

SNDT Women's University



LAW SCHOOL



CONTENTS

1. **Introduction**
2. **Master Degree programme at the department of Law**
3. **Objectives/ Purposes/ Goals of Internship**
4. **Five Steps Procedure of Internship Program**
5. **Before Internship begins**
6. **Supervisor/Mentor in the Organization**
7. **The Faculty Advisor (From the Department)**
8. **Internship Requirements**
9. **Structure of the programme curriculum and place of internship**
10. **International Internship**
11. **During Internship**
12. **Meeting Requirement**
13. **General Discipline**
14. **Nature of Internship**
15. **After Completion of the Internship**
16. **Identifying agencies / Organizations**
17. **Code of conduct**
18. **The following is expected of you as an intern representing the Law School**
19. **Evaluation Rubrics for Internship**
20. **Evaluation Scheme**
21. **Assessment**
22. **Final Report**
23. **Student's Feedback on Internship**
24. **Agency feedback on interns**

INTERNSHIP PROGRAMME GUIDELINES

1. Introduction:

The internship programme attempts to expose the students to see how law works in practice. Internships may be undertaken in lawyers' chambers, courts, administrative offices, quasi-judicial establishments, prosecution departments, police and correctional institutions, commercial corporate establishments, Government Law Offices, legal aid centers, legislative secretariat, non-governmental organizations etc .

It aims to teach professional skills, essential aspects of professional ethics and social responsibility issues and management of challenging situations in practical and professional life.

An internship is a type of work experience for entry-level job-seekers. Internships involve working in the expected career field, during a semester. Besides gaining valuable experience, students get exposed to the Professional environment and gain valuable references and network contacts. An internship position is often quite beneficial to the student who participates, for she receives "real world" Professional Experience and an early opportunity to impress potential employers. The internship programme will integrate strong hands on approach to a theoretical bases and practical exposure which will give students a firm understanding of the legal profession.

2. Master Degree programme at the department of Law:

Law school offers two years Master of law (LL.M.) with various specializations.

3. Objectives/ Purposes/ Goals of Internship:

- Internship will develop the capacity of the students for coherent and reasoned understanding as well as expression in the matters of legislative and judicial policy, legal process and legal institutions.
- Internship will help students to learn methods of interpretation of laws and to suggest pragmatic solution to the present institutional, legal and social problems.
- To produce academicians and lawyers of competence and expertise, it is imperative that the student should have in-depth knowledge not only of the concept and basic principle of law, but also social, political and economic aspects of law.
- Internship is to give the students experiences in a professional setting where the competencies which students have gained through course work can be applied and further developed.
- Internships will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
- Internship students will develop skills in the application of theory to practical work situations.
- Internship students will develop skills and techniques directly applicable to their careers.
- Internships will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.
- Internships will increase a student's sense of responsibility.
- Internship students will acquire good work habits.
- Internship students will develop employment records/references that will enhance employment opportunities
- Internships will provide students the opportunity to understand informal organizational interrelationships.

It is not.

- Field work/Practice Lessons.
- Practical work done outside the University.
- Work done under- earn while you learn scheme.

- Sponsored project done in the department.
- Research Project.

Participants.

There are three primary participants.

- 1) The Student.
- 2) The Supervisor/Mentor in the organization.
- 3) The faculty advisor from the department.

4. Five Steps Procedure of Internship Program

- Step 1
 - ❖ Apply for Internship Program to HOD
- Step 2
 - ❖ Identify appropriate agency (Organisation /Industry)
- Step 3
 - ❖ Apply to Agency, Get Confirmation from HOD and agency/Org
- Step 4
 - ❖ Prepare your Plan for the Internship
- Step 5
 - ❖ Join the agency for Internship

5. Before Internship begins:

In planning for internship the students are advised to discuss career goals, and potentials internships with their academic advisor and faculty. Students are discouraged from considering internship in field where they have little or no preparations.

- The students or law School shall initiate contact with an agency in legal profession to explore internship possibilities. The student /faculty is expected to inform the agency of their particular interest for the internship as per the university requirements. Discussion with the potential agency should include an understanding of the specific types of experiences the intern will have at the agency.
- The students have to fill an internship application and submit it to their academic advisor. After approving the application the advisor may seek the approval from the Head of department. The Internship supervisor shall prepare a letter of agreement for participating agency to sign before the beginning of the internship and will be submitted to law School.
- No credit will be granted to any interns for the violation of any rules laid down by the University/ Law School for internship.

6. Supervisor/Mentor in the Organization.

- The organization where the student is doing internship will supervise work of the student, the student will submit weekly report to him/her.

7. The Faculty Advisor (From the Department)

- The HOD will appoint an advisor for each student (HOD, a faculty from the department or a visiting faculty)

Student will be guided by the advisor before and during the internship. Weekly reports will be sent to her/him.

- HOD or one faculty from the department or a visiting faculty for one student or for many students can be advisor.

8. Internship Requirements:

LL.M sem IV students will be allowed to do internship.

- The students are required to prepare the weekly report which outlines the activities that were taken each week. The weekly report should be appropriately submitted with a professional appearance and should be signed by the Agency internship

supervisor in the given format via hard copy or soft copy (By email) to the Advisor Law School regularly.

- The students are required to prepare and submit a final report after the completion of their internship programme of 240 hours.
- The students after submitting the final report have to present the same in Law School.
- The Faculty advisor shall supervise the interns by visiting the place of internship.

9. Structure of the programme curriculum and place of internship

➤ Work Hours

Credits : 8 (200 marks)

Hours per credit : 30

Work Hours : 240

Work hours/ week : 40

Number of working days : 30

Time Period : Feb- April

➤ Place of internship

The place of Internship may be any law firm/chambers/ NGO's / advocates etc having 10 or more years experience. (in Mumbai or outside Mumbai).

10. International Internship.

- Passport and Visa requirements.(The formality has to be completed by students)
- May look for Indian community's support.(The students have to arrange for the same)
- Permission of parents. (written undertaking has to be given by parents/guardian)
- Accommodation arrangements will be done by students/parents/guardian.

- Advantage: International exposure.

Canada

Malaysia

Mauritius

USA

11. During Internship:

- If students are facing any exploitation by agency they have to report to Law School & if it is genuine case, the student will be allowed to join the new firm and start as fresher, the number of hours will be counted from second joined firm.
- The Faculty advisor shall supervise the interns by visiting the place of internship.
- The students are required to prepare the weekly report which outlines the activities that were taken each week. The weekly report should be appropriately submitted with a professional appearance and should be signed by the Agency internship supervisor in the given format via hard copy or soft copy(By email) to the Law School regularly.

12. Meeting Requirement

- On Campus meetings are designed to provide students the opportunity to formally share their internship experience with other interns and faculty.
- There can be presentation which could be oral or written depending upon the students experience and the faculty member requirements on the given date by faculty member.
- The on campus meetings are considered to be an integral part of the internship experience and the attendance is mandatory.

13. General Discipline

- The students cannot remain absent during internship period without the prior permission of the Head of Department.

- The students are required to take prior permission from their parents/husband/guardian and submit the NOC to the Law School if they wish to peruse the internship outside Mumbai.

14. Nature of Internship

- The internship programme will be unpaid.
- Agency will not charge any fees for Internship.
- One mentor for one student or one mentor for many students or a group of mentors to one/ many students.

15. After Completion of the Internship:

- The students are required to prepare and submit a final report after the completion of their internship programme of 240 hours and submit to the Law School.
- Makes a presentation on the Internship experience in the law School.
- Follows the confidentiality procedure of the organization in writing final report.

16. Identifying agencies / Organizations:-

The agencies/ Organizations will be identified by students, faculty members or Law School.

17. Code of conduct.

As an intern you will be expected to act in a professional and ethical manner which will bring good image and good name & fame of SNTD Women's University (Law School).

18. The following is expected of you as an intern representing the Law School:

- Remain drug and alcohol-free, and avoid the use of controlled substances.
- Maintain confidentiality of work-related projects and personnel.

- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions.
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort.
- Changes in work schedule, supervision, or problems at your site must be reported to the Internship supervisor as well as to Law School.
- If you feel victimized by a work-related incident, contact the Internship Supervisor immediately.
- Dress appropriately for the work setting.
- Follow through on commitments.
- Do not conduct personal business during work hours (emails, cell phones, internet).
- Keep a positive attitude.
- Keep an open mind; avoid jumping to conclusions; try to make informed judgments.
- Be observant – see how people organize their ideas and respond to situations.
- Communicate – keep people informed in a useful and succinct way, listen, and ask questions.
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co workers.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior and attempt to improve performance
- Accept constructive criticism and continuously strive to improve performance.
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge

I agree to the above stated Internship Code of Conduct and will make every effort to abide by it.

Signature _____ Date _____

19. Evaluation Rubrics for Internship:

ELEMENTS EVALUATED	ALIGNMENT WITH CANDIDATE PROFICIENCIES	UNACCEPTABLE	ACCEPTABLE	TARGET	SCORE
I. PROFESSIONAL CONDUCT					
Conducts oneself as a professional in accordance with the Code of Professional Responsibility.	CCCT III, 1 Proficiency (k)	The Intern violates one or more elements of the Code. consistently fails to project a professional appearance. (0)	The Intern acts professionally in accordance with the Code. Normally projects a professional appearance. (12-13)	The Intern exemplifies professional behaviour and sets standards for others. Always projects a professional appearance. (14)	
Works collaboratively with colleagues in the school setting.	CCCT III, 2 Proficiency (k)	The Intern does not seek regular and ongoing dialogue with colleagues in the school in order to identify areas for learning and to set goals for professional development and growth. (0)	The Intern engages in regular dialogue with colleagues in the school in order to identify areas for learning and to set goals for professional development and growth. (5-6)	The Intern shows consistent efforts to seek out additional sources of expertise to identify areas for growth and professional development (7)	
Demonstrates dispositions critical to self and students.	Proficiency (i) (k) (h)	The Intern demonstrates to appropriate characteristics or experiences indicating potential for working effectively with different students. (0)	The Intern shows ongoing enthusiasm about his/her own learning and daily responsibilities as a teacher and shows a commitment to supporting the development of students. (7-8)	The Intern shows consistent behavioural patterns of attempting to reach all students to support learning. (9)	

II. CLASSROOM PERFORMANCE					
Works to create a positive learning environment.	CCCT 1, 1, 2, 4, 5 Proficiency (h)	The Intern's responses to and interaction with students are minimal, negative or inappropriate for the age of the students. (0)	The Intern's responses to and interactions with students demonstrate fairness, acceptance and interest and are age appropriate. (13-14)	Responses and interactions are not only fair and appropriate but expectations that students treat each other with respect are clearly and communicated and reinforced. (15)	
Communicates and reinforces developmentally appropriate standards of behavior.	CCCT III, 3, 4 Proficiency (h)	Limited standards of behavior appear to have been established or communicated. Consequences are applied inconsistently or inappropriately. No attempt to re-engage off-task students. (0)	Standards appear to have been established for most situations. Consequences are generally applied consistently and are appropriate. Attempts are made to re-engage off-task students, but these may be inconsistent or limited in variety. (12-13)	Standards are established and consistently reinforced. Consequences are applied consistently and if necessary a variety of strategies is used to attempt to re-engage off-task students. (14)	
Handles both routines and unplanned classroom situations in a developmentally appropriate manner.	CCCT II, 7 Proficiency (e)	The Intern's handling of routines and transitions are often inefficient and/or disorderly resulting in excessive time off-task. Intern fails to anticipate or address a safety concern. (0)	Routines and transitions are at times, inefficient and/or disorderly and may result in some time off-task. Safety issues are addressed with good judgment if they arise. (7-8)	Routines and transitions are always orderly and efficient and result in minimal time off-task. Potential safety issues are addressed proactively. (9)	
Displays empathy and sensitivity towards all	CCCT II, 3 Proficiency (k)	The Intern demonstrates a	Sensitivity and empathy are	The Intern shows exceptional skills	

students.		pattern of negative attitudes about students and a lack of empathy toward their needs. Sarcasm often used with students.	very evident in the Intern's behavior toward student's needs. Language used toward students is respectful and generally age-appropriate.	in relating to student's needs in exhibiting empathy and sensitivity. Language used to students is respectful and shows awareness of individual needs.	
		(0)	(12-13)	(14)	
III. INTERNSHIP REQUIREMENTS					
Demonstrates good oral and written communication skills.	CCCT 1, 3 Proficiency (a)	The Intern does not communicate clearly or audibly. Written language frequently contains grammatical and/or syntactical errors.	The Intern communicates clearly and audibly. Spoken and written language is generally grammatically and syntactically correct.	Both written and oral communication are exemplary and set a standard for others to emulate.	
		(0)	(6-7)	(8)	
Requirements are completed in a timely manner.	CCCT III, 1 Proficiency (k)	The Intern is consistently late in meeting deadlines or dates as established in concert with the supervisor.	Requirements are consistently met and deadlines and dates are adhered to.	Requirements are not only timely, but may be submitted early.	
		(0)	(3-4)	(5)	
University attendance policy has been observed.	CCCT III, 1 Proficiency (k)	The Intern has shown a pattern of excessive absences with no legitimate documentation.	Attendance has been routine and there has been no evidence of abuse.	The Intern has perfect attendance.	
		(0)	(3-4)	(5)	
				SCORE	

20. Evaluation Scheme:

a. Internal.

- The Internship Diary, case notes and viva-voce would be the basis of evaluation. Internship vivas will be conducted/ arranged for by the concerned Class Internship Coordinator.

- The LL.M. students would be graded on 200 marks.

21. Assessment

- Weekly Report
 - Final report of the Internship
 - Presentation and Viva.
-
- **Internship evaluation breakdown is as follows:-**

Sl. No.	Particulars	Marks
	Evaluation Assessment (By Agency)	
1	Punctuality	10
2	Interaction with Client	10
3	Presentation to the senior	20
4	Preparation of notes based on the Instruction of clients.	20
5.	Application of relevant Laws. (Including Supreme Court or High Courts decisions)	20
6	Preparation of draft petition	20
	Evaluation Assessment (By Law School)	
7.	Assessment of Internship diary by Concern	25

	teacher from Law School.	
8	Assessment of weekly report and final report by concern teacher.	25
9	Presentation of Internship in the class	25
10	Question & Answers	25
	Total	200

b. External

Evaluation of Student Internship Presentations

	Poor/Far Below Basic 1 Pts	Fair/Basic 2 Pts	Good/Proficient 3 Pts	Advanced (N/A)
Preparation	The student did not have a completed presentation.	The student did not have the presentation completely ready and was finalizing some things as class began and/or while other students were presenting.	Presentation was “almost ready to go”. We had to wait for this student to copy the presentation on to the desktop.	Presentation was “ready to go” when it was this student’s turn.
Type of Internship	Did not communicate this information.	Presenter did not give a clear introduction of the topic of the presentation. Audience was confused.	Presenter gave a clear introduction of the topic. The audience for the most part understood the purpose of the presentation.	Presenter gave a clear and concise introduction of the topic, so that the audience understood the purpose of the presentation.
Knowledge of Internship	It was not clear if the presenter fully grasped the topic.	The presenter seemed to have a pretty good	The presenters had mastered much of the relevant	It is evident that the presenter had complete

	<p>The description lacked coherence and ultimately only communicated a vague understanding. Schematics or visual aids did not improve the explanation, were difficult to read, or were inadequately produced.</p>	<p>knowledge of the topic. The description was difficult to follow at times, but overall was effective in communicating the main ideas. The visual aids contributed little to the presentation and it is not clear why they were chosen.</p>	<p>aspects of their topic and are able to give a coherent description. I did not understand all of the terms used, but this did not detract from my overall understanding. Visual aids were helpful.</p>	<p>understanding of the topic. The description was concise and stimulating. The visual aids (slides, physical props, white board, etc.) were cleverly chosen and improved my understanding of the topic.</p>
<p>Evidence of Practice</p>	<p>Presentation was hastily prepared and showed little to no practice. Fidgeting and halting speech were so predominant that I could not make out what the presenter was trying to say. Speech was difficult to hear or halting at times as the presenter seemed to be thinking of what to say.</p>	<p>It is not entirely evident the presentation was practiced in advance, maybe once or twice. Pronunciation was clear and adequate; eye contact was sufficient to make me feel the presenter was talking to the room and not to the floor.</p>	<p>Presentation was well prepared and adequately delivered. Fairly good eye contact, some fidgeting and unnecessary motion, but not enough to distract from the presentation.</p>	<p>Presentation was well prepared and smoothly delivered. It is evident the presenter practiced and refined this presentation. Pronunciation was clear and in complete sentences, practically devoid of “um”, “ah”.. and uninformative phrases such as: “sorta”, “kinda”, “you know”, “basically”, etc. Good eye contact made me feel the presenter was addressing me directly.</p>
<p>Organization of Presentation</p>	<p>The presenter was not organized at all. There did not appear to be any sequence nor order to the information presented.</p>	<p>The presenter was unorganized in the delivery of this presentation. The flow of the presentation was unclear and confusing because</p>	<p>The presenter was organized in the delivery of this presentation. Information was presented in a logical, interesting sequence that was</p>	<p>The presenter was extremely organized in the delivery of this presentation. The flow of the presentation was easy to follow.</p>

		student tended to “jump around” from topic to topic.	easy to follow.	
Responses to Questions	Answers were halting or inadequate.	The presenter could provide meaningful answers, but could not thoroughly explain the topic or presentation materials. Looked sheepishly at the floor instead of responding to all questions.	The presenter was able to answer questions directly related to their presentation, for example clarifying or explaining their slides when asked.	Ability to answer questions demonstrated in-depth knowledge of the topic in excess of that contained in the presentation.
Overall	The presenter displayed little knowledge and understanding of the components of assignment, software, computers, etc. They did not effectively summarize their internship experience.	The presenter did not seem comfortable with the program or discussing their internship. They needed a lot of outside assistance in getting through the presentation.	A good presentation. The presenter demonstrated the ability to utilize the various features of the presentation software program; however, the presentation did not always keep my interest.	An outstanding presentation. The presentation kept my interest and was among the very best in class.

Name of External examiner

Signature of External examiner and Date

Weekly Report.

(to be completed every other week by the Student)

Student Name:..... Class

Supervisor Name:Place of Internship

Date: From..... To

1. Briefly describe your activities for this period, with emphasis on major successes and difficulties.
2. Briefly describe about your performance for this period? `
3. What area of improvement you require for the next week?

Supervisor Signature..... Date.....

Student Signature..... Date.....

22. Final Report

To complete the internship, student will submit a final report on the internship experience, which will be retained in student file in the Center. Student has to provide a copy, for her internship supervisor

- Describe the mission of the cultural institution in which you undertook the internship. What is its role in the community? What is its governance structure? Who visits it-and why?
- Restate your learning objectives and assess your success toward achieving them. Did you learn new skills? In what ways was your knowledge base expanded?
- If you worked on a particular project, describe its purpose and your methods. What was your work schedule? What part did you accomplish?

- Briefly discuss both positive and negative features of your experience
- Discuss the nature and quality of your supervision as well as the suitability of this site for future internships

In addition, attach copies or any material you produced. Images are always welcome!

23. Student’s Feedback on Internship:-

The Students should submit the feedback on Internship Agency:

Name:.....

Address:

Phone..... Fax..... Email.....

Supervisor’s Name.....

- 1) Briefly describe the agency where you are proposing to intern by describing the type of agency, number of employees and years of practice.
- 2) Give background information of your proposed supervisor such as education, experience and years with the agency.

24. Agency feedback on interns.

SAMPLE INTERN PERFORMANCE EVALUATION

Name of Intern:

Department/Division:

Company:

Supervisor Name/Title:

Please rate the intern based on their performance in the following categories.

Category	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
Communication Effectively translates ideas, both verbally and in writing; practices attentive and active listening; speaks clearly and directly.					
Team Work Team player; works cooperatively with others in the department; applies teamwork skills to a variety of situations; builds consensus.					
Work Habits Manages times effectively; accepts responsibility; adapts to changing priorities					
Problem Solving Identifies challenges; develops creative solutions; develops practical solutions.					
Initiative Adapts to new					

situations; asks appropriate questions; works well independently.					
Time Management Uses time effectively; arrives to work on time; adheres to deadlines.					
Professional Development Seeks feedback and acts on it; values input and experience of others; asks for help when needed; takes advantage of available training opportunities.					
Personal Attributes Demonstrates commitment, integrity, and honesty; is reliable.					

Additional Comments:

Intern Comments:

Review Date:

Supervisor Signature

Intern Signature