Furthering and Supporting Commitment to Experiential Learning

A. LIP Overview

The Legal Internship Program at the University of Baltimore allows students to receive academic credit for substantive legal work performed outside of the classroom in conjunction with a seminar designed to augment the learning process. Students may work in judicial placement or an attorney practice placement. The educational objectives and requirements are the same for either placement however, the course registration and classroom component differ accordingly.

B. Educational Objectives

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 legal Internships. Experiential learning plays a critical role in legal education and ensuring professional success. LIP provides students the opportunity for reflection while exposing them to the practice of law. Students improve their practical skills, gain a better understanding of the various roles lawyer play in society and continue their development of sound professional ethics.

C. Program Requirements

1. ACADEMIC REQUIREMENTS

   a. Grades
   LIP 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.

   b. Spending time in the placement
   Students 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). Students are encouraged to work in large blocks of time and must be present at the field placement 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 field throughout the semester.

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These requirements are for students enrolled in the LIP for the first time; the requirements are slightly different for students who previously have been enrolled in the LIP.
c. **Writing Requirements**

   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 complete written materials; this does not include the completion of legal forms using boilerplate language or factual accounts which do not require any legal analysis.

d. **The LIP Classroom Component**

   Each student who is participating in the LIP for the first time must attend the bi-weekly seminar which will address, among other topics, legal ethics and professional responsibility, 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.

e. **Individual Meetings**

   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.

f. **Continuing LIP**

   Students who have successfully completed one semester of an LIP may register for a second semester. Returning LIP students are not required to attend the classroom component. The student must spend 140 hours in the field for three credits and 190 hours for four credits; in addition they must maintain a Journal which reflects their experiences within the field. 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 LIP students must have an individual conference with the faculty member about their placements at least twice during the semester.

2. **PREREQUISITES**

   a. No student may enroll in the LIP 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 LIP during the Summer semester, no full-time or part-time student may register for more than 8 credits, including LIP credits.

   c. No more than 12 non-traditional\(^2\) course credits, including LIP credits, may be used towards graduation and no more than 8 LIP credits may be used towards graduation.

3. **FIELD PLACEMENT POLICIES**

   a. No student shall be assigned to a 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.

\(^2\)Non-traditional credits are awarded for participation in the LIP, in some moot court competitions, in some LARW and moot court assistance and on some publication activities. All other courses receive traditional credits.
b. No student shall be assigned to a site at which the student is now, or in the past has been, employed for compensation.

c. No student shall be assigned to a site if the LIP Director deems that the placement would cause, or cause the appearance of, 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.

d. **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 LIP 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.

e. Any student employed in a law-related position during an LIP 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.

f. The LIP 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 district, circuit, or appellate court, unless the rules of that court permit representation by someone other than a licensed attorney or a party to the case.**

D. **Requirements for Organizations Sponsoring Interns**

1. **LIP EMPLOYER REQUIREMENTS**

a. The position you offer must be unpaid (all interns receive academic credit), and you may not bill for the students' time.

b. The position must entail substantial law-related work.

c. The Intern must be supervised by a licensed attorney or Judge. Responsibilities are described below.

2. **SUPERVISOR REQUIREMENTS**

a. An orientation for the student.

b. Adequate work space for the student.

c. Regular supervision of the student.

d. Developing a work plan with the student.

e. Completing the Learning Contract.

f. Weekly supervision meetings.

g. Evaluations and feedback on the student's work.
F. How to Apply

1. Register for the appropriate course, Judicial Internship or Attorney Practice Internship.
2. Complete the application including a field placement assistance request or a field placement approval request.
3. Attach a current resume and unofficial transcript.
4. Schedule an appointment with Jill Green to discuss field placement options and/or to get your field placement approved.
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LEGAL INTERNSHIP PROGRAM

2010 APPLICATION

1. Name: ____________________________________________________________
   First                      Middle                      Last

2. Address: __________________________________________________________
   Street
   City                      State                      Zip

3. Phone: ____________________________________________________________
   Home                      Work                      Cell

4. Email: ____________________________________________________________

5. Attorney  Practice__________  Judicial__________

6. _____ I need assistance obtaining a field placement. Please complete the field placement assistance request.
   _____ I have arranged my own field placement. Please complete the field placement approval request.

THIS SECTION FOR OFFICIAL USE ONLY

Student’s Name: _______________________________________________________
Date & Time Form Submitted: ____________________________________________  GPA: _____
_____Judicial  _____Attorney Practice
_____Has placement  _____Needs placement
THE UNIVERSITY OF BALTIMORE SCHOOL OF LAW
LEGAL INTERNSHIP PROGRAM

FIELD PLACEMENT APPROVAL REQUEST
ATTORNEY PRACTICE OR JUDICIAL

Name: ___________________________________________________________

Email: ___________________________________________________________

I have secured a field placement with the following Judge/Employer:

Employer: _______________________________________________________

Supervisor: ______________________________________________________

Email & Phone: ___________________________________________________

Address: _________________________________________________________

Practice Areas: ___________________________________________________
Name: _______________________________________________________

Email: _______________________________________________________

I am requesting assistance finding a field placement for the 

__________ semester.

Top 3 geographic areas for placement:

1.) ___________________________
2.) ___________________________
3.) ___________________________

Top 3 preferred practice areas:

1.) ___________________________
2.) ___________________________
3.) ___________________________

Top 3 practice settings: (please select by using 1 as most preferred.)

___ Non-profit
___ Private
___ Government

Any additional information that maybe pertinent to your placement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Name: ___________________________________________________________

Email:  ______________________________________________________________________________________

_____ I am requesting assistance finding a field placement for the __________________________ semester.

Below I have selected one, two, or three of the three categories at the left margin (Maryland state trial level court systems, Maryland appellate courts, and/or federal trial level court systems in Maryland), using “1,” or “1” and “2,” or “1,” “2,” and “3.” I have only selected categories and sub-categories for which I have the requisite GPA.

1. _____ State trial level court systems in Maryland.

If you select this category, select one or more of the seven “assignment” categories (using “1” through “7,” as applicable), and select one or more of the 24 political subdivisions (using “1” through “24,” as applicable)

Assignment: _____ Circuit Court equity master
               _____ Circuit Court family law or domestic master
               _____ Circuit Court judge
               _____ Circuit Court juvenile master
               _____ Orphans’ Court judge
               _____ Maryland Tax Court judges (Baltimore City)
               _____ State administrative law judges (Baltimore County)

County: _____ Allegany County
          _____ Anne Arundel County
          _____ Baltimore City
          _____ Baltimore County
          _____ Calvert County
          _____ Caroline County
II. Maryland appellate courts (Court of Special Appeals (CSA) and Court of Appeals (COA)).

Do not select this category unless your G.P.A. is at least 3.25. Both Maryland appellate courts are in Annapolis in Anne Arundel County, but you spend most of your time in the judge’s chambers, which is located in one of eight political subdivisions. If you select this category, select one or both of the two appellate courts (using “1” and/or “2”). If you select CSA, select one or more of the nine entries (using “1” through “9,” as applicable). If you select COA, select one or more of the eight entries (using “1” through “8,” as applicable). Note that one of the nine CSA entries and two of the eight COA entries means working for the Court as a whole, working for the Court’s Rules Committee, or working for the Counsel to the Chief Judge.

_____ Court of Special Appeals of Maryland

_____ Anne Arundel County (individual judge)
Anne Arundel County (court at large)
Baltimore City
Baltimore County
Montgomery County
Prince George’s County
St. Mary’s County

Court of Appeals of Maryland
Anne Arundel County (individual judge)
Anne Arundel County (Court of Appeals Rule Committee, chaired by the Honorable Alan Wilner)
Anne Arundel County (Counsel to the Chief Judge)
Baltimore City
Baltimore County
Montgomery County
Prince George’s County
Wicomico County

III. Federal trial court system in Maryland (Article III judges, federal magistrate judges, federal bankruptcy judges, and federal administrative law judges (ALJ’s)).

Do not select a judge in the federal trial court system unless you have the following minimum GPA: Article III judges (3.50), federal magistrate judges (3.25), federal bankruptcy judges (3.30), and federal ALJ’s (2.00). The federal trial courts in Maryland are in Baltimore City and in Greenbelt in Prince George’s County. If you select this category, select one or more of the following, as eligible: Article III judges, federal magistrate judges, federal bankruptcy judges, and/or federal ALJ’s (using “1” through “4,” as applicable). Within each of the four sub-categories, select one or both of the two sub-sub categories (using “1” and/or “2”).

Article III judge
U.S. Court of Appeals for the Fourth Circuit (Baltimore City) (3.75)
U.S. District Court judge in Baltimore City (3.75)
U.S. District Court judge in Baltimore City five days a week (3.50)
U.S. District Court judge in P.G. County three to five days a week (3.50)
Federal magistrate judge
U.S. magistrate judge in Baltimore City (3.25)
U.S. magistrate judge in Baltimore City five days a week (3.25)
U.S. magistrate judge in Prince George’s County (2.75)
Federal bankruptcy judge
U.S. bankruptcy judge in Baltimore City (3.30)
U.S. bankruptcy judge in Prince George’s County (3.25)
Federal administrative law judge
EEOC ALJ in Baltimore City (2.00)
Immigration ALJ in Baltimore City (2.00)