

June 17, 2015

INTERNSHIP PROGRAM POLICY

1. General Information

1.1. The objective of the Internship Program of the 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 the 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.

1.2. The student must complete the Internship with various legal institutions and other organizations (which have to be chosen by students themselves and preliminarily approved by their faculty advisers from IBL department and subject to rules under paragraph 3 below) and will receive academic credits for his or her work. In order to receive academic credit, the student must commit to working a set number of hours during the Internship, must attend the Internship Orientation class, and must also complete all requirements of the Internship Program.

2. Human Rights and Internship

2.1. The IBL Department believes that the Internship is an excellent opportunity for the students to observe how human rights are enforced, fulfilled and protected by relevant justice institutions and other organizations in practice. As described in paragraph 4 below, during the orientation class an overview of basic human rights and the justice system will be presented to students (upon need/ if relevant). Thereafter, students who are taking up internships in courts and other state and non-state bodies are encouraged to observe how the relevant institutions meet or do not meet human rights standards such as access to justice and procedural justice system. The student’s observations in these issues should be reflected in their written and oral reports.

3. Internship placement requirements

3.1. Placement requirements for *Internship I* are as follows:

- a) Students should take Internship I during the summer months¹ after his or her second year of studies for a period no less than one month (eight hours per day or 160 hours in total). There is only one exception to the period of Internship. This exception is as follows:
 - *If a student has no opportunity to undertake Internship I during the summer months he/she may fulfill it during the spring semester before the summer of the planned Internship period, provided that the student submits an Explanatory Note stating*

¹ Summer months may begin as soon as student finishes the Spring Semester.

the reasons why he/she is not able to do it during the whole summer vacations. In this case, Internship I taken during spring semester shall last no less than two months (4 hours per day or 160 hours in total).

- b) The first part (two weeks) of Internship I shall be held in the district court; the second part shall take place in any other institution (which is not the court) These institutions could be other state agencies, private law firms, NGO's or private companies.
- c) Where it is necessary and feasible, the IBL Department will facilitate and assist students with finding and securing placements for the Internship I.
- d) Students who are undertaking the Internship I in the Spring shall be personally responsible for finding and securing the placements.

3.2. Placement requirements for Internship II are as follows:

- a) Students shall register for Internship II for Fall semester of their senior year. Students shall take first part of Internship II during the summer months after the third year of studies and second part during Fall semester of their senior year. Internship II of the law program consists of 2 parts: the first part shall be taken at the court (court of appeals etc.) during summer months² and the second part of internship - at the Legal Clinic II course during Fall semester of a senior year. The first part lasts for 80 hours of practical part where student spends 8 hours per day in the court during internship time. The second part lasts for other 80 hours during Legal Clinic II course practical hours.
- b) The first part (two weeks) of Internship II shall be held in the courts of appeal; the second part shall be conducted during Legal Clinic hours.
- c) Where it is necessary and feasible, the IBL Department will facilitate and assist students with finding and securing placements for the Internship II first part.
- d) Students who are undertaking the Internship II in spring shall be personally responsible for finding and securing the placements.

3.3. In both Internship I and II, students should be placed in units or departments of the respective organization where a student will be able to observe, learn and/or perform tasks of legal nature/relevant to legal profession.

3.4. All proposed placements must be preliminarily approved by the Internship Program faculty advisor from the IBL Department using the Form 1. **Therefore, each student shall give one week prior notice about the placement where he/she plans to intern by submitting Form 1 attached to this manual.** Upon the submission of Form 1, the faculty advisor has the right to disapprove the internship placement (Internship I or Internship II) if the activity to be carried out during the internship at the chosen organization is not relevant to law/legal profession.

3.5. The student must be engaged in substantive law-related work during both Internships.

3.6. The student must be supervised by the field supervisor during both Internships.

3.7. Submission of Form 1, deadlines:

Students must submit Form 1 to their advisors by following dates:

² a) There is only one exception to the period of internship first part. It is as follows: If a student has no opportunity to undertake Internship II first part during summer months, he/she may fulfill it during the spring semester before the summer of the planned Internship period provided that the student submits an Explanatory Note stating the reasons why he/she is not able to do it during the summer vacation. In this case, Internship II first part taken during the spring semester shall last no less than one months (4 hours per day or 80 hours in total).

During last week of regular classes and during office hours of your advisor (in May), both sophomores and juniors have to approach their advisors. During that period students are required to bring their Form 1 for the approval. **The Form 1 shall contain information about the placement and the signature of field supervisor of BOTH placements (Court and Second Chosen Organization).** Failure to meet the deadline will lead to an automatic **deduction of 20% of the final grade**. Upon the advisor's approval (signature), the student will be allowed to start their Internship upon Completion of classes. If the advisor does not approve Form 1, within the period indicated by advisor, student shall secure another internship placement and submit the Form 1 for advisor's approval before starting the Internship.

Those students who are undertaking the Internship during the spring semester shall submit their Form 1 by **the latest during last week of March**. Failure to meet the deadline will lead to an automatic **deduction of 20% of the final grade**. Upon the advisor's approval student will be allowed to start their Internship in **March**.

After receiving a signature and approval of the advisor, student must scan Form 1 and upload in PDF format to the AUCA e-course.

4. Internship orientation class

4.1. All students accepted into the Internship Program are required to attend an internship orientation class. A variety of topics will be presented at the orientation class, including but not limited to: an 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 the Internship Orientation class will be announced by the IBL Department at the beginning of the spring semester via AUCA web-mail, which is an official means of communication with students. ***The Orientation lecture is mandatory and the failure to come to the lecture will lead to a 5% deduction from the final grade. Furthermore the student will be solely responsible for obtaining all the information, rules, requirements etc., announced during the orientation class.***

5. Internship Objectives and Work Content

5.1. The objective of Internship I is to gain knowledge and basic legal skills in the legal profession. Students will observe the work process and acquire knowledge on the structure, activities and procedural issues relevant to the organization, where they are placed, and its activities. Students will also gain exposure to the normative legal acts, relevant to his or her host organization.

5.2. The tasks of the Internship I shall be:

- Learning about the essence of the legal profession, its features and differences from other professions
- Learning about the structure of the organization, its functions and its departments;
- Studying and learning the organizational documents (charter, the regulations on its subdivisions, terms of reference, etc.)
- Gaining knowledge of the normative legal acts and other legal sources that the student was dealing/working/ learning during his/her Internship
- Gaining basic legal skills at the Internship

5.3. The objective of Internship II is to consolidate the theoretical knowledge of basic legal subjects and to master practical knowledge and professional legal skills. In line with the university Internship program the goal of the Internship II is also to develop working skills, explore career interests, demonstrate leadership skills to name few.

5.4. The tasks of the Internship II shall include tasks of Internship I and:

- Gaining deep knowledge in the area of law within the activities of organization
- Applying theoretical knowledge into the practice
- Gaining and developing professional legal skills and techniques
- Applying practical skills
- Taking initiative in substantial legal tasks
- Collecting and compilation of materials for writing the senior thesis

5.5. Overall, students are required to perform legal tasks, such as research, analysis, investigation, counseling or legal writing under the supervision of a field supervisor and to demonstrate high work discipline and diligence. Non-legal clerical or other tasks must be avoided where it is possible.

6. Responsibilities of Students under Internship I and Internship II

6.1. Registration for Internship I and II will take place during Spring registration week (online). Students are required to register for the Fall semester however, the actual Internship should take place in Summer time (except see 3.1.a. or 3.2.a of the present policy).³ Students are required to maintain daily journals/time sheets, where they specify the content of the work done and the time spent on each task (see attached *Form 2*).

6.2. Students are expected to comply with all other on-site internship requirements.

6.3. Students shall present oral and written reports after the completion of the Internship. Written reports shall comply with the rules described in paragraph 10 of this manual.

6.4. The daily journals and written reports must be submitted in a separate file before the deadline set by IBL Department. **Before the beginning of the Internship, students are required to sign a standard Internship Responsibilities Form (see attached Form 3).**

6.5. Students undertaking each Internship program work under the direct supervision of a field supervisor for 40 hours each week during one month. If the Internship takes place during spring semester of studies, the duration of Internship is shall be extended for two months, i.e. 20 hours each week or 160 hours in total.

6.6. Upon completion of the Internship on site, students are expected to meet with the head of the respective organization to inform him/her of the results of the internship and express their gratitude for being the given opportunity to get acquainted with the activities of the organization and work with its staff.

7. Evaluation

7.1. Evaluation of Internship I shall be carried out by the faculty advisors of the students. Evaluation will be based on following components:

- (1) 20% -- Daily Journal
- (2) 25% -- Written reports
- (3) 10% -- Form 1
- (4) 5% -- Forms 3 & 4
- (5) 40% -- Written test.

³ Due to administrative conditions, student's grade for Internship will be reflected in transcripts for Fall semester. Therefore, make sure to register for the Internship during Spring Registration week. (18 credits of courses + 2 credits of Internship).

7.2. The evaluation of the written papers will be based on testing knowledge, skills gained during Internship, and meeting all technical requirements for drafting written report and daily journal (see rule 10) plus grammar, spelling, structure, and design of all written material.

7.3. Evaluation of Internship II will be based on the following:

- (1) 20% - Daily Journal
- (2) 30% - Internship Final Report
- (3) 10% - Form 1
- (4) 5% - Form 3 & 4
- (5) 35% - Evidence/outputs

8. Grading System

8.1. Students will be graded by either “Pass” or “Fail” grades for both Internships. In order to qualify for a “Pass” grade, student shall receive at least 60% point under the grading scale provided below. Students, who receive 59% points or below will qualify for a “Fail” grade.

60% - 100% = Pass
59% - below = Fail

8.2. Students, who are not content with the assigned grade, may file their grade appeal statement to IBL Department in written form within two weeks from the date of formal announcement of grades for the Internship. The grade appeal statement shall indicate the reasons for appeal and explain why student disagrees with the grade he/she received.

9. Supervising & Guidance

9.1. 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 internships. Field supervisors shall be experienced lawyers who provide direction, supervision, and feedback to the student as the student commences, progresses through, and completes the assigned projects.

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

10. Rules for report on the internships

10.1. Upon termination of the Internship students shall submit to their AUCA faculty advisers the following report documents before the deadlines set by the IBL Department:

10.2. The written report on Internship shall contain:

INTERNSHIP I written report requirements:

10.2.1. The structure of the report for Internship I shall consist of:

- (1) Cover sheet;
- (2) The table of contents;
- (3) The introduction, which should reflect the goals and objectives of the Internship;
- (4) The substantive portion, which shall describe where the Internship was undertaken, the structure and legal basis of the organization, the specific 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;
- (5) Student may also consult with the requirements for Internship II Final Report (see section 10.2.3. below).

10.2.2. The length of the written report for Internship I shall be 4-6 pages (6 pages most) for both parts of the Internship, excluding cover page and table of contents.

INTERNSHIP II final report requirements:

10.2.3. The following requirements apply to the **Internship II Final Report**:

- (1) Cover page
- (2) Table of Contents
- (3) Type of organization: Name, location, objectives, structure, history, company policies, philosophy, etc.
- (4) The work assignment: Describe the internship position within the company. Discuss your duties and responsibilities, your daily, weekly, monthly tasks. What were resources provided to you to accomplish your assignment, working conditions, general atmosphere, co-workers and supervision? Describe the projects you were involved in and how you were involved.
- (5) Value of experience to learning goals: What strengths of knowledge, skills, and experience did you bring to the internship? What were the knowledge and skills required for job? How did your internship experience relate to your current studies? Which (and how) university courses prepared you for internship assignment? How did you apply theories and concepts learned in your previous coursework to your internship? Please, give examples from any of your courses. What new learning occurred and how might it serve you in the future?
- (6) Summary and conclusions

10.2.4. Students undertaking Internship II must also collect outputs/evidence, which are to be attached to the package of the documents for submission. Outputs/Evidence is a document that a student produced or worked during the Internship II such as drafting ‘повестка’, making ‘опись’ or writing ‘протоколы’ (the copy of which the student should have with herself in order to prove that such type of assignment was performed). Within Legal Clinic II evidence can be legal opinions and legal memos produced.

10.2.5. The length of the Internship II final report shall be 8-15 pages for both parts of the Internship (where Legal Clinic part should be 5-10 pages of the report), excluding cover page and table of contents.

10.2.6. The format for reports on Internship I and II is A4 sheets, Times New Roman 12 font, and spacing 1,5.

10.2.7. All Reports shall be uploaded on AUCA e-course system. Reports that do not follow the mentioned requirements will not be accepted. Enrollment key is provided by your advisor.

10.2.8. The daily journals may be signed by the Court Secretary (секретарь суда), but the final report must have signature of the field supervisor. The report and daily journals shall have stamp of relevant institution where the student took Internship. Daily journals shall have a stamp corresponding to each day. (See attached *Form 2*).

10.3. The daily journal consists of Internship timetable (formed by tables divided into days, the activity with the student performed and the tasks). (See attached *Form 2*)

10.4. The Evaluation form filled by the field supervisor under the *Form 4* is attached to this manual.

10.5. The deadline for submission of all the listed report documents shall be September 30 (for all students) For each day of delay of submission of the report a penalty of minus 10 percent of the final (Internship) grade will apply (this rule includes calendar days).