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INTERNSHIP PROGRAM MANUAL

1. General Information

The objective of the Internship Program of International and Business Law (“IBL”) Department of AUCA is to teach students, through practical experiences, about the operation of the legal system and the role of lawyers in that system. Students who undertake internship receive on-site experience; gain valuable insight about what lawyers, judges, litigants, and policy makers do on a day-to-day basis, and get a better understanding of how to shape their own career paths. Through these work experiences, students may have the opportunity to increase their knowledge of substantive and procedural law, learn to apply legal analysis skills in real world situations, improve research skills, polish oral advocacy, research, and writing skills, and begin to develop a professional network of contacts which could be essential to securing employment after graduation.

The Internship Program is mandatory for the second (starting from the second decade of May of current year) and third year (starting from spring semester) law students and provides them with the opportunity to put their legal knowledge to use in the real-world setting. Overall students shall undergo internship I and II throughout their studies:

- 1) a minimum of one month of **Internship I** to be taken after the completion of second year of studies, and
- 2) a minimum of one month **Internship II** to be taken after the third year of studies.

Student must complete internship with various legal institutions and other organizations (which have to be chosen by students themselves and preliminarily approved by the Head of IBL department) and receive 3 academic credits for their work. Student must commit to working a set number of hours during their internship, also attending internship orientation class, and completing all requirements of the internship program in order to receive academic credit.

2. Eligibility requirements

1. Students are eligible to apply for the Internship I once they have successfully completed two years of studies including successful completion of a course in Legal Reasoning, Research and Writing.
2. Students are eligible to apply for Internship II once they have successfully completed three years of studies including successful completion of a course in Legal Reasoning, Research and Writing and have already undertaken an introductory internship .

3. Internship placement requirements

All internship placements must meet the following requirements:

1. Internship I shall be the court institutions of all levels upon individual choice of the students. Where it is necessary, IBL Department facilitates and assists students with finding and securing placements for the introductory internship .
2. Internship II site can be any legal institution, government (state or local) entity, court, law firms, NGO or private company. Students may choose up to two placements for general internship .
3. The student must be engaged in substantive law-related work.
4. The student must be supervised by the field supervisor.
5. All proposed placements must be approved by the Internship Program faculty supervisor from the IBL Department.

4. Internship orientation class

All students accepted into the Internship Program are required to attend a internship orientation seminar class. On the seminar a variety of topics will be presented including, but not limited to overview of human rights and justice system, the development of lawyering skills, problems arising at the placement site, ethical issues, etc. The date and time of internship orientation class will be announced by the IBL Department a week prior to the start of the internship .

5. Internship Work Content

Students are required to perform legal tasks, such as research, analysis, investigation, counseling or legal writing under the supervision of field supervisor and to demonstrate high work discipline and diligence. Non-legal clerical or other tasks must be avoided where it is possible. Other typical activities of an internship include the following:

- Sit in on office staff meetings
- Complete office tasks or assist with projects
- Conduct informational interviews of both professional and administrative staff
- Observe client interactions
- Observe functions and duties of a particular career
- Tour the facilities
- Review organization's mission/vision statement and organizational charts
- Understand office policies and procedures
- Review current trends in the profession
- Explore potential career paths within the organization and the profession

6. Responsibilities of Students

Students are required to maintain daily journals/time sheets, where they specify the content of the work done and time spent on each task (see Attachment 1). Students are expected to comply with all other on-site internship requirements. They also shall present written and oral report

after the completion of internship. The written report on internship of 2,5-3 pages shall specify the work/activities undertaken during the internship in a formal legal language (avoid emotional statements) with the description of 2-3 specific cases, examples and relevant norms of law applied in those cases and shall be signed by the student and the field supervisor. In addition, student may indicate the shortcomings, violations of procedural norms of law observed throughout internship as well as possible proposals on improvement of the internship process. The daily journals and written reports must be submitted in a separate file before the deadline set by IBL Department. Before the beginning of internship students are required to sign a standard Internship Responsibilities Form (see Attachment 2).

Students undertaking Internship program work under the direct supervision of a field supervisor for approximately 40 hours each week during one month. Upon completion of the internship on site, students are expected to meet with the head of respective organization to inform him/her of the results of the internship and express their gratitude for the given opportunity to get acquainted with the activities of the organization and work with its staff.

7. Evaluation criteria

Evaluation of internship shall be carried out by the Faculty Commission formed by the decision of the Head of the IBL Department. Evaluation will be based on the student's performance at the placement site (10%), student daily journals/timesheets (30%), and the final oral (30%) and written internship report (30%) submitted on time. For evaluation of their performance at the placements, students are required to provide the IBL faculty supervisor with the filled out evaluation form from the field supervisor.

8. Grading System:

A 95 – 100%
A- 90 - 94
B+ 85 - 89
B 81 - 84
B- 77 - 80
C+ 73 - 76
C 69 - 72
C- 65 - 68
D+ 60 - 64
D 54 - 59
D- 51 - 53
F below 50%

9. Mentorship & Guidance

Mentors and field supervisors include court judges of all levels and lawyers from government agencies, non-profit and for profit organizations and corporate counsel offices, where students undertake internship. Field supervisors shall be experienced lawyers who provide direction, supervision, and feedback to the student extern as the student initiates, progresses through, and completes the assigned projects.

The faculty supervisors of IBL Department's Internship Program shall be appointed by the Head of the Department. Faculty supervisors guide and facilitate the students' exploration of their internship experience and provide all the necessary counseling and technical assistance.

10. Current Timeline for Internship Program

- Internship Placement Notification: first week of May
- Internship Period: 1) second decade of May through until the end of August
2) second decade of September through until the end of December¹
- Daily journal/timesheet and written report submission due: until the second decade September (for summer internship), and until the second decade of January (for fall internship).²
- Date of oral presentation of reports: last two weeks of September (for summer internship) and last two weeks of January (for fall internship).³

11. Rules for report on the practice.

At the end of practice all students take the head of its report on the work performed. A report on the study and industrial practice should contain information about the specific work done by the student, and include the main features of the enterprise, in terms of organizational form (or state body, etc., organizations). Next, consider the structure of the organization, its management, and function

Students Department of International and Business Law "should be a closer look at the legal side of business, being in conformity with the selected activity. If you need to justify their own proposals to change the legal status of the organization.

As the access to study documents governing their work. Due to the fact that the practice may take place in state and municipal management structure of the report is modified in accordance with the fact that the emphasis should be put on the analysis of management structures.

12. Structure of the report shall consist of:

- 1) cover sheet; (1str.)
- 2) The certificate is a characteristic of the passage of the study and industrial practice, it should be printed on company letterhead, signed by the head (the state body, enterprise), and stamped. (1 page)
- 3) The table of contents;
- 4) The introduction, which should reflect the goals and objectives of the practice, (1 page)

¹ this is for those who could not apply for an internship at the summer time for reasonable excuse

² Exact dates will be notified week before

³ Exact dates will be notified week before

5) The diary consists of practical training timetable (formed in a table by day, the activity with the student performed the tasks) the signature of the curator of the seal of the organization; (4-5str.)

6) a substantial part, consisting of two chapters:

Chapter 1 - Description and analysis of the state organizations, (if the law firm, its market position, internal and external environment, management systems, etc.), (1-2str.)

Chapter 2 - Dedicated evaluation of their activities, including individual assignments, special assignments for the period of practice, also participated in the organization, for example, participation in court proceedings, preparation of documents, etc.1-2 pages)

7) Finally, which reflects the findings and suggestions.

8) a list of used literature, regulations, etc. applications.

The volume of the report 18 - 24 pages, format A4 sheets, size Times New Roman 12, spacing 1,5.