

FLORIDA STATE UNIVERSITY
COLLEGE OF LAW

Instructions for Requesting a Research Internship

1. **Purpose and Scope:** The Research Internship is an opportunity for students to explore an area of special legal interest, based on a **substantial research and writing effort (either a research paper or legal memoranda, briefs, etc.)** and experience in an actual practice setting. The student must identify a legal field of interest and practice location where he/she would be able to attend and participate for a minimum 120 hours during one semester, including the academic summer session, for a period of no less than six weeks. The student must be engaged in legal work and supervised by a licensed attorney and the project must be completed within the semester or summer session specified.

In order to qualify for Research Internship credit, the student must: (i) specify a qualified location (see Addendum A or B) at which the Internship is to occur; (ii) identify a research topic relevant to the Internship, **at least 25 pages double-spaced in length (Option A), or a series of topics, resulting in at least 30 pages (total) of legal research and writing projects (Option B)**; (iii) secure the sponsorship of a full-time professor at the law school for the Internship; (iv) submit a proposal for consideration by the Curriculum Committee that outlines the expected field experience and the topic(s) of the paper or legal writing project(s); and (v) have the proposal approved by the Curriculum Committee.

2. **Academic Credit:** 2 Credits. Credit will not be variable based on type or quantity of work.
3. **Enrollment Procedures:**
 1. Students must identify a full-time professor who is willing to approve the proposal, read and evaluate the paper **or legal writing projects**, monitor the reporting and issue a grade after completion of the program and paper. The faculty member must sign the form (see reverse side).
 2. Proposals should be submitted to the Chair of the Curriculum Committee by the end of the semester or summer session prior to the one for which credit is being sought, and must be submitted in time to allow for Committee consideration before the end of drop/add period for the semester.
 3. Completed applications will be considered by the Curriculum Committee as soon as possible after receipt, and approval will require the affirmative vote of a majority of the Committee.
 4. The Chair of the Committee will sign approved applications and return them to the applicants no later than the last day of the drop/add period for the semester, and will inform applicants of the reasons for the Committee failing to approve any applications.
 5. Registration will require a signed approval form submitted to the College of Law Registrar.
4. **Grading:** A Research Internship shall be graded on a Satisfactory/Unsatisfactory basis by the directing faculty member. The grade of S+ may also be awarded. *No credit shall be awarded unless one copy of the finished product is submitted to the Curriculum Committee and certified by the Chair of the Committee as complying with the terms of the application as approved.*
5. **Restrictions:** Students may not receive any form of monetary compensation or FSU COL pro bono credit hours while completing the Internship. Nor will the paper produced satisfy the ULWR. Students may engage in only one research internship for COL credit.

REQUEST FOR RESEARCH INTERNSHIP

Name: _____ SSN (Office use only): _____

Semester: _____

Number of Semester Hours Completed (as of the preceding semester): _____

Expected graduation date: _____

Research Internship Type "A" or "B"?: _____

Name of Faculty Member directing project: _____

Joint Degree: **Yes** **No** If Yes, which degree? _____

Certificate Program: **Yes** **No** If Yes, which program? _____

Name of Agency/Firm: _____

Supervisor signature at Agency/Firm _____

Please attach to this form a proposal for the project. Include one or two paragraphs describing the project, an outline of the paper you plan on writing or the expected legal research projects you will engage in, and a list of preliminary sources that you intend to use in your research (if option A). This form, along with the proposal, will be presented to the College of Law Curriculum Committee for approval. The signatures of both the agency/firm supervisor and faculty director must be on this form prior to submission.

I certify that the foregoing proposal will not duplicate writing or research undertaken by me in any previous or concurrent semester.

Signature of Student: _____

Date : _____

Signature of Faculty Director: _____

Date : _____

Curriculum Committee Approval: Proposal	Curriculum Committee Approval: Final Paper
Date: _____	Date: _____
Chairman	Chairman
Signature: _____	Signature: _____

Office Use Only	
Course Number: LAW 7949	Section Number _____ Reference Number: _____
Entered by _____	Date _____

Research Internship – “Addendum A”

Concept: To provide a meaningful educational experience with flexibility to allow students exposure to practice in a broad range of legal settings, combined with additional intellectual development by means of a faculty-supervised research paper. Credit is allocated based on the specific writing requirement and field experience, overseen by a licensed attorney in the field and College of Law faculty.

Credits: 2

Credit is not variable or allocated based on the type or quantity of work assignments.

Grading: S+, S or U

Time requirement: Minimum of 120 hours of field work in an office identified by the student to be completed in one semester or summer session, in a period of no less than 6 weeks.

The student may not receive any form of monetary compensation or FSU COL pro bono credit hours while completing the Internship. Nor will the paper produced satisfy the ULWR. Finally, the student may engage in only one research internship for COL credit.

Qualified Locations: The opportunity constitutes a variation of the DIS concept, augmented by related field experience. The student will perform legal work,¹ supervised by a licensed lawyer,² providing the opportunity for professional experience, as well as exposure to the substantive law and the methods/practices/work of the lawyer(s) in the office. Students can identify any qualifying location, other than offices with established FSU COL externships. Work at a private law firm can qualify if the work is entirely pro bono.³

Requirements: The basic contours of the projected work must be set forth with reasonable specificity in the proposal. In addition, the proposal must specify a research topic, on a legal matter pertinent to the Internship, which will result in a substantial, substantive paper, a minimum of 25 pages (double-spaced). The paper should be completed concurrently with the field experience and submitted by the end of the same semester or summer session.

The student must identify a full-time COL professor with interest in the substantive area of the Internship, who is willing to approve the proposal, read and evaluate the paper, monitor the reporting (described below) that the student will submit during the term, and issue a grade after completion of the program and paper. The proposal and signed “request” form must be submitted to the Curriculum Committee for consideration and approval.

Reporting will include: 1) a weekly journal from student to the professor, listing days and hours of work and tasks performed each day, and including a summary reflection of approximately two paragraphs for each week; 2) a Final Report from the student documenting hours and work completed; and 3) a Final Evaluation from the attorney supervisor confirming hours completed and providing a general evaluation of the student’s work.

¹ Defined broadly to include the kinds of work that lawyers typically perform, including without limitation any of the following: legal research/writing, drafting of documents, fact investigation, analysis of issues/client concerns, or any preparation for any stage of litigation, transactional work, or delivery of legal services.

² The work performed by the student must be at the work site designated in the proposal, so that the student has direct contact with one or more supervising attorneys on a regular (normally daily) basis.

³ A private law firm must confirm in writing, both before and on completion of the internship, that the firm will receive no benefit of any kind (other than related to the provision of pro bono legal services), either directly or indirectly, from the work the student performs, nor from any client(s) for whom the student provides services.

Research Internship – “Addendum B”

Concept: To provide a meaningful educational experience with flexibility to allow students exposure to practice in a broad range of legal settings, combined with additional intellectual development and refinement of legal research and writing skills. Credit is allocated in consideration of the specific writing requirement and the field experience, overseen by a licensed attorney in the field and College of Law faculty.

Credits: 2

Credit is not variable or allocated based on the type or quantity of work assignments.

Grading: S+, S, or U

Time requirement: Minimum of 120 hours of field work in an office identified by the student; to be completed in one semester or summer session, in a period of no less than 6 weeks.

The student may not receive any form of monetary compensation or FSU COL pro bono credit hours while completing the Internship. Nor will the research project satisfy the ULWR. Finally, the student may engage in only one research internship for COL credit.

Qualified Locations: The student will perform legal work,⁴ supervised by a lawyer,⁵ providing the opportunity for professional experience, as well as exposure to the substantive law and the methods/practices/work of the lawyer(s) in the office. Students can identify any qualifying location, other than offices with established FSU COL externships. Work at a private law firm can qualify if the work is entirely pro bono.⁶

Requirements: The basic contours of the projected work must be set forth with reasonable specificity in the proposal. In addition, the proposal must specify the expected research topic(s) or areas of law, and the finished research product(s) must total a minimum of 30 pages (double-spaced). All projects counted toward the 30 page minimum must be substantial (no less than five pages), and at least one should be a major research and writing project (minimum of ten pages).

Students should identify a full-time COL professor with interest in the substantive area of the Internship, who is willing to approve the proposal, read and evaluate the research project, monitor the reporting (described below) that the student will submit during the term, and issue a grade after completion of the program and papers. The proposal and signed “request” form must be submitted to the Curriculum Committee for consideration and approval.

Reporting will include: 1) a weekly journal from student to supervising professor, listing days and hours of work and tasks performed each day, and including a summary reflection of approximately two paragraphs for each week; 2) a Final Report from the student documenting hours and work completed; and 3) a Final Evaluation from the attorney supervisor confirming hours completed and providing a general evaluation of the student’s work.

⁴ Defined broadly to include the kinds of work that lawyers typically perform, including without limitation any of the following: legal research/writing, drafting of documents, fact investigation, analysis of issues/client concerns, or any preparation for any stage of litigation, transactional work, or delivery of legal services.

⁵ The work performed by the student must be at the work site designated in the proposal, so that the student has direct contact with one or more supervising attorneys on a regular (normally daily) basis.

⁶ A private law firm must confirm in writing, both before and on completion of the internship, that the firm will receive no benefit of any kind (other than related to the provision of pro bono legal services), either directly or indirectly, from the work the student performs, nor from client(s) for whom the student provides services during the program.