



STUDENT INTERNSHIP PROPOSAL

1. Information	All information must be entered for the faculty to approve your internship This form must be <u>typed</u> and completed in <u>English</u> (for credits in English)														
<p>Student Name:</p> <p>Student ID:</p> <p>I want to complete this SPI during the following term:</p> <p style="text-align: center;"> Fall January Winter </p> <p style="text-align: center;">Summer – If this is a Summer SPI, please also select one of the following:</p> <p style="text-align: center;"> <input type="checkbox"/> Apply my Summer SPI to my Fall term <input type="checkbox"/> Apply my Summer SPI to my Winter term </p> <p style="text-align: center;"><u>PDC students</u> – Summer SPI must apply to your Summer term <i>(counts as one of your summer courses)</i></p>															
<p>Name of supervisor(s):</p> <p>Supervisor(s) email address:</p> <p>Internship City: Province/State: Country:</p> <p>Name of firm or organization: Website:</p> <p>Legal services provided:</p>															
<p>The supervisor is a lawyer in good standing of a law society with a minimum of 2 years of experience as a practicing lawyer following their call to the bar: Yes No</p> <p>The supervisor holds a J.D. or an LL. B and has a minimum of 3 years of law-related experience post law school graduation: Yes No</p>															
<p>Will the supervisor supervise more than 2 students at a time (per internship term)? Yes No</p>															
<p>Have you worked or volunteered for this organization/firm in the past? Yes No</p>															
<p>The internship will be done: In-Person Remotely Hybrid (Minimum of 59 hrs in-person)</p>															
<p>Category of internship:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Government</td> <td style="width: 25%;">Large firm</td> <td style="width: 25%;">Mid-sized firm</td> <td style="width: 25%;">Small firm</td> </tr> <tr> <td>Sole practitioner</td> <td>In-house counsel</td> <td>Non-profit</td> <td>Legal clinic</td> </tr> <tr> <td>Legal aid office</td> <td>International</td> <td colspan="2">Other, specify:</td> </tr> </table>				Government	Large firm	Mid-sized firm	Small firm	Sole practitioner	In-house counsel	Non-profit	Legal clinic	Legal aid office	International	Other, specify:	
Government	Large firm	Mid-sized firm	Small firm												
Sole practitioner	In-house counsel	Non-profit	Legal clinic												
Legal aid office	International	Other, specify:													
<p>Internship start date:</p> <p>Internship end date:</p> <p style="text-align: right;">** Keep in mind that you are expected to complete your internship hours during the employer's regular business hours</p>															
<p>**Keep in mind that your proposed start date cannot be before the first day of the term AND your end date cannot be after the deadline to submit your final documents.</p>															

2. Tasks and Activities Describe the tasks and activities that you expect to undertake during the internship

Include as much detail as possible and complete the information in this section using full sentences.

Your tasks must be established in advance with your supervisor.

Do not leave any sections blank

	Describe how you will achieve the completion of these tasks
Research (i.e. areas of law, sources, etc.)	
Drafting (i.e. legal memoranda, client correspondence, legal documents, etc.)	
Working with clients	
Attending legal proceedings (i.e. court, mediations, hearings, trials, tribunals, etc.)	
Oral advocacy or oral communication	
Has any particular work project been identified to you by your supervisor in advance?	
Other (be as specific as possible)	

Comments: (Add any comments that would provide additional detail with regards to the work you plan to complete during your internship.)

3. Skills to be developed

Describe how you intend to develop all skills that are listed below

Please add any other skills, not listed, that you would like to improve

Include as much detail as possible and complete the information in this section using full sentences.

Do not leave any sections blank

Describe how you will develop these skills

Legal research

Legal drafting

Ability to understand and recognize issues

Analytical skills

Efficiency and organizational skills

Judgment

Ability to reach a conclusion

Written communication

Oral communication

Other skills (be as specific as possible)

Comments: (Add any comments that would provide additional detail with regards to the skills you plan to develop during your internship.)

4. Objectives to be met		Provide a list of a minimum of three (3) objectives you would like to achieve during the internship and describe how you will achieve these objectives. Be as specific as possible.
Do not leave any sections blank		
	Describe how you will achieve your objectives	
Objective 1:		
Objective 2:		
Objective 3:		
Comments: (Add any comments that would provide additional detail with regards to the objectives you have set for yourself prior to beginning your internship.)		
5. Signatures (electronic signature accepted)		
Supervisor(s) Signature	Student Signature	
Date:	Date:	

Applications must be submitted in **one PDF document** in **Brightspace - Virtual Campus.**

Submission through other methods will not be accepted or reviewed.