



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

Faculty of Business and Law  
School of Law

LLB 397/ 3397 Legal Internship Program

**LLB 397/ 3397 Student Information Guide**



## What is Legal Internship Program (LIP)

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 397/ 3397 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 School of Law in Australia that requires all students to complete a legal workplace internship as part of their law degree and also ensures that all students are placed in such an internship if the student cannot source their own. 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/ 3397. Students cannot enrol themselves
- ☞ 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 School of Law you will be manually enrolled into the instance of LLB 397/ 3397 relevant to your internship (eg LLB 397/ 3397 LIP Summer 18/19)
- ☞ You are to complete LLB 397/ 3397 assessment requirements as detailed in Resources/ *Student Handbook* <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>

## School of Law Arranged 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/ 3397 lunchtime information session (usually held in week 2).*
- ☞ Application form and following resources are available from the School of Law website <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>
  - LLB397/ 3397 Student Handbook
  - What is the Legal Internship Program?
  - Code of Practice - Student Professional Experience
  - LLB397/ 3397 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)
  - 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
- 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.

## How to Apply: SCHOOL ARRANGED APPLICATION – EMAIL

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

## Student Arranged Internships

- Students can apply to use their current employment (paid or voluntary), a clerkship or externally arranged internship as their Legal Internship LLB 397/ 3397.
- 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 they are subject to enrollment deadlines and approval requirements set out in the *Student Handbook* available from the School of Law website <https://www.uow.edu.au/business-law/schools-entities/law/current-students/internships/legal-internship-program/>
- The proposed internship must be completed within the one instance of LLB 397/3397 (ie LIP 1, LIP 2 or LIP Summer).
- 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/ 3397 Legal Internship Program.



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](mailto: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](mailto: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 [law-internships@uow.edu.au](mailto:law-internships@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](mailto: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](mailto: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.

## **Enrolment and Assessment**

Once your internship has been organised (if School of Law arranged) or approved (if Student arranged), you will be enrolled in the relevant instance of LLB 397/ 3397 by the Coordinator.

All students undertaking LLB 397/ 3397 Legal Internship 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:

### **Internship coordinator**

Casey Delaney

Room 40.G13C

Phone: 02 4221 4681 Email: [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au)

### **Academic coordinator**

John Littrich

Room 67.206

Phone: 02 4221 3730 Email: [john\\_littrich@uow.edu.au](mailto:john_littrich@uow.edu.au)

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