

LAW 625:

INTERNSHIP PROGRAM
POLICIES & FORMS

The purpose of the Internship Program is to help students acquire proficiency in professional skills, to establish contacts within the legal community, and to provide needed legal services to the community.

We require all law students to participate in at least one-unit of public interest or public service internship, or on-campus clinical program, prior to graduation, and encourage additional participation beyond that minimal requirement. Students enrolled in our Public Interest Law Program must earn at least six units (360 hours) of public interest internship work as part of the program.¹

The following rules and procedures apply to all Law 625 enrollment:

1. Only students in good academic standing who have completed their first full year of law school may enroll in Law 625 with the written approval of the Director of Clinical and Public Interest Law Programs.
2. A “Request for Permission to Enroll in Law 625” form, completed in its entirety, including the signature of the supervising attorney, must be submitted to the Director of Clinical and Public Interest Law Programs.
3. If the “Request for Permission to Enroll in Law 625” is approved, the Director of Clinical and Public Interest Law Programs will issue a “Permission to Register” form. This form will be forwarded to the University Registrar and maintained in their ‘pending’ file. Students **MUST** register in person or by phone provided this form is on file with the Registrar.

¹ Students receive one unit of credit for each sixty hours (60) of documented legal work.

NOTICE: REGISTRATION IS NOT COMPLETE UNTIL THE STUDENT CONTACTS THE UNIVERSITY REGISTRAR, COMPLETES THE REQUIRED PROCESS, AND SATISFIES ALL FINANCIAL OBLIGATIONS.

4. The internship position must provide the student with practical experience relevant to the study of law. The position must utilize the knowledge and skill acquired by the student in the course of law school study.

5. Only hours worked subsequent to official enrollment in Law 625 may be counted toward fulfillment of the required number of hours.

6. All paperwork documenting and evaluating the internship is due on the last day of classes for the semester or summer session in which credit is sought. **NO EXCEPTIONS**, absent compelling, documented justification. In no event will documentation be accepted following the last day of final examinations for that semester or summer session.

7. The student work must be supervised by an experienced attorney, judge or court commissioner. Generally, the supervising attorney should be a currently licensed member of the California Bar in good standing, unrelated to the student, who has been in practice for at least five years.

8. If the internship credit is being applied toward the service-learning requirement and/or the Public Interest Law Program, it must be performed in an office or agency whose primary function is to provide legal services to underserved populations, to address significant issues of social justice, or otherwise to improve the administration of justice. Further, the actual work performed by the intern must involve such public interest issues. The Director of Clinical and Public Interest Law Programs shall make initial determinations regarding the eligibility of placements to satisfy the service-learning and Public Interest Program internship requirements. If necessary, a faculty committee will convene to consider special requests.

9. While all placements involve a number of clerical and administrative tasks, a substantial majority of the work performed in placements must engage in substantive legal activities, such as legal research, legal drafting, client contact, discovery, negotiations, witness interviewing, all under the supervision of an attorney. Time spent on administrative, clerical or secretarial tasks may not be counted toward completion of required hours if consisting of more than a small percentage of the work.

10. Students may take and repeat Law 625 for a maximum of eight (8) units of credit applied toward graduation. A separate application and registration for Law 625 units must be made each semester in which enrollment is sought, even if you are continuing with the same supervisor from a previous term.

11. You may not take Law 625 for more than 40% of your total unit load in any Fall or Spring semester. Summer sessions allow greater flexibility, provided the student's schedule of classes is approved in advance by the Director of Clinical and Public Interest Law Programs.

12. Generally, students may enroll in no more than two units in each of the Fall or Spring Semesters and no more than six (6) units during the Summer session.

13. Students need not be certified under the Practical Training of Law Students program of the State Bar to participate in an internship. However, participation in this program allows the students to gain additional experience. For information about this program visit:

<http://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>

14. Law 625 is offered only on a Credit/No Credit basis. To receive a grade of "Credit" for Law 625, you must, no later than the last day of classes for the semester:

- complete the required number of hours;

- maintain signed Time Logs on a weekly basis, and submit monthly in a timely fashion;
- submit at least two (2) writing samples, which may include research memoranda, motions, correspondence (such as opinion/demand letters) or such other writing samples as demonstrate work performed during your placement; and
- submit (or have your supervisor submit) a completed and signed Final Intern Evaluation Form.

In addition, students seeking to fulfill the service-learning requirement will also:

- at the end of the semester, submit a concluding reflective paper illustrating the significance of their service-learning, its link to their development as an attorney, and how it presents an opportunity for reciprocity in the community.

Contact Professor Ora Prochovnick, Director of Clinical and Public Interest Law Programs, for additional information. Professor Prochovnick can be reached at 925-969-3356 or oprochovnick@jfkku.edu.

Please note that enrollment in the on-campus Clinical Programs offered by JFKU School of Law must meet separate criteria and requirements. For information concerning the **Housing Advocacy Clinic, Elder Law Clinic, or Children, Family and the Law Program** contact Professor Ora Prochovnick.

Law 625: Request for Permission to Enroll in Internship Program

(Return to Professor Ora Prochovnick at JFKU College of Law, 100 Ellinwood Way, Rm 305, Pleasant Hill, CA 94523, 925-969-3356, (oprochovnick@[jfkku.edu](mailto:oprochovnick@jfkku.edu))

The form will be returned unprocessed if required fields are left blank.

Student's Name: _____

Student's E-mail Address: _____

Class/Year: 1L _____ 2L _____ 3L _____ 4L _____

Program: Full-time _____ Part-time _____

GPA: _____

Name of Supervising Attorney: _____

Name and Address of Placement: _____

Supervisor's State Bar Number: _____

Supervisor's Telephone Number: _____

Supervisor's E-mail Address: _____

Brief description of duties you will perform in placement:

If you are seeking credit toward the Service Learning requirement [], and/or the Public Interest Law Program, (total of 6 units required to receive Certificate) [] and/or the Children, Family and the Law Program [], check the appropriate box and provide a brief description of how this placement qualifies under the program(s) guidelines:

Number of hours to be worked per week: _____

Number of Law 625 units requested: _____

SUPERVISING ATTORNEY CONFIRMATION: This confirms that the above student will be working under my supervision as described above.

Signature

Number of Law 625 units previously completed: _____

STUDENT CERTIFICATION AND SIGNATURE:

I certify that I have read and that I understand the Law 625: Internship Program Requirements, and I agree to abide by such requirements. *I understand that this request does not permit my enrollment absent approval from the Director of Clinical and Public Interest Law Programs and my formal registration for these units.* I further agree to immediately notify the Director of Clinical and Public Interest Law Programs should my placement terminate or should I experience any difficulties during my placement that might otherwise prevent me from completing the required number of hours.

I understand that I need to maintain good academic standing to be eligible for this program and that these internship units are applied toward the 15 unit maximum number of units permitted each semester.

Date: _____ Signature: _____

**LAW 625: PERMISSION TO REGISTER
FOR INTERNSHIP UNITS**

TO: Registration

FROM: Professor Ora Prochovnick
Director of Clinical and Public Interest Law Programs

RE: Permission to Register for Law 625

_____ has permission to enroll in

Law 625 for the _____ semester/session, 20____ for ___ units.

Signature of Director

Date

NOTE: Full-time students are not permitted to register for more than 15 units of credit in any regular Fall or Spring Semester. Part-time students are not to register for more than 11 units in any such semester. Registration for internship units will be withdrawn by the administration if the units sought exceed these maximums (or any other limitation placed on a particular student's course load), absent written approval.

WEEKLY INTERNSHIP LOG

(see back of form for instructions)

[MUST BE SUBMITTED ON A MONTHLY BASIS]

Student's Name: _____

Name of Office or Organization: _____

Supervising Attorney: _____

Number of Hours Worked: _____

Dates Worked: _____

Description of Projects/Activities Completed During this Reporting Period:

Supervisor's Brief Evaluation of Work Completed During this Reporting Period:

Approved By: _____

Signature of Supervisor

Date

WEEKLY INTERNSHIP LOG

INSTRUCTIONS TO INTERN and SUPERVISOR

Please make as many copies of the Weekly Log as you may need. Each week, *all sections* should be completed and the originals returned to the Internship Program Director on a **monthly** basis. The intern should complete the section detailing the work performed in the internship, being as descriptive as possible. The supervisor must complete the evaluation section and may make brief comments assessing the performance.

If written work is performed, a sample of that work should accompany this form. The sample will not be disclosed to parties other than law school administration and State Bar auditors; however, we encourage you to redact the documents to further protect confidential material if you believe that is required.

Any questions regarding completion of this form may be directed to the Director of Clinical and Public Interest Law Programs, Prof. Ora Prochovnick at 925-969-3356 or oprochovnick@jfkku.edu.

FINAL INTERN EVALUATION FORM
(completed by Supervising Attorney)

Intern's Name: _____

Name of Placement: _____

Supervising Attorney: _____

Please provide a brief summary of the work performed by the intern:

On a scale of 50-100 (50 being unsatisfactory and 100 being exceptional), please evaluate the intern's performance: _____

Please provide a brief assessment of the intern's performance, noting particular strengths and areas in need of improvement: _____

What essential or important skills did the intern learn during his/her placement:

What information or assistance could the College of Law have provided that would have improved your experience working with this intern:

Date

Signature

FINAL INTERN EVALUATION FORM
(completed by supervising attorney)

INSTRUCTIONS

You may complete this form confidentially, or you may share it with the intern, at your election. If completing the form confidentially, please mail to:

Professor Ora Prochovnick
John F. Kennedy University
College of Law
100 Ellinwood Way
Pleasant Hill, CA 94523
oprochovnick@jfkku.edu

Please feel free to attach an additional sheet, if necessary. If it is more convenient, you may send your responses, without the form, via e-mail to the address above.

JFKU COLLEGE OF LAW COMMUNITY SERVICE LEARNING REFLECTION PAPER

Please write a brief paper (2-3 pages) responding to the following prompts:

- In the introduction, describe your community service activities, such as participation in on-campus clinic (Elder Law Clinic, Housing Advocacy Clinic, Children Family & Law Program) or approved public interest internship. Include a brief description of your role, duties and responsibilities, and how these may have changed over the course of your service hours.
- Identify issues of culture, diversity, and social justice in your placement work. Provide one or more examples illustrating how you responded to these issues.
- Explain how you applied academic knowledge and skills learned during law school to your community service placement. Provide specific examples.
- Reflect on your assumptions and values that were most challenged and/or influenced by this placement:
 - Provide specific examples for each.
 - Discuss whether or not you integrated your evolving assumptions and values into your clinic or internship:
 - If so, how?
 - If not, describe how would might integrate them in the future?
- How do you see your future role in service to the community? How, if at all, did this experience inform or shape your vision?

Please submit to:
Professor Ora Prochovnick
oprochovnick@jfkku.edu