

CRITERIA FOR STUDENT SUPPLIED PROJECTS

[76098 INTERNATIONAL LEGAL INTERNSHIP \(UG\)](#), OR, [78295 GLOBAL PROFESSIONAL EXPERIENCE PROJECT](#) (JD AND PG VERSION)

Students who wish to nominate a project for coursework credit in subject 76098 or 78295 must clearly articulate how their proposed project meets the following criteria.

The program and supervision

Students may intern at any organisation that conducts work of a legal nature or draws heavily on the student's legal training and where the work is supervised by a legally trained person. Students must undertake 4 weeks of fulltime work (or the equivalent of part-time work over a longer period). Students should provide a letter from the host organisation setting out:

- 1) The name, address and nature of the organisation and its contact details;
- 2) The dates of the internship;
- 3) The type of work the student will be undertaking during the internship;
- 4) The person who will be supervising the intern and their legal qualifications and their contact details.

The placement of an intern is meant to be mutually beneficial to the host organisation and to the intern. The program of work for each intern will depend on the needs of the host organisation and the nature of the project and must therefore be determined by the organisation. It is however expected the host will provide a structured work program that assists the work of the legal or similar division in the organisation to help complement and build on the student's academic work.

It is also expected that the organisation will make suitable supervision arrangements by allocating an appropriate senior member of the organisation to advise and oversee the work of the intern for the duration of the internship.

The program of work may include:

- **Research:** Legal issues and/or relevant background information related to policy, legal processes, legal institutions and/or substantive laws; writing submissions and/or preparing legal education materials.
- **Drafting:** Translating policy information into guidelines, regulations, or legislative proposals.
- **Advocacy:** Observing the process of advocating for a particular policy choice, through lobbying or testimony at the local, state, or federal government level
- **Litigation**
- **Transactional work including negotiations**
- **Persuasion:** Participating in meetings at which stakeholders work to develop consensus on a proposal or persuade others to support it
- **Legislation:** Observing the process of making law in a local, state, or federal legislative body
- **Legislative Branch:** Relating to constituents, meeting their concerns and needs, serving the public
- **Civic engagement:** Participating in activities designed to involve members of the public in the policy process, including preparation of public notices, outreach, publicity, public meetings and hearings, community organizing, and other formal and informal means of encouraging citizen voice
- **Implementation:** Public notices of new rules, newsletters, informational meetings, working to obtain voluntary compliance with new policies, developing programs and plans with objectives and measures of compliance
- **Rulemaking:** Creating detailed standards for implementing law
- **Enforcement:** Investigations into violations of regulations or law, collecting information related to incidents or cases, relating information to legal requirements
- **Prosecution:** Choosing cases for enforcement of law through administrative or criminal adjudication
- **Adjudication:** Hearings, testimony, evidence, decision-making on a record
- **Appellate Review:** Observing review of decisions by administrative or judicial review entities, such as appellate or supreme courts
- **Judicial Branch:** Researching, summarizing, communicating rules of law made through the adjudicatory process, observing court activities and administration, observing the operation of judicial chambers, clerking for a court
- **Executive Branch:** Observing the political process, elections, campaigns, constituent relations
- **Private sector:** Observing how parties outside government relate to the legal process, private law practice and the role of advocates, advising how to comply with

law, representation of private parties, identifying impact of law and compliance on business, relation of law to economics

- **Non-profit sector:** Role of civil society in policy process, influence of voluntary sector on making and implementing law, role of non-profit sector in carrying out public policy initiatives, relation of voluntary activity to public policy