HOW TO ORGANISE YOUR OWN PLACEMENT
INFORMATION GUIDE

If you wish to organise your own internship/placement you must seek approval from the School of Law and liaise with the Internship Coordinator to properly register the details before commencing the experience. No credit is given for prior professional experience.

Your current employment (paid or voluntary), summer clerkship or an internship experience with a recognised external provider may be approved for use in the UOW Legal Internship/Professional Experience Program providing the requirements of the program can be met by both you and the nominated supervisor. Again, these options are subject to the final approval of the School’s Academic/Subject Coordinator and the formal registration of the details with the School of Law prior to the commencement of the proposed internship/placement period.

The School of Law asks that students are supervised by a person who currently holds a practising certificate, and has held the certificate in the jurisdiction where the internship/placement will be undertaken for at least three years, or a person who can provide comparable supervision. This requirement does not prevent work being carried out in association with other staff. It is important that you undertake a range of activities including those with client contact.

If you have any concerns as to whether your internship/placement plans will meet with the program requirements please contact the Academic/Subject Coordinator.

The application for approval and formal registration of a self-arranged internship experience must be lodged a minimum of ten working days before you plan to start the internship together with the required supporting documentation. Failure to do so may delay or invalidate your internship plans.

Please follow these procedures:

1. Provide your proposed internship/placement supervisor with a copy of the relevant Guidelines for Supervisors booklet.

2. Obtain a brief letter from your proposed internship/placement supervisor, on the letterhead of the firm/organisation, confirming that:
   - the internship/placement will be of 20 days duration, indicating the exact dates of the proposed internship/placement period; and
   - the supervisor has read the Guidelines for Supervisors booklet and agrees to the conditions; and confirms that the internship/placement experience will meet the program requirements as set out in the booklet.

3. Complete an ‘Application for Approval’ form. This form is used for self-arranged internship/placement experiences (either voluntary or paid).

4. Lodge the application form and the letter with the Internship Coordinator for processing.
Confirmation from the School of Law of all internship arrangements and requirements is always made in writing prior to the commencement of the internship.

For further information about the program requirements, including the assessment, please refer to the relevant Student Handbook (or the Subject Outline for LLB397 students).

LLB311 or LLB190: Professional Experience Program
Printed copies of the Guidelines for Supervisors booklets, the Student Handbooks and the application form are available from the School of Law Administration Office. Electronic versions are available on the Faculty website.

LLB397: Legal Internship
Printed copies of the Guidelines for Supervisors booklet, the LLB397 Subject Outline and the application form are available from the School of Law Administration Office. Electronic versions are available on the School of Law website except for the subject outline which can be accessed via the Moodle site once you are correctly enrolled in the LLB397.

IMPORTANT: If doing your internship for LLB 397, when enrolling in that subject please ensure that you are enrolled in the instance of LLB 397 that coincides with your period of internship (eg LIP 2 if over Winter break, LIP Summer if over Summer break).

Please note that under Faculty policy this internship/placement commitment is not an acceptable reason for non-compliance with the compulsory attendance requirements of any subjects in which you are enrolled, nor will it be considered grounds for the granting of academic consideration in relation to any assessment tasks, including class participation.


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