



INTERNSHIP PROGRAM POLICIES & PROCEDURES

Goals

The goals of the Internship Program are to:

1. train students in legal skills (analytical thinking, oral and written communication);
2. provide students with insight into the workings of the legal system;
3. provide students with experiences that would not otherwise be available to them;
4. promote the sense of professional responsibility among law students;
5. expand students' connections with the local community; and
6. expose students to different areas of law practice, and different types of legal tasks.

Students participating in the Internship Program are visible representatives of their school to the legal community. Graduates often obtain employment after admission to the bar as the result of their exposure to courts, law firms and legal agencies during the internship experience.

Eligibility

To be considered for placement in an internship for unit credit, students must:

1. be in good academic standing (GPA 70.00 or higher);
2. be in good financial standing;
3. be enrolled as a third or fourth-year student (under exceptional circumstances, a second-year student may be considered for placement);
4. have completed any prerequisite course requirements, including but not limited to Professional Responsibility and any additional requirements set by the supervising attorney or judicial officer;
and
5. submit the application for approval *prior to beginning work in the internship*.¹

Students placed with a court, law firm, or legal agency through the Internship Program must adhere to the standards of professional conduct as set forth in the Code of Professional Responsibility of the American Bar Association, the Rules of Professional Conduct of the State Bar of California, and the Student Honor Code. Any student who fails to comply with these standards will be suspended from further participation in the Program at the Dean's discretion and may be subject to discipline under the Student Honor Code

¹ Students who submit an application during or after completing their work may be denied if the past-completed work does not satisfy the requirements for approval. *Please contact the Associate Dean of Clinical Education at internships@montereylaw.edu as soon as possible if you have already begun volunteer work and are hoping it will qualify for internship credit.*

Finding Internship Opportunities

The Associate Dean of Clinical Education and campus administrators will regularly circulate opportunities to apply for internships. Students may also find and secure their own internships at a court, law firm, or legal agency.

If you are interested in an internship but concerned that your schedule is too limiting, we are here to help you problem solve! Please reach out to internships@montereylaw.edu for advice and suggestions.

Internship Requirements

In order to potentially receive unit credit for an internship through the Internship Program:

1. The internship must be directly supervised by a licensed attorney or judicial officer.
2. The work must teach the student *new intellectual legal skills*. Clerical tasks, such as filing, photocopying, and answering the phone *do not* satisfy the criteria for internship credit.
3. At the end of the internship, students must submit the required completion paperwork to the Associate Dean of Clinical Education for approval, including a student report, timesheet signed by supervisor, supervisor evaluation, and work product.

Compensation

Private Law Firms: Students must be paid for internship work at a private firm. Unpaid interns at a private firm may only work on pro bono matters. Students may not do an internship for unit credit where they are already an employee.

Government and Non-Profit Legal Organizations: Students may do unpaid or paid internships at a government or non-profit legal organization.

Personal Connections

A student intern may not be supervised by an attorney: 1) who is related to the student by familial relationship; 2) by whom the student has been employed during the preceding twelve (12) months; and/or 3) with whom the student is otherwise significantly connected (e.g., business partner, significant other). If you have any questions about this, please contact internships@montereylaw.edu.

STEPS FOR OBTAINING INTERNSHIP CREDIT

STEP 1: Apply

1. Review these Instructions
2. Complete the Student Application Form
 - Each unit of credit requires 60 hours of qualifying work. You may complete your hours for a single unit across multiple semesters if needed.
 - Please be aware that if you want to seek more than two units of internship credit, you may only be approved for two units and asked to re-apply for additional units.
 - If you are applying for additional units for work in an office where you have already received internship credit, your application must describe legal work that will be *new* to you.
 - Your supervisor may either complete their portion of and sign your application form or email a separate version of the application with their sections completed to internships@montereylaw.edu.
3. Email your completed application to internships@montereylaw.edu

STEP 2: Wait for Approval

You will receive a written notice stating whether your application has been approved.

STEP 3: Register and Pay Tuition

1. Use an Add Form to register for the units that were approved.
2. Your Add Form will only be accepted after your application has been approved.

STEP 4: Work at Your Internship

1. Make Sure Your Assignments Qualify for Credit:

Credit will be granted for work that teaches you *new intellectual legal skills*. Clerical tasks, such as filing, photocopying, and answering the phone *do not* satisfy the criteria for internship credit. You are responsible for communicating with your supervisor to ensure you're getting satisfactory legal experience that will earn you credit. Qualifying tasks could include:

- Participation in court or administrative proceedings,
- Conferences with lawyers and other professionals,
- Client interviewing,
- Legal research,
- Drafting pleadings, motions, points and authorities, briefs, research memoranda, orders, discovery, contracts, and estate planning documents.

2. Record Your Work on Time Sheets

Students are required to keep time sheets detailing the date, a brief description of the work done, and the amount of time consumed. The supervising attorney or judge must verify all time sheets . Students are strongly encouraged to complete a timesheet periodically (e.g., monthly).

STEP 5: Submit Final Paperwork for Approval

To obtain credit, students must submit the following to internships@montereylaw.edu prior to the end of the semester in which they want to receive credit. Each of these materials is described below:

1. **VERIFIED TIME SHEETS.** Students are required to keep time sheets detailing the date, a brief description of the work done, and the amount of time consumed. All time sheets must be verified by the supervising attorney or judge.
2. **SAMPLE WORK PRODUCT.** Students must submit a minimum of five (5) pages of their intellectual work product for each unit of credit. Examples include but are not limited to legal memoranda, draft pleadings/motions, or demand letters.
3. **SUPERVISOR EVALUATION REPORT.** The supervising attorney or judge evaluates the student's competence, professionalism, attitude, and response to assigned responsibilities. Supervisors may either submit their evaluation form to the student or email it to internships@montereylaw.edu.
4. **STUDENT EVALUATION REPORT.** The student evaluates their own performance in the internship and reflects on what they gained from the experience. The student may also evaluate the benefits and drawbacks of the placement and make suggestions for improvement.

All of the above materials must be submitted to internships@montereylaw.edu. Failure to submit complete materials will preclude the award of any credit.

STEP 6: Grading

Students will receive a grade of "Pass" or "Fail" for any approved units of Internship. The Associate Dean of Clinical Education will determine the final grade based on the verified time sheets, the supervisor's evaluation, the sample work product, and the student evaluation. No grade or credit will be given unless all required documents have been submitted.



INTERNSHIP PROGRAM APPLICATION FORM

Name: _____ Campus: _____

Graduation Semester/Year: _____ GPA: _____

Place of Internship: _____ Units Requested: ___ 1 ___ 2

Address: _____

Name of Supervising Attorney or Judicial Officer: _____

Title: _____ Email Address: _____

Phone: _____ State Bar Number (and state, if not California): _____

Briefly describe the legal services provided by the place of internship:

Briefly describe the legal work you will be doing:

Have you received unit credit for an internship previously? List the internship, semester completed, and number of units received:

Have you ever been employed by this organization? ___ Yes ___ No. If yes, please provide dates of employment, position title, and a description of position duties.

Is this internship paid? Yes No. If *unpaid*, please check one of the options below:

This internship is at a government or non-profit legal organization.

This internship is at a private law office, and I will only be working on pro bono matters.

STUDENT CERTIFICATION

The information provided in this Application is true and accurate.

I will not perform any legal work outside of the supervision of my Supervising Attorney or Judge.

I will maintain client confidentiality and comply with both the Rules of Professional Responsibility and office policies. I will not engage in any unethical practices during my internship.

In the past 12 months, I have not been an employee of this organization.

I have reviewed the school's Internship Program Guidelines & Instructions, and I do not have a significant personal connection to this place of internship as described in the Guidelines.

My work product will be professional, timely, and the result of my best efforts. My conduct will be professional and will conform with the requirements of the office and internship.

Student Signature

Date

SUPERVISOR CERTIFICATION

I am in good standing with my State Bar.

I agree to directly supervise the student's legal work and ensure that their conduct is ethical during this internship. I will personally verify the student's timesheet and other paperwork for receiving unit credit for this internship.

I have or will discuss with the student the ethical and legal parameters of client confidentiality, any other applicable rules of professional responsibility, and any specific policies my office has regarding the same.

I will provide the student with challenging legal work similar to that assigned to a law clerk or entry-level staff attorney, and will provide regular, constructive feedback. Administrative work will be kept to a minimum.

All applicable labor and employment practices will be followed by my organization in compliance with state, local, and federal laws as related to the internship.

(Check only for unpaid internships at a private law firm) I will only assign work on pro bono matters to this intern.

Supervising Attorney/Judicial Officer Signature

Date