Dear Attorney Practice Internship Participant:

Welcome to the University of Baltimore School of Law Attorney Practice Internship Program. Learning practice ready professional skills, building a professional network, finding a mentor, exploring career options and clarifying personal goals are just some of the benefits gained from internships. Internships play a critical role in legal education and ensuring professional success.

Our program provides students the opportunity for reflection while exposing them to the practice of law. Upon completion of the internship experience students demonstrate their improved practical skills, a better understanding of the various roles lawyers play in society and the continued development of sound professional ethics.

The success of our internship program is a direct result of the dedication, service and mentorship of the supervising attorneys. The University of Baltimore School of law expresses deep gratitude to all the supervising attorneys who give of their time, provide a positive learning experience for our students, and set an example of service for our students and the legal community.

Sincerely,

D. Jill Green
Director, Attorney Practice Internship Program
Associate Director, Law Career Development Office
OVERVIEW

Below are the requirements for successful completion of the Attorney Practice Internship Program. Please read all requirements carefully. Internship Program credits are awarded on a pass/fail basis. A passing grade requires complying with all placement requirements and completing all academic requirements. No academic component can be waived.

I. REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP

a. SPENDING TIME IN THE PLACEMENT

i. During the semester, each student in the Internship Program must complete 130 hours in the placement for three credits (12-14 hours per week) and 180 hours for four credits (18-20) hours per week). Each student must intern for approximately ten qualifying weeks to receive credit for the course. A qualifying week is one during which the student completes at least ten hours in the placement. Fewer than ten hours in one week counts as part of the subsequent week for the minimum week requirement.

ii. Students must be present at the internship site at least two different days each week. Travel and meal time do not count. All credited internship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent in the internship throughout the semester.

b. WRITING REQUIREMENTS FOR THE INTERNSHIP

i. Students are required to complete 10 or 15 pages of substantive legal writing per three or four credit course. Substantive legal writing means that students must use their own legal analysis and knowledge to

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1 These requirements are for students enrolled in the Attorney Practice Internship Program for the first time; the requirements are slightly different for students who previously have been enrolled in the Attorney Practice Internship Program. Second-time enrollees must complete 140 hours in the internship placement for three credits and 190 hours for four credits; in addition they must maintain an Internship Journal which reflects their experiences within the internship. The journal must, by the end of the semester, represent 10 hours of journal keeping and must be submitted at least once every other week for review. Finally, second-semester internship students must have an individual conference with the faculty member about their placements at least twice during the semester.
c. **The Internship Program Seminar**

   i. Each student who is participating in the Internship Program for the first time must attend the weekly seminar which will address, among other topics, legal ethics and professional responsibility within the internship, skills that are important to the attorney's effectiveness and the lawyer's societal role. Classroom component time may not be counted toward the hour requirement.

   ii. Each student is also required to have one or more individual conferences with the supervising faculty member about his or her placement during the semester.

II. **Prerequisites for an Internship**

   a. No student may enroll in the Attorney Practice Internship Program until he or she has successfully completed two semesters of law school. In addition, each student must have a grade point average of at least 2.0 at the start of the internship.

   b. While participating in the Internship Program during the Summer semester, no full-time or part-time student may register for more than 9 credits, including Internship Program credits.

   c. No more than 12 non-classroom credits, including Internship Program credits, may be used towards graduation and no more than 8 Internship Program credits may be used towards graduation.

III. **Internship Policies Regarding Placement**

   a. No student shall be assigned to an Internship Program placement site at which a parent, parent-in-law, spouse, domestic partner, offspring, sibling, or sibling-in-law is an employee, partner, or the like. No student shall be assigned to an Internship Program site at which the student is now, or in the past has been, employed for compensation. No student shall intern at a placement that would cause, or cause the appearance of, an impropriety. There is a strong presumption that a placement will not be approved if: 1) the supervising attorney has been in practice three or fewer years, and/or 2) the firm or agency has existed for three or fewer years.
b. **No student may receive any form of compensation for the work performed as a law student intern.** Neither the office in which the student completes the internship nor a member thereof may pay for or contribute to the tuition charged for Internship Program credits. The office may pay for or contribute toward the cost of parking and mileage, but such contribution is entirely voluntary and may not exceed the parking and mileage incurred but for the internship.

c. Any student employed in a law-related position during an Internship Program semester or performing two separate internships during the same semester must insure that all employers and internship supervisors are made fully aware of the student's relationship with the others and that each is satisfied that no actual or potential conflict of interest exists.

d. The Internship Program is not a clinical program within the meaning of Rule 16 (Legal Assistance by Law Students) of the Rules Governing Admission to the Bar of Maryland. **Therefore, no student may represent any client or entity before any Maryland state or federal court.**