



Department of Legal Studies

UNIVERSITY OF CENTRAL FLORIDA

SUBJECT University of Central Florida Department of Legal Studies Internship Program Policy	Effective Date Sept. 1 st , 2020	Policy Number 3.2020	
	Supersedes All Prior Versions	Page 1	Of 8
	Responsible Authority Department of Legal Studies Chair and Internship Program Coordinator		

POLICY STATEMENT:

For the purposes of establishing a fair, inclusive, and transparent policy on the granting of internships and ensuring students receive correct and consistent information from the Department, the following policy is established:

PREAMBLE:

The purpose of the Department of Legal Studies Internship Program is to provide students with a high impact opportunity to utilize the knowledge gained within our program in a real-world environment.

DEFINITIONS:

Department: The University of Central Florida Department of Legal Studies.

Host: Any eligible firm and/or agency who has been selected as an intern employment site for the purpose of the internship program.

Host Agreement: A document which notifies Host, and Intern Supervisors, of their roles and responsibilities regarding their participation in the Legal Studies Internship Program.

InPlace: A web-based software used to maintain student information regarding the internship program as well as coordinate internship placements.

Intern: Any eligible student who has been accepted into the Department of Legal Studies Internship Program with the intention of gaining **unpaid** work experience related to the field of Law resulting in academic course credit.

Intern Supervisor: Individual who is charged with the instruction and direction of any Legal Studies Intern.

Internship Coordinator: A Department of Legal Studies Faculty or Staff member in charge of the internship program.

Internship Exit Survey: A web-based survey intended to provide the Department with valuable data regarding a student's perception of their internship experience.

Internship Interest Form: A web-based survey intended to identify students who are interested in taking part in an internship and provide benchmark data for the selection process.

Placement: Any eligible firm and/or agency where an intern has been assigned.

Pre-Internship Evaluation: A web-based survey intended to provide the Department with valuable data regarding Skillset and Internship outlooks.

Site Visit: A visit to the Host location by the Internship Coordinator. The intent is to provide the Internship Coordinator with feedback from the Intern as well as the Intern Supervisor regarding the internship.

Student Oath: A document which notifies the student of their responsibilities pertaining to attorney-client privilege, work-product rules, as well as professionalism and civility requirements.

PROCEDURES

1. **Student Eligibility:** The Department criteria for accepting a student in the internship program, as well as a placement with an internship Host is as follows:
 - a. Senior Academic Classification (based on credit hours completed).
 - b. UCF Cumulative, GPA.
 - c. Successful completion of Professionalism and Civility in the Law.
 - d. Student's ability to conduct themselves as a professional in a variety of settings associated with the internship. These settings include, but are not limited to, traditional office interactions, in court proceedings, out of court meetings and legal proceedings. The College of Community Innovation and Education has defined a student's professional conduct in part as:

"Demonstrates professional commitment by being punctual and responsible, attending class regularly, and completing assignments and/or course requirements on time. Models professional relationships with all students, colleagues, supervisors, UCF staff and faculty; behaviors demonstrate appropriate professional etiquette. Models critical-thinking and problem-solving skills, self-critique, reflection, and accepts and acts on feedback for improving professional knowledge, skills, attitudes and behaviors."

- e. Students are limited to a maximum of three (3) credit hours per semester for Legal Studies internship. Students may complete up to six (6) credit hours of Legal Studies internship. The only exception is the Legislative Scholars Program, in which students can earn six (6) credit hours in one semester. If a student has already earned six credits from the Legal Studies internship, he/she will not earn credit from the Legislative Scholars Program towards their Legal Studies Degree.
2. Placements: The Department will strive to place interested and qualified students. The Department cannot guarantee students will be placed, or that students will be placed with a specific employer. The Department recommends students add an additional class prior to the Drop/Swap deadline in case the Department is unable to place the student into an internship for that semester.
- a. Students who have not taken part in an internship within the Legal Studies program and who meet the criteria for placement will take priority over students who have previously completed an internship. In order to receive a placement, students must complete the following:
 - i. Students who are interested in taking part in the Legal Studies Internship program **must** complete an Interest Form for the semester they intend to participate. Students within Professionalism and Civility in the Law will be instructed by their professor as to when and how to complete the survey. Instructions regarding when and how to complete the survey will also be posted on WebCourses for students who have completed Professionalism and Civility in the Law during a preceding semester but deferred participating in an internship at that time.
 - ii. Students who meet the requirements of section 1.a-b. and have submitted an Interest Form by the posted deadline must successfully complete the Pre-Internship WebCourses Module.
 - iii. In order to determine a student's ability to perform the basic skills necessary to work in a professional environment, students shall complete a WebCourses based skills assessment quiz and an in-person interview. The Department reserves the right to verify a student's abilities prior to placement. These basic skills include but are not limited to basic office and phone etiquette, basic computer skills (i.e. ability to format and e-mail, or Word document), sufficient understanding of the nature of work conducted at the placement, and basic conversational skills.
 - b. Internship Placement by Department: Students who are selected to be placed in an internship by the Department shall be placed based on the following criteria:
 - i. Academic Classification (based on credit hours completed).
 - ii. Overall Grade Point Average of 2.5 and void of a Negative Academic Standing.

- iii. Successful completion of the in-person interview and Pre-Internship WebCourses Module
 - iv. Student's preference as indicated on the Interest Form. (The Department will make every effort to match internships with student preferences, internship locations are limited, and students are not guaranteed to receive a placement within a particular field.)
- c. Some Hosts may require additional tasks and or criteria to be completed prior to placement. (i.e. background check, preference for bi-lingual students). Additionally, some Hosts may require an interview with any student placed with them. Students will be notified in these circumstances in order to prepare decline being placed with that Host should the student choose to do so. **Any student who declines the placement provided by the Department, except for declining due to an interview requirement, shall be removed from the program and barred from participation in the future.**
- d. At any time prior to or during their internship, if an Intern has any concerns about their placement, wish to change employers, or any other concerns, the student must notify the Internship Coordinator as soon as possible. A request in a change in employer placement is at the sole discretion of the Internship Coordinator. Failure to follow these guidelines could result in grade penalization, failure of the internship course, and/or prohibition from future internship.
- e. Internship Student self-placement: Students who select to find their own internship locations **must** complete the following steps in order to obtain approval prior to beginning an internship:
- i. Notify the Internship Coordinator of the Host location and provide the name and contact information for the potential Intern Supervisor **at the time of submitting** the Interest Form.
 - ii. Internship Coordinator will coordinate and speak with the potential Intern Supervisor. This conference is intended to ensure that the Host and potential Intern Supervisor are aware of and understand the roles and responsibilities of a Legal Studies Internship Host and Intern Supervisor.
 - iii. Following approval of the Internship Coordinator, Host shall complete a Host Agreement which shall be retained by the Department.
 - iv. Until such time as Internship Coordinator approves the placement the student should not begin working as an intern.
- f. All Students **must** agree to and sign the Student Oath prior to the start of their internship.

3. Course Requirements: In order to receive credit for any internship, students must complete the following requirements.
- a. Complete the Pre-Internship Evaluation.
 - b. Complete **180 verifiable** work hours within their assigned Host facility. (Interns **must** be available to work 13 hours in a given week during the semester.) Interns are prohibited from finishing or attempting to finish their hours prior to the end of the semester.
 - i. Each intern shall create a weekly schedule with InPlace, as well as complete a weekly timesheet. In the event there is an adjustment in the scheduled work week (i.e. rescheduled days, sick day, etc.) the student **must** immediately adjust their schedule within InPlace to reflect the changes.
 - ii. Each intern shall be responsible for ensuring that their employer completes a weekly Intern Evaluation.
 - c. Interns **must** complete a Site Visit with the Internship Coordinator during the internship. The Site Visit **must** take place at the Host location.
 - d. Interns will be evaluated on their performance regarding the following:
 - i. Research Skills
 - ii. Writing Skills
 - iii. Critical Thinking
 - iv. Communication/Interpersonal Skills
 - v. Ethical Behavior
 - vi. Basic knowledge of the Legal System
 - vii. Professionalism
 - e. Associated Fees:

In order to facilitate the internship process the College of Community Innovation & Education (CCIE) has partnered with a placement management system, InPlace. The cloud-based platform will provide support to complete your internships requirements. This modern technology will allow us in CCIE to track data, enabling simple and accurate reporting for all users. The cost for your subscription to InPlace will be \$55 upon confirmation of your placement. The cost will cover your placement(s), plus the supports provided by the service.

4. Discipline:

- a. All hiring, firing, and discipline decisions are ultimately left to the sole discretion of the employer. Students shall understand that the Department is not involved in these decisions.
- b. If an employer terminates an Intern, **he/she will not be permitted to participate in any future internships.**
 - i. If an employer terminates an Intern, the student may withdraw from the internship course by the posted withdrawal deadline, subject to university policies as it pertains to course withdrawals.
 - ii. Failure to withdraw from the Internship by the University posted deadline will result in an "F".
 - iii. If an employer terminates an Intern, the intern is not eligible for further internship placements through the Legal Studies Department.
- c. Since the Internship is part of the "Core", students must earn a "C" or better letter grade for the Internship Course. Failure to successfully complete the internship can affect the student's ability to graduate in a timely fashion, if the Internship is taken during the student's final semester. **Please note, a "C-" is not the same as a "C".**

INITIATING AUTHORITY

Chair of the University of Central Florida Department of Legal Studies and Department of Legal Studies Internship Coordinator.

POLICY APPROVAL (For use by the Department Chair)	
Policy Number: <u>02-2020</u>	
Initiating Authority <u>Sham P. Pichinski</u>	Date: <u>8/31/2020</u>
Department Internship Coordinator: <u>[Signature]</u>	Date: <u>8/31/2020</u>
Department Chair: <u>[Signature]</u>	Date: <u>9/1/2020</u>