

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)

Last Name: _____ First Name: _____

Student ID.: _____ Email: _____ @uOttawa.ca

Year of study: _____ Program: _____

GPA: _____ Is this SPI your 1st or 2nd

I want to complete this SPI during the following term:

Fall (CML3171F) January (CML3171J) Winter (CML3171W)

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

Apply my Summer SPI to my Fall term (CML3171SF)

Apply my Summer SPI to my Winter term (CML3171SW)

PDC students – Summer SPI must apply to your Summer term (CML3171S)

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.

Please ensure that all sections are fully completed

	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.

Please ensure that all sections are fully completed

	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.	
Please ensure that all sections are fully completed	
	Describe how you will achieve your objectives
Objective title 1:	
Objective title 2:	
Objective title 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**

Submission through other methods will not be accepted or reviewed.

* You must use **Adobe Reader**. Please save the filled-out form, **go to File and Select "Save" or go to File and "Save As"**. **DO NOT use Print** and Adobe PDF to save the form.