**INTERNSHIPS**

**The London Law Internship Program**

All students in London are eligible for an internship. Interns may work part-time for employers in exchange for academic credit. Interns must work a total of fifty six hours to receive one credit or one hundred and twelve hours to receive two credits. These credits do not reduce the number of co-curricular credits students may earn.

The internship programme is administered by the Director of the London Law Program with the assistance of the Program Specialist for internships. Past interns have worked for American law firms, multinational corporations, British solicitors and barristers, and non-profit organizations such as Orrick, Hardwicke, JD Spicer Zeb Solicitors, the Open Society Foundation, Three Crowns LLP, Withers LLP and the US Embassy. Firms and individuals are offered great flexibility in determining what type of work the intern should perform. This may include tasks a lawyer normally performs, such as research, interviewing clients, taking notes in court, etc.

For further information, please contact the Program Specialist for Internships and Immigration, Nick Brill at nbrill@nd.edu.

**Time Commitment**

With the approval of the placement and the Director, the intern may choose to work for either one or two credits. The intern must work a minimum of fifty six hours to receive one credit or a minimum of one hundred and twelve hours to receive two credits. The employer and the intern should be flexible in tailoring the number of hours the intern works, in an attempt to fit their respective schedules. The conditions of the Tier 4 visa allow interns to work no more than 50 percent of the total length of the course; for example, if an intern has 12 hours of classes per week, they are permitted to work a maximum of 12 hours per week in their internship.

**Visa Requirement**

Students intending to do an internship in London will require a Tier 4 Student Visa. The visa must be applied for in advance – applications cannot be made after arrival in the UK. Students should apply for a visa as soon as they receive the CAS number (but no more than 3 months before the course starts). See visa information on the Travel Registry website for full details.

Responsibility for finding an internship lies with both the student and the team in London. If the team in London is unable to find a student an internship they will be eligible for reimbursement of the visa application fee. This must be approved by the Associate Dean for International Programmes and must meet the following conditions:

- The student must provide evidence of ongoing correspondence with the Program Specialist/London Team regarding their internship
- The student has not turned down an interview or declined an offer of an internship placement
- The student must make a good faith effort to find their own internship and must work with the London Team to assist them in their search on his/her behalf

Please note, only the standard application fee of £335 is reimbursed (not the priority service fee). All reimbursements are made once the student is in London.
Supervision

The employer should designate one of its attorneys or barristers to supervise the intern. The Director of the London Law Program may meet with each intern monthly to review the experience and may also make informal contact with supervisors to assess the internship.

In advance of the internship, interns must draft a Learning Goals memo. This should be submitted with enough time for the Director of the London Law Program to review and comment, before sharing it with the supervisor on the first day of work, if possible. The student and supervisor should discuss the Learning Goals memo during the first week of work and revise it as they see fit.

Paperwork and Grading

• Preliminary Paperwork
The American Bar Association require a written agreement signed by the supervisor, the intern and ND London.

Interns should also sign a ‘Declaration of Internship’ form which states that they have accepted an internship position, how many credits they wish to receive and when they will begin working.

• During the Internship
In accordance with ABA requirements and for the purpose of inspection by UK Visas and Immigration, interns are required to submit weekly timesheets throughout the internship. These should be signed each week by their supervisor, evidencing that you have completed all of the required hours of work in the placement. The timesheets allow the Law School to track the hours worked to ensure that interns meet the 56/112 hour minimum requirement for credit.

• Final Paperwork
At the end of the internship, interns must ask their supervisor to sign the ‘Post Internship Certification’ form verifying that they worked the minimum required number of hours satisfactorily.

It is each intern’s own responsibility to have the above forms signed and submitted in order to claim academic credit. If interns do not submit all the signed documentation, their credits will not be taken into account at the end of the semester.

Written Assignments

The written assignments are in accordance with the standards set out by the American Bar Association.

Interns should keep a reflective journal of all activities throughout the internship, which should be submitted along with each of the required written assignments.

There are three required written assignments during the semester; a Learning Goals memo, a Mid-Semester self-evaluation and a Final self-evaluation. All written assignments should be prepared in a professional manner with complete and grammatical sentences and references, as appropriate, to readings and Rules of Professional Conduct. All assignments should be submitted on the internship class page on Sakai.

The written assignments are designed to help students approach their work thoughtfully and to maximize students’ personal and professional development throughout the semester. Written
assignments should be prepared in a professional manner, as if they were going to be presented to another professional in a workplace.

**Memo 1: Learning Goals**

Each student should develop a set of Learning Goals for the semester. The Learning Goals memo is addressed to the supervising attorney and explains to the supervising attorney why they are doing the internship, what they hope to gain from it, and exactly what kinds of tasks they hope to perform. The Learning Goals memo ensures that interns have developed specific goals for the semester and helps facilitate communication among them, the supervisor, and the faculty instructor about the structure of the internship.

In advance of the internship, this should be submitted with enough time for the Director of the London Law Program to review and comment, before sharing it with the supervisor on the first day of work, if possible. The intern and supervisor should discuss the Learning Goals memo during the first week of work and revise it as they see fit.

The exercise of writing the memo and discussing it with the supervisor will ensure that there are no surprises and no mismatch between interns’ expectations and the supervisor’s plans. The Learning Goals memo also provides a reference point for evaluating and fine-tuning the internship as the semester unfolds.

The Learning Goals memo should be written in such a manner that the intern, supervisor, and faculty instructor can review it in mid-semester or at the end of the semester and evaluate how well the goals have been met.

**Memo 2: Mid-Semester Evaluation**

Interns should prepare a mid-semester evaluation memorandum addressing the questions such as:

1. What are the strengths and weaknesses of your performance during the first half of the semester. What are your talents and shortcomings as a soon-to-be lawyer? What do you well? What do you struggle with?
2. Are there particular skills that you would like to work on improving during the second half of the semester?
3. Are you on track to meet the goals you set forth in your Learning Goals memo? Would you make any adjustments to your goals? Have your expectations changed since the beginning of the semester? Are there particular tasks or experiences that you would like to add to the mix during the remainder of the semester?
4. Is there any additional feedback or direction that you would find helpful during the remainder of the semester?

After review and comment, the Director of the London Law Program will direct each intern to share the self-evaluation with the supervisor. This process will help ensure that students are getting candid feedback about their performance. It will help clear the air about any problematic issues that may have developed on either side during the first half of the semester. It will also help ensure that students do work that meets the supervisor’s expectations, leading to a more positive recommendation after completion of the internship.
Memo 3: Final Evaluation

Towards the end of the internship each intern should prepare a memorandum addressing the following questions:

1. How successful were you in achieving the goals set forth in your Learning Goals memo – ambition vs reality?
2. Did you and/or your supervisor make adjustments as a result of the mid-semester evaluation process? What adjustments were made, and how useful were they in helping you to achieve your goals for the internship?
3. How did this internship help you grow professionally? What professional skills and competencies were you able to develop or improve during the semester? Please be as specific as possible.
4. Did your internship help you to gain any new perspectives on law practice or the justice system?
5. Did your internship help you to discern your career path?
6. How would you evaluate your placement site and field supervisor? Should they be considered for a future placement? Do you have any suggestions for improving the placement?

Registering Your Interest for an Internship in London

Students should register their interest in an internship by answering 'Yes' to the ‘interested in internship?’ question on the Travel Registry website. Their name will then be submitted to the Program Specialist in London who will follow up via email to request a resume. Along with their resume, students should clearly state their interests and provide any information that might assist further research on their behalf.

Students who fail to inform the London Law Program of their interest in an internship will not be put forward for any internships. They will also be omitted from the visa process (which begins in London - see visa document).

Application Procedure

The Program Specialist will submit resumes to relevant firms and let students know of any offers or invitations to interview.

The London team will do their best to help students who have a specific type of internship placement in mind, however it is impossible to place everyone in the exact field of their choosing. While students have a right to decline an internship offer they should be aware that no one is guaranteed an internship; sometimes there are students who were not able to obtain one.

Internships

The following companies are supporting the London Law internship program or have hosted Notre Dame interns in the past:

Business and Human Rights Resource Centre

Business & Human Rights Resource Centre is an international NGO that tracks the human rights impacts (positive & negative) of over 7000 companies in over 180 countries making information
available on its eight language website. They seek responses from companies when concerns are raised by civil society. The response rate is over 80% globally.

The Resource Centre has 11 paid staff in London, including the Executive Director. Team members are also based in Brazil, China, Colombia, Egypt, Hong Kong, India, Japan, Kenya, Mexico, Senegal, South Africa, Myanmar, Ukraine & USA. The Centre is a non-profit organization, and does not accept funding from companies.

**Cleveland Scott York**

A firm representing clients before the UK Intellectual Property Office, the European Patent Office, and dealing with patent applications around the world. They handle disputes relating to IP in various forums in the UK and Europe - including trade mark and patent oppositions at the UK registry, EU Intellectual Property Office (EUIPO) and the European Patent Office.

Their trade mark attorneys advise on all areas of brand protection and they also advise clients on related issues including domain names, company names, designs, copyright and confidential information.

They work alongside designers and brand owners to protect and enforce the look of their products, packaging and get-up, advising on all aspects of design law, including registered designs and unregistered design rights.

**Finnegan, Henderson, Farabow, Garrett & Dunner**

Finnegan advises clients on the latest changes to IP law and assists them with obtaining and enforcing their IP rights. Finnegan established its European office in Brussels, Belgium, in 1993 before relocating to London and expanding its practice to include European IP services. The lawyers and European patent and trade mark attorneys in its office are multicultural and multilingual, and can represent clients in matters both in Europe and the United States. In addition to the professionals resident in London, they have more than 40 lawyers in their U.S. offices who represent European companies on U.S. IP law issues.

The professionals in the London office have active practices at the European Patent Office (EPO), UK Intellectual Property Office (UKIPO), the European Union Intellectual Property Office (EUIPO), UK Courts and the U.S. Patent and Trademark Office (USPTO). This knowledge of the European legal system and how it differs from that in the United States allows them to effectively counsel both European and U.S. clients on a full range of IP issues.

**Hardwicke**

Hardwicke is a set of chambers with barristers specializing in commercial, construction, insurance and property law. Our contact there, Mark Engelman specializes in intellectual property and has hosted students interested in that area of law.

**Islington Law Centre**

For the past 40 years Islington Law Centre has played a central role in providing access to justice for the local community. Their experienced solicitors and caseworkers provide essential specialist advice and other legal services with the help of dedicated volunteers.
Islington has high levels of poverty, contrary to its public image. 34% of the 40,000 children and young people who live in Islington live in poverty – the second highest in London. Against this background ILC has continued to offer high quality, personalised services that help its clients achieve real improvements to their situations. This includes supporting well over one thousand clients each year as well as providing telephone advice and outreach sessions on issues relating to debt, education, employment, housing, immigration and benefits.

The Immigration Unit provides advice in all aspects of Asylum and ECHR Rights law from initial applications to the Asylum and Immigration Tribunal, the higher courts and sometimes the European Court on Human Rights.

All aspects of immigration law, including entry clearance applications, applications for leave to remain outside and within the immigration rules, related appeals, and all appeals in the Asylum and Immigration Tribunal and the Higher Courts including Challenging detention, Bail Applications, Judicial Review, Nationality Law, and Right of free movement in the EEA.

Typical tasks an intern might be asked to undertake as part of their placement are:

- **Casework:** conduct legal and evidential research; contribute to drafting advice letters and covering letters or representations to be submitted in conjunction with immigration- or initial/fresh asylum applications.
- **Administrative:** photocopy, make telephone calls, write short letters, send faxes, compile indexes, chronologies and bundles; billing and other file administration.
- **The research typically requested will include specific country information as well as relevant policy and law in relation to cases involving Law Centre clients.
- **Court:** attending Court for appeal hearings, and to issue proceedings at the Tribunal and High Court.
- **Client Interviews:** sitting in on Client interviews in order to take notes and draft instructions if needed.
- **Individuals with a commitment to work in international relations and the law and publicly funded immigration and asylum in particular will benefit from both the casework and administrative experience gained in terms of pursuing future careers in the international field and in the law.

**KPMG**

KPMG LLP, the audit, tax and advisory firm, is the U.S. member firm of KPMG International Cooperative ("KPMG International"). KPMG is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 155 countries and have more than 174,000 people working in member firms around the world.

The KPMG U.S Tax practice in London provides an array of U.S. tax advice, operational tax and compliance services direct from London to clients based in Europe and the Middle East to meet their compliance requirements and achieve their tax objectives in relation to their international operations. KPMG’s U.S. Tax practice professionals have deep technical knowledge of tax and a keen understanding of changing business conditions in jurisdictions worldwide, which allows us to provide specialized services to support our clients’ international activities.

Working as an intern on KPMG’s U.S. tax team in London will provide individuals with U.S. tax experience and a unique opportunity work in London. Prospective candidates for this internship should have a demonstrable interest in pursuing a career in tax law.
Laura Devine Solicitors

Laura Devine Solicitors is an award-winning boutique immigration firm recognised as one of the foremost immigration practices in the UK (ranked in 'Band 1' by legal directories). The firm comprises 50 dedicated staff and the partners, Laura Devine, Anastasia Tonello, Sophie Barrett-Brown, Natasha Chell and Jennifer Stevens are renowned as leading immigration experts.

The firm provides specialist advice on all aspects of immigration to the UK and US, and European free movement assisting individuals, families, SMEs and corporate clients including but not limited to, finance, consulting, manufacturing, IT, travel, hospitality, retail, pharmaceutical, education, entertainment, fashion and sports.

They offer interns the opportunity to gain experience within a UK law firm within one of their legal teams, typically comprising a partner (or senior solicitor), qualified solicitor, trainee and paralegal. Each team works on a diverse range of clients, from managing large corporate to SMEs and individuals handling a wide variety of cases from intra-company transfers to investors, students, family based applications and human rights claims. Interns will gain practical experience in legal tasks e.g. conducting legal research, drafting advice and applications, liaising with government bodies and attending client meetings.

Interns are exposed to a variety of different areas and it is hoped they will gain valuable experience to assist with their future career choices. Legal research, drafting, written, verbal communication and negotiation skills will all be enhanced together with knowledge of the UK immigration system.

All work will be supervised and where time allows, feedback given directly to the intern on a case by case basis. We are experienced at hosting interns and provide them with an opportunity to observe a leading boutique law firm and gain high quality experience, having access to leading lawyers in the sector.

Interns will attend client meetings and be exposed to in-house training and networking events. Their lawyers hold monthly technical update meetings where they discuss changes to law and policy. Immigration law is a fast moving area of law and it is essential their lawyers have first class knowledge and stay abreast of the changes.

LawInSport

LawInSport is an international sports law digital media business providing expert commentary and analysis on the latest issues and legal developments in the world of sport to all stakeholders in sport to help them to locate and understand the latest legal developments that affect sport globally. They publish daily sport law information, topical articles of legal opinion written by those working in the field, videos and podcasts as well as information about sport law firms, books, events and courses. They have over 20,000 monthly readers consisting of sports lawyers, professionals, academics and students from over 150 countries.

Orrick

Orrick is a global law firm with a focus on the technology, energy and infrastructure, and financial sectors. Its wide-ranging practice areas include commercial transactions, litigation, and compliance. Clients worldwide call on their teams for commercial advice on transactions, litigation and compliance matters.
In the Technology sector Orrick offer comprehensive solutions for every stage in a tech company’s growth – including private and public company transactions, IP protection, high-stakes litigation, and cybersecurity and other compliance.

Orrick’s Energy & Infrastructure practice covers the full energy spectrum: renewables, conventional energy, and oil and gas. They act for the largest global sponsors and developers, new market entrants, banks, funds, and government entities.

Seventeen of the Global 20 banks rely on Orrick’s Finance teams, as do funds, development banks and other lenders. They have litigated and appealed some of the most complex disputes for the world’s major financial institutions.

**NNU Immigration**

NNU Immigration provides US immigration support to a wide range of clients across all industry sectors. The firm was founded by Notre Dame law alumna, Nita Upadhye. Her firm provides tailored, high-level service for companies and individuals requiring employer-sponsored visas, investor visas, criminal waivers of inadmissibility, green card status, abandonment of green card status, naturalization, and renunciation of US citizenship. They specialize exclusively in US Immigration law. This is normally a full year placement.

**Reprieve**

Founded by British human rights lawyer Clive Stafford Smith, Reprieve is an organisation of human rights defenders based in London, providing free legal and investigative support to some of the world’s most vulnerable people: those facing execution, and those victimised by states’ abusive counter-terror policies – rendition, torture, extrajudicial imprisonment and extrajudicial killing. They fight for the victims of extreme human rights abuses with a combination of public pressure and legal action. They fight cases in courts around the world, and work with the media to advocate on their behalf, encouraging public debate of human rights issues.

- They hold the US and their European allies accountable to the highest standards in their responses to extreme crime, and use strategic litigation to effect systemic change.
- They litigate on behalf of prisoners on death row around the world, appealing their sentences and ensuring that their trials are fair and just.
- They represent current and cleared detainees of Guantánamo Bay.
- They campaign to raise awareness about unlawful CIA drone strikes which routinely kill civilians in Pakistan and Yemen.
- They work with the pharmaceutical industry to help them put a stop to US departments of corrections abusing their medicines in executions.
- They represent men detained in US-run secret prisons, where alleged terrorists are tortured and detained without trial beyond the rule of law.

**Rodney Dixon QC, Temple Garden Chambers**

Rodney Dixon practices both internationally and domestically in the fields of international law, public law, and human rights. He acts on behalf of Governments, political leaders, military commanders, international organisations, companies, NGOs, and victims. He specialises in public international law and international criminal law before all international, regional and national courts. Domestically, his expertise is in administrative and public law particularly in cases concerning foreign relations, the
military, terrorism, public inquiries, extradition and mutual assistance, education, and health and safety.

Rodney Dixon’s international work covers all international criminal courts for trial, appeal and review proceedings; Privy Council cases; UN and civil claims; bilateral investment treaty matters; territorial and border disputes; international inquiries and investigations; actions before the International Court of Justice (ICJ); applications before the European Court of Human Rights and before the African Commission and African Court on Human and Peoples’ Rights; and, private international law cases.

**US Embassy: Office of European Litigation**

The Office of European Litigation supervises and directs all civil litigation in Europe and the Caucasus to which the U.S. is a party. None of the United States’ federal departments or agencies (including, for example, the Departments of State and Defense) have a juridical personality separate from the U.S. as sovereign. Therefore, any party that claims to be injured by a government department or agency must sue the United States, which in turn can only be represented by the Department of Justice. Local counsel is retained in all these jurisdictions to undertake conduct of the case and appear on behalf of the United States in the courts of the forum state. The subject matter of disputes varies as greatly as do the diplomatic and overseas military interests of the United States.

Interns are allocated a number of tasks and projects including some short term litigation support and some longer term research. The general aim is to set out a range of work so that interns can experience some of the variety of the office and have a number of ongoing responsibilities.

Prospective candidates for this internship should have a demonstrable interest in world affairs and international law. In addition, an interest in or study of European Law is desirable. The time commitment is approximately 12 hours a week.

**Conducting Your Own Research**

Students are encouraged to seek an internship themselves, but to obtain credit it must be approved by the Director of the London Law Program. Students should confirm with the Program Specialist if they are conducting their own research in order to be included in the visa process (which begins in London - see visa document).

The following is a brief list of organizations in London that offer student (legal) internships:

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<th>Organization</th>
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<td>Human Rights Watch</td>
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<td>International Crisis Group</td>
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<td>European Council on Refugees and Exiles (ECRE)</td>
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<td>Immigration Advisory Service</td>
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