



STUDENT PROPOSED INTERNSHIPS – PROPOSAL FORM

The following document provides information on how to apply for a Student Proposed Internship (SPI) and examples of what to include in the Proposal Form. For further information on how to apply to an SPI, visit this website [here](#).

Language:

Forms must be filled out and reports must be written in French or English, depending on the language in which the internship will be completed. For internships completed abroad in a foreign language, forms and reports must be completed and written in French or English. To receive units in French, ALL application and final documents must be submitted in French and 51% of the work must be completed in French.

The package must include, in order:

1. **Internship Proposal Form**
2. **Student Agreement for the Internship Program:** You must present this Agreement to the employer and submit a signed copy. The faculty will then sign and return the executed Agreement to the employer.
3. **Modification/Cancellation Enrollment Form**

***Please submit all your internship documents simultaneously by the specified deadline through Brightspace.**

Instructions: [Internship Proposal Form](#)

The proposal form must be type written and filled out in full. Simply referencing a secondary document will not be sufficient. This form must be signed by the student and the Employer Supervisor. A detailed description including examples must be included in all relevant “Tasks and Activities” and “Skills to be Developed” sections. **If you do not provide enough substantive detail in your proposal, you will be required to submit a new proposal form including additional details approved by the Employer Supervisor.**

Below is an example of an SPI Proposal Form. Keep in mind this is meant to be a guide and should be used as an aid while completing your own form. Please ensure that your proposal form is written in full sentences, as point form will not be accepted. It is imperative that the form you submit is written in your own words. Copying the example below will be considered plagiarism and will not be accepted.

***Note: The names, law firm names, and any other personal information used in the example is fictional. They are not based on real individuals or employers.**



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: Baker Mayfield</p> <p>Student ID: 112233445</p> <p>I want to complete this SPI during the following term:</p> <p><input checked="" type="radio"/> Fall <input type="radio"/> January <input type="radio"/> Winter</p> <p><input type="radio"/> Summer – If this is a Summer SPI, please also select one of the following:</p> <p><input type="radio"/> Apply my Summer SPI to my Fall term</p> <p><input type="radio"/> Apply my Summer SPI to my Winter term</p> <p><input type="radio"/> <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): Franco Kitchens</p> <p>Supervisor(s) email address: fran.kitch@browns.co</p> <p>Internship City: Toronto Province/State: Ontario Country: Canada</p> <p>Name of firm or organization: Browns LLP Website: www.brownllp.com</p> <p>Legal services provided: Family law, child protection law</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: <input checked="" type="radio"/> Yes <input type="radio"/> 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: <input checked="" type="radio"/> Yes No</p>													
<p>Will the supervisor supervise more than 2 students at a time (per internship term)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>													
<p>Have you worked or volunteered for this organization/firm in the past? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>													
<p>The internship will be done: <input checked="" type="radio"/> In-Person <input type="radio"/> Remotely <input type="radio"/> Hybrid (Minimum of 60 hrs in-person)</p>													
<p>Category of internship:</p> <table><tr><td>Government</td><td>Large firm</td><td>Mid-sized firm</td><td><input checked="" type="checkbox"/> 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>Other, specify:</td><td></td></tr></table>		Government	Large firm	Mid-sized firm	<input checked="" type="checkbox"/> Small firm	Sole practitioner	In-house counsel	Non-profit	Legal clinic	Legal aid office	International	Other, specify:	
Government	Large firm	Mid-sized firm	<input checked="" type="checkbox"/> Small firm										
Sole practitioner	In-house counsel	Non-profit	Legal clinic										
Legal aid office	International	Other, specify:											

Internship start date: 09/07/2022

Internship end date: 12/07/2022

****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.**

2. <u>Tasks and Activities</u>	
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.	
<u>Your tasks must be established in advance with your supervisor.</u>	
Do not leave any sections blank	
	Describe how you will achieve the completion of these tasks
Research (i.e., areas of law, sources, etc.)	I will provide legal research support in the following areas of law: family law and child protection law. I will have the opportunity to research the most recent caselaw that covers these issues, and my research will involve summarizing important cases. I will use the traditional research platforms and services such as Westlaw and LexisNexis. Additionally, I will be responsible for researching relevant legislation in Ontario such as: the Family Law Act (FLA) and the Children's Law Reform Act (CLRA). This includes sections on spousal and child support payment guidelines (s. 30 and s. 31 from FLA) and child custody application guidelines (s. 47 from FLA). Overall, I will assist the firm in recognizing plausible arguments and courses of action
Drafting (i.e., legal memoranda, client correspondence, legal documents, etc.)	I will assist in the preparation of legal documents in conformity with the FLA. This will include the drafting of settlement briefs, case conference briefs, affidavits, financial statements, motions, factums, equalization of net property forms, as well as applications and answer forms. In addition, I will assist my supervisor in email communication with clients and opposing council. During intake interviews and general interviews with clients, I will be taking notes relevant to our client's case.
Working with clients	I will be responsible to follow-up with clients to obtain missing information or documents that are required for their files. I will also be required to obtain "declarations" from the clients to help with the reviewing and gathering of evidence for trial and for the purpose of collecting evidence (i.e., compiling a disclosure of medical records or collecting tax assessments for financial statements). Additionally, I will attend meetings, which will include initial client intakes and consultations with my supervisor so I can observe interview styles. I will also have the opportunity to attend a mediation led by Legal Aid Ontario between two parties seeking to modify their child custody schedule; thus, also exposing me to different mediation styles.
Attending legal proceedings (i.e., court, mediations, hearings, trials, tribunals, etc.)	Over the course of my internship, I will observe one or more proceeding such as: case conferences, settlement conferences, procedural trials, child custody mediation, and potentially a trial concerning child support arrears. I will attend these with professionalism and will learn when it is appropriate for a student to speak or add any information. I will also take as many notes as possible in order to debrief afterwards with my supervisor and ask any follow-up questions that I might have. My notes will also be used if legal research is required following the proceeding.
Oral advocacy or oral communication	I will be strengthening my oral communication skills by working directly alongside my supervisor, and other members of the firm. I will be directly relaying my research to the team by summarizing the content in a clear and concise manner. Additionally, in anticipation of a trial I will have the opportunity to assist with the preparation of submissions and arguments. By attending at least one or more proceedings, I will be able to learn what good oral advocacy is. I will be taking notes and learning by observing. I will also practice asking questions and presenting my findings and arguments orally to my supervisor.

<p>Has any particular work project been identified to you by your supervisor in advance?</p>	<p>My supervisor will be going forward with a trial concerning the non-payment of child support paid by the father. In order to do so, I will have to analyze the recent jurisprudence relating to child support arrears, while also collecting evidence indicating that the father has the capacity to pay the arrears and that the mother is unable to solely support the children due to her disability. This includes collecting photographic evidence of the father possessing certain assets, while also organizing the mother's medical records.</p>
<p>Other (be as specific as possible)</p>	<p>In addition to the legal work, I will be tasked with, I will be subsumed by the law firm's organizational culture. I will learn and develop the skills necessary to conduct myself appropriately in a range of settings to work efficiently and communicate effectively with everyone in the office. Since the firm also engages in disability law on a small scale, I have also been tasked with conducting research on the Ontario Disability Support Program Act concerning trusts of over \$150,000 and whether its permissible for an ODSP recipient to lay claim to their inheritance.</p>
<p>Comments: (Add any comments that would provide additional detail with regards to the work you plan to complete during your internship.)</p> <p>I will be working with F. Kitchens at Browns LLP. By working with Mr. Kitchens, I will understand how to ensure a just divorce for the client while also understanding how to center a child's best interest in the middle of child custody and child support cases. Over the course of the 115 hours of work, I will conduct jurisprudence research at all levels of court, but principally the Ontario Court of Justice, as well as draw from the FLA and CLRA. Since Browns LLP does undertake clients using Legal Aid, I will also be dealing with low-income individuals whose needs often differ from those who are able to afford legal services. Mr. Kitchens has informed me that I will be exposed to issues of domestic abuse, child neglect and other sensitive issues and vulnerable individuals.</p>	
<p>3. <u>Skills to be developed</u> Describe how you intend to develop all skills that are listed below</p> <p>Please add any other skills, not listed, that you would like to improve</p> <p>Include as much detail as possible and complete the information in this section using full sentences.</p> <p style="text-align: center;"><u>Do not leave any sections blank</u></p>	
	<p style="text-align: center;">Describe how you will develop these skills</p>
<p>Legal research</p>	<p>I will develop my legal research skills by conducting research for client files pertaining to divorce proceedings, child custody, declaration of parentage, change of schools, disclosure of medical records, motion for interim parenting and ODSP regulations concerning trusts. This process will allow me to understand how legal research is applied in a law-firm setting and help my ability to conduct research under strict time constraints. I will be using primary and secondary sources. I will be able to refine my research skills and my familiarity with the legal research tool Westlaw and/or Quicklaw.</p>
<p>Legal drafting</p>	<p>Through the drafting of factums, settlement briefs, conference briefs, and application/answer forms, I will gain the experience of writing for audiences who have real-life issues at stake. I will gain a better appreciation for the importance of accuracy and time-efficiency while working under strict deadlines. Additionally, I will improve my ability to write clearly and concisely. More precisely, my point-first writing will improve. Receiving constructive feedback on assignments from my supervisor will aid in my development.</p>
<p>Ability to understand and recognize issues</p>	<p>By drafting and conducting legal research, I will develop my ability to understand relevant legal concepts and spot the issues within a client's file. Through interacting with my supervisor and the clients, I hope to learn efficient techniques in spotting issues that are specific to the area of family law. This means recognizing issues in the behavior, story, or demands of our client but equally, in those of the opposing counsel. Hopefully, by the end of the placement I am able to immediately identify legal liabilities in the facts provided by a potential client.</p>

Analytical skills	Taking on research tasks as well as drafting will provide me with opportunities to critically examine details in client files, while also comparing those details with family law jurisprudence. This will allow me to analyze and decipher large amounts of material to then translate into legal documents.
Efficiency and organizational skills	I will be working on assignments under time constraints, and I will need to allocate my time appropriately in order to be efficient and successful in completing good quality work. I will need to develop strong time management and efficiency skills in order to complete my work on schedule. I will also be provided with work from different lawyers at the firm other than my direct supervisor and I will be learning how to prioritize and complete tasks with competing deadlines. To achieve this, I will keep a very organized calendar and include all deadlines and reminders. I will also allocate specific time periods for each task and aim to respect the designated time frames.
Judgment	In working with clients, I will gain a better appreciation for practicing good judgment. I will observe and take part in building a client's case and will gain an appreciation for the time and energy placed in each file; thus, forcing me to develop good judgment on how to organize my work.
Ability to reach a conclusion	As I conduct legal research and draft memos, I will need to have an accurate understanding of the client's files and spot the legal issues surrounding them. It is possible that my judgment might differ to that of my supervisor as I will have to arrive at my own conclusion when drafting and fleshing out a legal memo. I will need to be conclusive and affirmative when I advance a theory or argument to my supervisor. As I complete these assignments, I will gain the confidence needed to come to a working conclusion.
Written communication	It is imperative that I be concise and precise in my legal writing. I will seek constructive feedback from my supervisor and will ensure that I am producing quality work for the task at hand. I will also learn that different writing styles and length will be required depending on the assignment (i.e., affidavit, memos, factums etc.). Equally, it is important that the material I convey to clients is written in a clear way, rather than using complex legal terms and concepts.
Oral communication	Through the client intake process, I will observe my supervisor's communication style with clients while also communicating with clients myself. This will help me develop an appropriate tone and manner in different contexts. I will also develop my oral communication skills by asking my supervisor to clarify issues and tasks.
Other skills (be as specific as possible)	Throughout my time at the firm, I will interact with clients, members of the team and other court officials. This means I need to be professional at all times by respecting all people, being punctual, dressing appropriately and maintaining a positive attitude. Likewise, given the emotional nature of family law, I will learn how to strike a delicate balance between empathizing with my client while also being objective and level-headed.
<p>Comments: (Add any comments that would provide additional detail with regards to the skills you plan to develop during your internship.)</p> <p>Having the opportunity to work on active cases with real clients will have a significant impact on my professional development. By gaining exposure to many aspects of family law, I hope to receive a well-rounded picture of the legal practice in Ontario. This will be an excellent opportunity to expand on the substantive matter learned during my Introduction to Family Law Course as well as my Legal Foundations class. Since the firm deals with a large volume of cases dealing with members of the LGBTQ+ community, I will also come to learn that the idea of family in the traditional common law sense, is continuing to expand and transform; thus, expanding my legal knowledge and my knowledge of the experiences of marginalized individuals as they navigate a traditionally heteronormative system.</p>	

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: Improve my legal research and writing skills.	When tasked with a research project, I find it difficult to know when to stop researching and when to start drafting. I also find it difficult to hand in a research project as I always want to perfect it or add more information. While completing an assigned research task, I will remember and apply the principles from my Legal Foundations class. This means using the Boolean search to pinpoint material. I will also set aside a timeframe for each task and try to stay as much as possible within the set time-frame. I will also remember that sometimes less is more; therefore, I should strive to be as concise and precise in my writing rather than adding redundant information. Finally, I will be asking for guidance and constructive feedback from my supervisor or any other colleagues.	
Objective 2: Further develop effective oral	I will develop this skill by communicating with my supervisor and other lawyers, as well as clients from all backgrounds. I will learn to tailor my communication style depending on the audience I am speaking with or the circumstances. I will also practice asking questions and following up with oral presentations of my findings. Furthermore, by observing my supervisor as well as opposing councils during motions procedures and conferences, I will learn how to address judges, opposing counsel but also how to navigate the steps and process of the Ontario Family Court system while effectively arguing our client's case.	
Objective 3: Become more familiar with negotiation strategies.	I will develop this skill by assisting in mediation preparation, preparing research and pleadings, and assisting and overseeing the mediation itself. I will attend as many hearings and mediation as possible and hopefully witness many different negotiation styles and strategies. In doing so, I hope to understand how to maintain an assertive, calm demeanor, while using effective negotiation techniques that ultimately favor the client.	
Comments: (Add any comments that would provide additional detail with regards to the objectives you have set for yourself prior to beginning your internship.) I am excited to have the opportunity to work with Browns LLP and am looking forward to further developing my legal research and writing skills as well as my oral skills by observing practicing lawyers. My objectives are centered on developing skills and knowledge that will help me in my future career in family law. I believe this internship is an excellent opportunity to grow while also a valuable opportunity to work with a talented and admirable group of individuals. By working with people who are going through an emotionally demanding and stressful time, I hope to somehow ease the process. More notably, by working with individuals from low-income communities or individuals often disadvantaged by the system; I hope to contribute to the Ottawa community.		
5. Signatures (electronic signature accepted)		
Supervisor(s) Signature	Student Signature	
Date: 08/29/2022	Date: 08/29/2022	

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

Submission through other methods will not be accepted or reviewed.