

# CORPORATE COUNSEL INTERNSHIP PROGRAM

The Corporate Counsel Internship Program (the “Program”) is a clinical training program allowing students to receive academic credit for working in the legal department of a corporation, company or other business entity. Students may also work in other departments of a corporation as long as they are supervised by a licensed attorney. Students work a minimum of 60 hours per unit of credit and may receive 1-3 units for their work.

## ELIGIBLE INTERNSHIP OPPORTUNITIES

### Employer

The proposed internship opportunity must be overseen by a member of in-house counsel.

### Compensation

The student must not receive any monetary compensation for the work including, but not limited to work study, grants, stipends or awards. The student must also be supervised by an on-site licensed attorney.

### Supervision

In addition to the work component of the Program, students will be supervised by the Program’s Internship Director or a Faculty Supervisor who will closely monitor and regularly correspond with them throughout the semester. Faculty Supervisors will review samples of students’ written work, assess their internship progress, and determine course grades.

## PROGRAM CONTACTS

**Interim Agency Internship Director:** Lizzette Herrera, Esq.  
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**Faculty Supervisor:** Ryan Harrigan, Esq.  
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# REQUIREMENTS

The Corporate Counsel Internship Program consists of a work component, a writing component and a class component.

## Work Component:

The student's work in a legal internship position must meet the following requirements:

- **Supervision:** The student must be supervised by a licensed, on-site attorney unless approved in writing by the Internship Director.
- **Time Log:** The student must record all hours worked at his or her internship.
- **Breadth of Responsibilities:** The student must receive a wide range of duties which may include (i) conducting legal research, (ii) writing memoranda, advisory opinions, pleadings or briefs, (iii) drafting transactional documents, (iv) revising policy handbooks or monitoring corporate compliance with established internal controls, (v) conducting internal fact investigations, and/or (v) observing or participating in corporate presentations, Board of Directors meetings, negotiation meetings or transactional closings. While a placement need not include all of these duties, a wide array of assignments is essential. Placements that involve only research and writing will not be approved.
- **Employer Responsibilities:** The employer must commit to providing (i) adequate student supervision, (ii) periodic student progress reports to the Internship Director via email/phone communications, (iii) a final written evaluation of the student's performance, and (iv) a final confirmation of student internship hours.

## Writing Component:

- **Journal:** The student must maintain a written journal documenting the hours worked and tasks performed each week. Journals must be submitted to the Faculty Supervisor each week through WebCT/Blackboard.
- **Work Product:** The student must submit an example of his or her work product to the Faculty Supervisor after obtaining the onsite attorney supervisor's permission. If necessary, the work may be redacted or edited. If the onsite attorney supervisor prohibits actual work product submission, the student may submit a one to two page written synopsis of the relevant work product.
- **Final Paper:** The student must write a paper about his or her legal internship placement. The final paper must be 5-7 pages in length, summarizing the student's work experiences, thoughts on the areas of law practiced, future plans within these practice areas, and new skills acquired during internship placement. Final papers may be submitted to the Faculty Supervisor at any time prior to the close of the semester final exam period.

## Class Component:

- **In-person class discussions:** Students must attend a live, in-person course orientation during the second week of the semester. During summer sessions, the initial orientation will be conducted online.
- **WebCT/Blackboard Discussions:** The remaining class discussions will be hosted via WebCT/Blackboard discussion forums. Students must enroll in WebCT/Blackboard during the first week of class and post comments to discussion board forums weekly.

Failure to post comments and participate in any of the eight mandatory discussions will be considered absences affecting a student's final grade.

- **Practical Study:** Students will review practice-oriented coursework throughout the semester including an overview of legal research, an introduction to office culture, legal ethics, client interviewing, and career planning. Each week, related materials will be posted on WebCT/Blackboard and students must complete a quiz on each topic.

## HOW DO I ENROLL?

Any student interested in participating in the Corporate Counsel Internship Program must:

1. **Find an internship position.** The student is responsible for finding an acceptable internship position. There are various ways to find positions including participating in Career Services fall and spring recruiting programs, checking the Symplicity Job Board, reviewing emails from Career Services, consulting with the Internship Director or a Career Services Advisor and reviewing job search websites and employer directories, many of which are available through the Career Services and Agency Internship offices.
2. **Complete an Application Form** available online at

[www.surveymonkey.com/s/corporatecounsel](http://www.surveymonkey.com/s/corporatecounsel)

Applications are considered in the order in which they are received.

3. **Receive Application Approval.** Once the student has submitted an Application Form, the Internship Director will review the proposed placement for program compliance. The review procedure involves calling or emailing the potential employer to confirm (i) a proper range of student responsibilities, (ii) adequate supervision, and (iii) a commitment to providing a final student evaluation. *Until the Internship Director approves an application, the student is not eligible to enroll in the course.*
4. **Enroll.** Upon application approval, the Internship Director signs a Program registration Permission Slip. Students should submit their signed permission slips to the [USD Law Records office](#) where they may enroll in the course. *A student will not be allowed to enroll in the course without a signed Permission Slip.* After enrolling, the registered student will receive an outline of Program requirements and access to online materials via the WebCT/Blackboard website (registration required).