

“2” April, 2012

INTERNSHIP PROGRAM MANUAL

1. General Information

1.1. 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.

1.2. Student must complete 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 receive 2 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. Human Rights and Internship

2.1. 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 orientation class an overview of basic human rights and justice system will be presented to students. Thereafter, students, who are taking up internship 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 are recommended to 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 up Internship I during summer vacation after 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 state below.
 - *If a student has no opportunity to undertake Internship I during summer vacation, he/she may fulfill it during spring semester before summer of planned Internship period provided that the student submits Explanatory Note stating 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) First part (two weeks) of Internship I shall be held in the district court upon individual choice of the students; second part shall be any other institutions besides court, it can be either any other state agency or private law firms, NGO or private company.
- c) Where it is necessary and feasible, IBL Department facilitates and assists students with finding and securing placements for the Internship I.

3.2. Placement requirements for *Internship II* are as follows:

- a) Students should take up Internship II during summer vacation after third 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 stated below.
 - *If a student has no opportunity to undertake Internship II during summer vacation, he/she may fulfill it during spring semester before summer of planned Internship period provided that the student submits Explanatory Note stating the reasons why he/she is not able to do it during the summer vacations. In this case, Internship II taken during spring semester shall last no less than two months (4 hours per day or 160 hours in total).*
- b) First part (two weeks) of Internship II shall be held in the courts of appeal upon individual choice of the students; the second part shall be any other state agency or private law firms, NGO or private company.
- c) Where it is necessary and feasible, IBL Department facilitates and assists students with finding and securing placements for the Internship II.

3.3. In both Internship I and II, students should be placed in the relevant 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. Therefore, each student shall give one week prior notice about the placement, where he/she is going to take up internship by submitting the Form 1 attached to this manual. Upon the submission of Form 1, the faculty advisor have the right to disapprove the internship placement (Internship I or Internship II) if the activity to be carried out during 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.

4. Internship orientation class

4.1. All students accepted into the Internship Program are required to attend an internship orientation class. On the orientation class 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 for summer time via AUCA web-mail, which is an official means of communication with students. *If a student misses an orientation class, s/he is solely responsible to gain 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, which is to observe the work process and acquire knowledge on the structure, activities and procedural issues relevant to the organization and its activities as well as relevant normative legal acts, where they are placed.

5.2. The tasks of the Internship I shall be:

- Learning of the essence of the legal profession, its features and differences from other professions;
- Learning about the structure of the organization and its functions, its departments;
- Studying and learning the organizational documents (charter, the regulations on its subdivisions, terms of reference, etc.).
- Gaining knowledge of the legal normative 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.

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 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).¹ 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 Form 2 attached).

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

6.3. Students shall present oral and written report after the completion of 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 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 respective organization to inform him/her of the results of the internship and express their gratitude

¹ 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).

for the given opportunity to get acquainted with the activities of the organization and work with its staff.

7. Evaluation

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

- (1) 50% -- student daily journals/timesheets (20%) and written internship report (30%, where 10% is specifically allocated for submission of Form 1), and submission of all forms.
- (2) 50% -- the final defense of the Internship

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

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 50% 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 internship. 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 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 the necessary counseling and technical assistance.

10. Rules for report on the internships

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

10.2. The written report² on internship of should contain:

10.2.1. Structure of the report shall consist of:

- (1) Cover sheet;
- (2) The table of contents;

² All forms (except the journal) that have to be submitted by student within his/her internship are integral part of the written report.

- (3) The introduction, which should reflect the goals and objectives of the internship;
- (4) Substantial part, which shall describe the structure and legal basis of the organization, where internship is undertaken and 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.;

10.2.2. The size of the report shall be 4-6 pages (6 pages most) for both parts of Internship, excluding cover page.

10.2.3. The format is A4 sheets, Times New Roman 12, spacing 1,5.

10.3. The daily journal consists of internship timetable (formed by tables divided into days, the activity with the student performed and the tasks). It should contain the signature of the field supervisor sealed by the organization (see attached *Form 2*)

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

10.5. The deadline for submission of all the listed report documents shall be June 5, 2012 (for those who take Internship during Spring semester) and September 5, 2012 (for those who take Internship during Summer).³ 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).

³ The date of a deadline of submission report may vary each academic year.