LAH 340L: Legal Internships
Fall 2020

Overview

Course: Unique #TBD, Tuesdays 5:00 - 6:30 PM, Location: TBD
Instructor: Mark Levy, mlevy76@gmail.com, 512-560-0676

Description: America’s laws, lawyers, and courts have charted and changed the course of American history. In our classroom discussions and readings, we will explore the role of lawyers and how the practice of law has shaped American society. As a component of Liberal Arts Frontiers, students in the Legal Internships clinic will also intern in law offices or legal settings and meet weekly in class to discuss and learn from each student-intern’s experience. The hands-on experience students gain in their public service internships will help shape our classroom discussions, from topics including legal ethics and professional development to legislative oversight and settlement negotiations. Students will learn about the practice of law and how lawyers serve the public interest while gaining practical experience and first-hand knowledge of different legal fields.

The cornerstone of the Legal Internships clinic will be your participation as a student-intern in a legal, public policy, judicial, or legislative office. While help will be provided to select your internship before the semester begins, the final choice of where you work will be yours. The role you choose should be discussed and decided upon with your host supervisor and the course instructor. Explore a list of previous internship sites below.

How to Apply

Application: This course has a two-step application process: Part I & Part II. Start the application by completing Part I of the application here. https://goo.gl/Renvst Once Part I has been approved, you will be emailed Part II. The second part of the application includes a learning agreement to be filled out electronically by you and your internship supervisor. Explore the application process here.

Application Deadline: September 5, 2020 at noon

Student Eligibility: Liberal Arts Honors majors with 60+ credit hours and a GPA of 3.5 or higher are eligible to apply. LAH Scholars have priority access.

Internship Requirements & Eligibility

Host Employer Eligibility: To be eligible for this course, the internship host agency must be a law-related nonprofit organization, government legal office, judicial chambers, or
legislative office. Explore the list of previous internship sites at the link above. Private legal offices and trade associations are not eligible to host interns for this course.

**Internship Eligibility:** Internship eligibility is reviewed on a case by case basis; however, in addition to the criteria above, the internship must (1) provide direct and daily supervision and guidance; (2) provide regular access to the supervisor; (3) assign meaningful projects; and (4) provide a professional, established working environment with a strong learning component (home-office sites, shared or co-working sites, virtual/work from home or "in the field" internships are not eligible for the course). The internship can be paid or unpaid.

**Internship Hours:** In addition to the hours spent in class, interns are required to complete a minimum of 9 hours at the internship site for a minimum of 12 weeks between the first and last class days of the semester.

**Internship Search Assistance**

Liberal Arts Career Services provides a number of resources and programs designed to help you succeed in your internship search. Explore the internship page https://goo.gl/aOrsh6, including the internship site reviews https://goo.gl/IEHfXy, or visit the appointments page https://goo.gl/Lpzuwo to learn how to make an internship coaching appointment.

**Previous LAH 340L Internship Sites**

Equal Justice Center  http://www.equaljusticecenter.org/
Office of Capital and Forensic Writs  http://www.ocfw.texas.gov/
Office of the Attorney General of Texas  https://www.texasattorneygeneral.gov/
RAICES (Refugee and Immigrant Center for Education and Legal Services)  https://www.raicestexas.org/
Texas Public Policy Foundation  https://www.texaspolicy.com/
Texas Rio Grande Legal Aid  http://www.trla.org/
Texas State Senate  https://senate.texas.gov/
Travis County District Attorney’s Office  https://www.traviscountytx.gov/district-attorney

**Questions?**

Contact Mark Levy at mlevy76@gmail.com or 512-560-0676 for course or employer type questions.

Contact Liberal Arts Career Services at lacs.internships@austin.utexas.edu or 512-471-7900 for application-related questions.
LAH 340L: Application Process

**Internship Search**
- Explore internship opportunities; check out the list of resources on the LALI Experiential Learning webpage: [http://google.com](http://google.com)
- Visit Local Area Career Services for internship search, resume and interview assistance: [http://google.com](http://google.com)
- Contact and apply to organizations that meet the course eligibility criteria: law-related nonprofit organization, government, legal office, judicial chambers, or legislative office.

**Access & Dates**
- LAH Scholars with 60+ credit hours and a 3.5 or higher GPA have priority application access April 22 - May 1, 2019.
- All LAH students with 60+ credit hours and a 3.5 or higher GPA have access to this course after May 1, 2019.
- Capacity: This course has an enrollment capacity of 10 students.
- Deadline: The final deadline for all application steps to be completed is September 11, 2019 at noon.

**Application Process**
- This course has a three-step application process:
  - Part 1: The initial internship details completed by you.
  - Registration: Register for the course.
  - Part II: The Learning Agreement: completed by you and your supervisor. The suggested completion date for Part II is September 6 at noon.
- We recommend giving yourself and your supervisor at least three weeks to complete the full application.

**Part I & Registration**
- In Part I of your application you will provide your internship information (description, hours per week, start and end date) and your employer information (name, website, location, supervisor info).
- Access Part I here: [http://google.com](http://google.com)
- Part I will be reviewed within 4 business days.
- If approved, you will be authorized to register for the course during your next access period and you will receive a link to access Part II of your application.
- If not approved, you will receive an email outlining the issues and, if possible, how to fix your application.

**Part III & Completion**
- In Part III of your application, you will complete a learning agreement outlining your internship goals and objectives. Once you have signed the online form, the document will be sent to your supervisor where they will outline their objectives and goals for you.
- The suggested completion date for Part III is September 6 at noon. This will give you enough days to correct potential issues prior to the final deadline of September 11 at noon.
- Part III will be reviewed within 4 business days.
- If approved and if you have registered for the course, you will receive an email notification that your application has been successfully completed and that you are officially enrolled in the course.
- If not approved, you will receive an email notification explaining the rejection or any issues and how to fix your application. You must be able to fix the application by the deadline: September 11 at noon.