve attendance of less than 2 days a week are not likely to be approved. 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 (ie **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 397/ 3397

You must ensure that your proposed internship dates will fit within the instance of **LLB 397/ 3397** that relates to your period of internship. There are three instances of LLB 397/ 3397 each year:

1. LLB 397/ 3397 LIP 1, which runs over autumn session.
2. LLB 297 LIP 2, which runs from the end of autumn session over the Winter break and over Spring Session.
3. LLB 397/ 3397 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 enroll in LLB 397/ 3397 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 internship?

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

- lodge an application for a School of Law-arranged internship experience; or
- use your current employment (paid or unpaid); or
- use an upcoming clerkship position;
- use an internship experience with a recognised external provider (eg: ALRC, ABC etc); or
- 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 and deadlines for submission can be found on the LLB 397/ 3397 page in the School of Law website: <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>. Reminders as to deadlines will also be sent out by 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. 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: SCHOOL ARRANGED APPLICATION – EMAIL

Email completed application form including required documents for approval to Internship Coordinator law-internships@uow.edu.au by the due date of each Legal Internship Program Session.

Organising Your Own Internship

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/>
- 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: STUDENT ARRANGED APPLICATION – ONLINE

The School of Law uses SONIA, an online student placement system to manage **Student 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.

School of Law SONIA Student Guidelines

Internship Placement Requests

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 397/3397 (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 Application Form 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.
4. Once internship placement commences, you will receive a reminder email to submit your Objectives to Discipline Leader, John Littrich john_littrich@uow.edu.au for approval within the first 3 days of the internship.
5. Once the internship is complete, you will receive a reminder email to submit your Assessment to Moodle within 14 days

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



SONIA Online Access

- Students are permitted to conduct LLB 397/ LLB3397 based on subject pre-requisites (see subject outline).
- You will not have access to SONIA and cannot conduct your internship if you have not met those pre-requisites.
- Students will be requested log into SONIA once you have received your ‘Welcome’ email by using UOW’s Student Number and Password.

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

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.

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):

- General and Product Liability Protection
- Professional Liability Protection
- Malpractice Protection
- 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.

Your Internship Assessment Requirements

In order to receive a satisfactory grade for LLB 397/ 3397, you must successfully complete your internship experience and achieve a satisfactory grade for your **internship report** in order to pass this subject. The internship report is due within 14 days of completing your internship.

The internship report has the following compulsory components:

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.

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 will total 2500-3000 words and must contain:

- **at least four (4) journal entries** relating to activities and observations occurring in the internship (this should take approx 1500-2000 words); and
- **a final piece** in which you reflect on how the internship has influenced your view and/or understanding of the law in action (this should be around 1000 words). For example, you may wish to make an assessment of the operation of formal rules of law, or of the legal system, or of the roles and behaviour of the legal profession, or on ethical issues. You should include your observations on the connections/gaps between the law in theory and the law in practice. This separate to the student evaluation referred to below.

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.¹ 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 treated confidentially, in that comments and observations will not be revealed to any third party without permission. Academic staff will be assumed to have permission to use comments from a journal without identification of the author for legitimate academic purposes such as academic articles or papers on legal education, unless a specific request is made that they not be used.

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.

¹R. Ballantyne and J. Packer, *Making Connections*, HERDSA Gold Guide No. 2, HERDSA 1995



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 at least 20 days of at least 7 hours of work.

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.

Supervisor's Evaluation

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

Lodging Your 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.
- Use a Law assessment cover sheet when submitting your report.
- The assignment should be submitted electronically to the submission link on the subject Moodle site by 4pm on the due date. Hard copy submissions via BAL Central (19-1049) will also be accepted.
- See Submission, Receipt and Collection of Assessment Tasks earlier in the LLB 397/ 3397 Subject Outline for more information.
- You will be notified via email (SOLS) when your report has been marked and is available for collection.



Submission of Written Work

See the LLB 397/ 3397 Subject Outline (available via subject Moodle site).

Format of Work

Please see the LLB 397/ 3397 Subject Outline (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.

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.



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)



LLB 397/ 3397 Legal Internship Program CONFIDENTIALITY AGREEMENT

I..... (Full Name) of (Address)

Acknowledge the following principles:

- Legal professionals must keep their clients' affairs confidential. Legal firms/organisations must also ensure that their employees adhere to requirements regarding confidentiality. Any information that I learn about a client whilst on internship with this firm/organisation cannot be told to anyone however tempting it may be to do so.
• Clients' confidential information belongs to them and not to their legal professionals. It is not the legal professionals' to deal with as they wish without the approval of the clients.
• I should immediately tell my internship supervisor if I personally know any of the legal professional's clients or any person who is mentioned in a client matter because the supervisor might prefer not to give me any access to information about that matter in the circumstances.
• I am only to look at papers relating to client matters when it is necessary and I am not to look through files or papers without the legal professional's permission. Nor should I make photocopies of any documents for study purposes without the permission of my internship supervisor.
• I should not discuss any client matters with anyone not associated with this firm/organisation. Furthermore, I should never mention to clients outside the office any details of their matters, even after I cease my internship with this firm/organisation, because this may cause the clients to worry that this firm/organisation has not kept their affairs confidential.
• Generally, I may discuss a client matter in broad terms without identifying the client or giving any information which will allow the client to be identified and I must exercise great care in doing so. There is nothing wrong with discussing an abstract point as long as doing so will not enable ready identification of the client.
• Possible consequences of wrongly disclosing client information:
- A person or company may suffer financial loss or have their feelings and/or family hurt.
- A client could take legal action against the solicitor/person who revealed the information.
- Obvious embarrassment.
- Others may then misuse the information for their gains.
• I understand that if I attend court there is nothing to stop me discussing what I have observed in a public courtroom unless the court is closed to the public for any reason.

..... Signature of Student/...../.....

..... Signature of Internship Supervisor/...../.....

Please give this signed document to your Internship Supervisor for their records

Statement of Objectives Template



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AUSTRALIA

University of Wollongong School of Law

LLB 397/ 3397 Legal Internship Program

OBJECTIVES

To be completed by student and approved by supervisor. Refer to Student Handbook for information and examples.

Name of Student:

Firm/Organisation:

Internship Supervisor:

Dates of Internship:

No. of Working Days:

Proposed Internship Objectives:

Proposed Work Activities:

.....

Signature of Student

.../.../....

.....

Signature of Internship Supervisor

.../.../....

Example of a Statement of Objectives



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LLB 397/ 3397 Legal Internship Program

OBJECTIVES

To be completed by student and approved by supervisor. Refer to Student Handbook for information and examples.

Name of Student:

Firm/Organisation:

Internship Supervisor:

Dates of Internship:

No. of Working Days:

Proposed Internship Objectives:

- to obtain an appreciation of the workings of a medium sized legal office spread between two (2) branches of similar size;
- to understand the inter-relationship between branch offices of the one legal practice;
- to obtain some understanding of the practical application of the law to everyday factual circumstances;
- to experience management and administrative systems employed by a medium sized legal practice.

Proposed Work Activities:

- introduction to the office and those persons working at the office with a view to understanding the roles of various persons within the legal practice;
- review completed files of relevant work;
- observe and assist solicitors at sittings at Local Courts and the Family Court;
- observe solicitor/client interviews;
- undertake research to assist in the preparation of hearings or advices;
- observe general and staff management meetings;
- observe and assist in community activities eg mock trial presentations;
- observe at both offices and appreciate the differences in workings of various offices;
- review internship at regular intervals and at conclusion.

.....
Signature of Student

.../.../....

.....
Signature of Internship Supervisor

.../.../....

Record of Absence Form

University of Wollongong School of Law



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LLB 397/ 3397 Legal Internship Program

RECORD OF ABSENCE

You are required to report all unplanned absences from the internship to the School of Law. The absence may be due to injury, illness, misadventure or for personal reasons. Additional time must be arranged in order for you to successfully complete the required 20 days (full time hours).

It is your responsibility to make these arrangements in consultation with the internship coordinator.

If you experience more than one period of absence please use a separate form for each occasion.

Instructions:

1. Advise the School's Internship Coordinator about your situation as soon as possible via email.
2. Confirm the arrangements for the additional time required to make up the day/s with your internship supervisor.
3. Please note that the School requests that you provide a medical certificate or other relevant documentation for absences of two or more days. Please lodge a copy of the document/s with your internship supervisor and attach the original/s to this form.
4. Complete all sections of this form.
5. After the additional days/hours have been completed ask your supervisor to sign the form.
6. Lodge the form with the School of Law.

Details of Absence:

Student Name:

Student Number:

Firm/Organisation:

Number of Days Absent:

Period of Absence:/...../..... To/...../.....

Reason for Absence:

.....
.....
.....

Medical Certificate is Attached: Yes/ No

A Medical Certificate is required for absences due to illness/injury of two or more days

Arrangements were made with me for the student to undertake additional days: Yes / No

Additional days were completed on:.....

.....

Signature of Student

...../...../.....

.....

Signature of Internship Supervisor

...../...../.....

Student Evaluation Form

University of Wollongong School of Law



UNIVERSITY
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AUSTRALIA

LLB 397/ 3397 Legal Internship Program

STUDENT EVALUATION (Compulsory)

Name of Student:.....

Firm/Organisation:

Internship Supervisor:.....

Dates of Internship:

PART A: Please attach a copy of the *objectives* developed at the start of the internship, and comment specifically on whether your experience achieved the aims identified, and say why/why not.

PART B: *Do you have any other general comments about the internship experience?*

.....
Signature of Student
...../...../.....

Supervisor's Evaluation Form

University of Wollongong School of Law



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LLB 397/ 3397 Legal Internship Program

SUPERVISORS EVALUATION

Student's Name:.....

Firm/Organisation:

Supervisor's Name:.....

STUDENT PERFORMANCE

Overall attitude toward tasks:

Enthusiastic; eager to learn; receptive; diligent; highly engaged; conscientious; indifferent; disinterested

Effectiveness in executing tasks:

Well developed critical thinking & analytical skills; shows initiative; learns quickly; productive; meets deadlines; needs to ask more questions; often fails to understand or follow directions; requires close supervision

Dependability:

Conscientious; exercises good judgement; follows through consistently on tasks; persistent with difficult tasks; hesitant to make decisions; careless in meeting obligations

Character:

Positive attitude; suitable dress & grooming; prompt; accepts praise and criticism appropriately; accountable; makes excuses; overly casual in approach

Relationships with others:

Respectful; cooperative; receives suggestions well; open; mature; tactful; friendly; shy; impolitic; argumentative

Areas in student's performance that need improvement:

Aspects of the student's performance that you feel to be strong points:



Overall evaluation of the student’s current level of work experience and education:

- Outstanding (performed beyond expectations)
- Very good (high quality performance)
- Good (performed all tasks as expected)
- Poor (marginal performance)
- Unsatisfactory (performance mostly inadequate)

Has the general content of this evaluation been discussed with the student: Yes/ No

LEGAL INTERNSHIP PROGRAM

What was the most beneficial aspect of this experience for your firm/organisation?

Would you support another UOW student intern?

Do you have any additional comments or suggestions concerning the UOW Legal Internship Program?

.....

Signature:

...../...../.....

Thank you for taking the time to complete this evaluation.