

STUDENT INTERNSHIP PROPOSAL

1. Information

All information must be entered for the faculty to approve your internship
This form must be typed and completed in English (for credits in English)

Student Name:

Student ID:

I want to complete this SPI during the following term:

Fall January Winter

Summer – If this is a Summer SPI, please also select one of the following:

Apply my Summer SPI to my Fall term

Apply my Summer SPI to my Winter term

PDC students – Summer SPI must apply to your Summer term (*counts as one of your summer courses*)

Name of supervisor(s):

Supervisor(s) email address:

Internship City:

Province/State:

Country:

Name of firm or organization:

Website:

Legal services provided:

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

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

Will the supervisor supervise more than 2 students at a time (per internship term)? Yes No

Have you volunteered or worked in the past OR have you accepted a volunteer or academic year, summer or articling position from the organization/firm? Yes No

The internship will be done: In-Person Remotely Hybrid (Minimum of 59 hrs in-person)

Category of internship:

Government

Large firm

Mid-sized firm

Small firm

Sole practitioner

In-house counsel

Non-profit

Legal clinic

Legal aid office

International

Other, specify:

Internship start date:

Internship end date:

**** You are expected to complete your internship hours during the employer's regular business hours**

**** 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.**

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
Legal research (i.e. areas of law, sources, etc.)	
Legal drafting (i.e. legal memoranda, client correspondence, legal documents, etc.)	
Working with clients, community partners and stakeholders	
Attending legal proceedings or formal meetings	
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	
Analytical skills and ability to recognize issues	
Time management and organizational skills	
Judgment and ability to reach a conclusion	
Written and oral communication skills	
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.
<u>Do not leave any sections blank</u>		
	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) - Form must be signed by the supervisor and the student		
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.