

13 January, 2017

LLM INTERNSHIP PROGRAM POLICY

1. General Information

1.1. The objectives of the internship of LL.M program are:

- To work under the guidance of a practicing lawyer and with other employees of the internship placement that can be either state or not state law firm, company, organization etc.
- To apply the knowledge and skills learned during courses, and to enhance new skills through involvement into actual work experience of practicing lawyer (working with cases, projects, consultations, contract drafting, negotiations etc.)
- To provide the student with important contact with professional network, which may lead to career opportunities.
- to advance theoretical and practical knowledge, research and professional legal skills

1.2. Learning outcomes of the internship are:

-Through these work experiences, students will have the opportunity to:

- deepen their knowledge in specific area of law and see their practical application on side,
- learn to apply legal analysis skills to specific situations in practice,
- learn how to provide expertise to the statute, how to interpret rules and regulations and how to draft or make amendments to the statute (depending upon field of Internship),
- enhance research, writing and analytical skills.

1.3. Research and Teaching elements of Internship program.

LL.M Program Internship has a required element to make research during its internship activities. Students are required to research one legal issue that students came across during their Internship to draft research paper on this issue as a part of their report. It is optional for Internship I and is required for Internship II. For details please see section 8.2.4.

On the students choice, one/fifth of internship load can be used to do teaching assistantship (TA) to the professors of Law Division of AUCA.

- Students have opportunity during their Internship II do teaching assistantship (further TA) upon following conditions:
 - Student should pass the course for which they would like to do TA with at least A- grade.
 - Teaching could be related to the master dissertation that students is writing.

- Student shall do TA only within 30 astronomic hours out 200 required by Internship II including preparation, research and teaching.
- All TA activities must be fulfilled upon direct supervision of professor.

1.4. Students must complete the LIP with institutions and/or organizations (which have to be chosen by students themselves and preliminarily approved by their faculty adviser from Law Division and subject to rules under paragraph 3 below). Students who successfully complete the LIP will receive academic credits for his or her work. In order to receive academic credit, the student must commit to working a set number of hours during the Internship, must attend the Internship Orientation class, and must complete all requirements of the Internship Program.

2. Internship Placement Requirements

2.1. Placement requirements for *Internship I* are as follows:

Students shall take *Internship I* for 2-4 credit hours during the spring semester of their first year of LLM studies. *Internship I* shall last for 50 -100 hours that must be completed within 2 – 6 continuous weeks. *Internship I* shall take place in one institution or organization chosen by the student. The institution or organizations (relevant internal units) shall have legal affiliation. Student can also participate in the research project. Where it is necessary and feasible, the Law Division will facilitate and assist students with finding and securing placements for the *Internship I*.

2.2. Placement requirements for *Internship II* are as follows:

Students shall take *Internship II* for 6 – 8 credit hours during the spring semester of their second year of studies. *Internship II* shall last for 150 - 200 hours that must be completed within 6 – 10 continuous weeks. *Internship II* can be taken in either one organization or institution or can be divided into 2 parts and taken in two organizations or institutions upon student's choice. The institution or organizations (relevant internal units) shall have legal affiliation. During Internship II students are required to make legal research on specific topic to produce research paper as an outcome of their internship. Students can also participate in the research project. Where it is necessary and feasible, the Law Division will facilitate and assist students with finding and securing placements for the *Internship II*.

2.3. In both *Internship I* and *Internship II*, students should be placed in units or departments of the respective organization where a student will be able to observe, learn and/or perform tasks related to legal nature/relevant to legal profession.

2.4. All proposed placements must be preliminarily approved by the Internship Program faculty advisor from the Law Program using the Form 1. **Each student must complete and submit Form 1 to the Internship Program faculty advisor before he/she intends to start his/her internship placement. Failure to submit the completed form on time will result in deduction of 20% of the student's final grade.** Upon the submission of the completed Form 1, the faculty advisor has the right to disapprove the internship placement (Internship I or Internship II) if the activity to be carried out during the internship at the chosen organization is not relevant to law/legal profession. After receiving the advisor's approval (signature), the student will be allowed to start their Internship. After receiving a signature and approval of the advisor, the student must scan Form 1 and upload in PDF format to the AUCA e-course.

2.5. The student must be supervised by the field supervisor during both Internships.

3. Internship Orientation Class

3.1. All students accepted into the Internship Program are required to attend an internship orientation class. The date and time of the Internship Orientation class will be announced by the Law Division at the beginning of the spring semester via AUCA web-mail, which is an official

means of communication with students. **The orientation lecture is mandatory. Failure to attend to the lecture will lead to a 5% deduction of the student's final grade. Furthermore the student will be solely responsible for obtaining all the information, rules, and requirements etc., announced during the orientation class.**

4. Responsibilities of Students under *Internship I* and *Internship II*

4.1. Students are required to register for Internship courses.

4.2 Students are required to maintain daily journals/time sheets, where they specify the content of the work done and the time spent on each task (see attached *Form 2*).

4.3. Students are expected to comply with all other on-site internship requirements.

4.4. Students shall present oral and written reports after the completion of the Internship. Written reports shall comply with the rules described in paragraph 9 of this manual.

4.5. The daily journals and written reports must be submitted in a separate file before the deadline set by Law Division. **Before the beginning of the Internship, students are required to sign a standard Internship Responsibilities Form (see attached Form 3).**

4.6. Upon completion of the Internship on site, students are expected to meet with the head of the respective organization to inform him/her of the results of the internship and express their gratitude for being the given opportunity to get acquainted with the activities of the organization and work with its staff.

5. Internship Evaluation

5.1. Evaluation of the internship shall be carried out by the faculty advisors of the students and will be based on following components:

- (1) 25% -- Daily Journal
- (2) 35% -- Written reports
- (3) 10% -- Form 1
- (4) 10% -- Forms 3 & 4
- (5) 20% -- Oral defense

5.2. The evaluation of both the written paper and the oral defense will be based on testing knowledge, skills gained during Internship, and meeting all technical requirements for drafting written report and daily journal (see rule 10) plus grammar, spelling, structure, and design of all written material. Upon the decision of Law Division, an oral defense might take place in the form of presentation.

6. Grading System

6.1. Students will be graded by either "Pass" or "Fail" grades for both *Internship I* and *Internship II*. In order to receive a "Pass" grade, the student must receive at least 60% points under the grading scale provided below. Students who receive 59% points or below will receive a "Fail" grade.

- 60% - 100% = Pass
59% - below = No Pass

6.2. Students, who are not content with the assigned grade may file their grade appeal statement to Law Program in written form within two weeks from the date of formal announcement of grades for the Internship. The grade appeal statement shall indicate the reasons for appeal and explain why student disagrees with the grade he/she received.

7. Supervising & Guidance

7.1. The faculty advisor of the Law Division Internship Program shall be appointed by the Head of the Law Division. Faculty advisor guides and facilitates the students' exploration of their internship experience and provide all necessary counseling and technical assistance.

8. Rules for Report on the Internships

8.1. Upon completion of the LIP students shall submit to their AUCA faculty adviser the following report documents before the deadlines set by Law Division.

8.2. The written report on the LIP shall contain following:

8.2.1. The structure of the report shall consist of:

- (1) Cover sheet;
- (2) The table of contents;
- (3) The introduction, which should reflect the goals and objectives of the Internship; and
- (4) The substantive portion, which shall describe where the Internship was undertaken, the structure and legal basis of the organization, the specific work/activities undertaken during the internship in a formal legal language (avoid emotional statements) with the description of 2-3 specific cases, examples and relevant norms of law applied in those cases and shall be signed by the student and the field supervisor. In addition, student may indicate the shortcomings, violations of procedural norms of law observed throughout Internship as well as possible proposals on improvement of the internship process.

8.2.2. The length of the report shall be 4-6 pages (6 pages most) for both parts of the LIP, excluding cover page.

8.2.3. The format is A4 sheets, Times New Roman 12 font, and spacing 1,5.

8.2.4. Report for Internship II shall contain separate research paper attached to the report for 2000 words. The research paper shall be focused on the research a student will make based on their internship II. The details will be communicated during internship orientation.

8.2.4. All Reports shall be uploaded on AUCA e-course system. Hard-copies must also be handed in to the student's Faculty advisor by the deadline. Reports that do not follow the mentioned requirements will not be accepted. The e-course enrollment key is provided by your advisor.

8.2.5. The daily journals may be signed by the representative of organization where internship took place, but the final report must have signature of the field supervisor. The report and daily journals shall have stamp of relevant institution where the student took Internship. Daily journals shall have a stamp corresponding to each day. (See attached *Form 2*).

8.3. The daily journal consists of the Internship timetable (formed by tables divided into days, the activity with the student performed and the tasks). (See attached *Form 2*)

8.4. The Evaluation form to be completed by the field supervisor under the *Form 4* is attached to this manual.

8.5. The deadline for submission of all the listed reports will be announced to students prior via their AUCA email. For each day of delay of submission of the report a penalty of minus 10 percent of the final (Internship) grade will apply (this rule includes calendar days).