

LAW414 **Legal Internship**

School: School of Law and Society

2024 | Semester 2

UniSC Sunshine Coast
UniSC Moreton Bay**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Please go to usc.edu.au for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course gives you the opportunity to participate in the daily work of a lawyer and to compare that experience with the knowledge and skills acquired at Law School. You will observe how legal practice requires integration of legal knowledge with the capacity to consider the human and commercial context in which legal issues arise. You will utilise your graduate level information literacy, organisation and communication skills working in a complex legal environment.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Placement – Placement at external legal practices for one day per week for 13 weeks	90hrs	Not applicable	Once Only

1.3. Course Topics

Legal professional practice skills and work experience

2. What level is this course?

400 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Successfully apply theoretical knowledge to practical situations exercising appropriate judgement.	Engaged
2	Critically and systematically review, analyse and synthesise the operation of the legal system through participation in professional work.	Knowledgeable Engaged
3	Exercise critical thinking and judgment to generate appropriate responses to legal issues.	Creative and critical thinker
4	Reflect on and learn from professional experience demonstrating personal and professional responsibility for own learning and work outcomes evidenced by self-evaluation of performance and development of improvement strategies as required.	Creative and critical thinker Engaged
5	Display ethical conduct and values to prepare for professional employment in the legal sector.	Empowered
6	Demonstrate effective communication skills to write for a professional audience.	Empowered Engaged

5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Completed 12 Law courses including LAW311 and a GPA of 4.5 or above

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

6.2. Details of early feedback on progress

In Week 3 there will be a Zoom meeting of participants and the Course Coordinator, and a Placement Partner review of performance to provide formative feedback.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Quiz/zes	Individual	10 questions	Week 3	Online Test (Quiz)
All	2	Report	Individual	1500 words	Week 13	Online Assignment Submission with plagiarism check
All	3	Placement performance	Individual	90 hours of placement	Throughout teaching period (refer to Format)	To Supervisor

All - Assessment Task 1: Quiz

GOAL:	To complete an online quiz to consolidate and confirm learnings from the workshop and online components.		
PRODUCT:	Quiz/zes		
FORMAT:	Quiz answers		
CRITERIA:	No.		Learning Outcome assessed
	1	Critical thinking, judgement and analysis.	1 2 3
	2	Knowledge of the legal and ethical requirements of legal practice.	1 5

All - Assessment Task 2: Internship Report

GOAL:	To complete a reflective report about your placement which demonstrates your understanding of how legal practice often requires integration of legal knowledge and an appreciation of the human and commercial context in which particular legal issues arise.		
PRODUCT:	Report		
FORMAT:	<p>This is a 1500 word individual assignment. It should indicate any major task/s you have been working on and should contain observations about matters such as how your law studies to date have prepared you for legal practice.</p> <p>The report should concentrate on issues about practice and the particular way the placement partner's business/ office operates. You should reflect on how that met with your expectations or otherwise, and how and why the particular practice structures and practices are in place. You should seek feedback from your placement partner during your placement and reflect on what you have learned from that feedback.</p>		
CRITERIA:	No.		Learning Outcome assessed
	1	Advanced and integrated knowledge of an area of law on which you worked	1 2 3 4
	2	Critical thinking, judgement and analysis	1 2 3 4
	3	Clear and coherent communication of issues faced in practice and a capacity to reflect upon your own response and that of the legal system in general.	4 6
	4	Clear and coherent communication of the limitations of the legal system in providing redress for problems, and how you and others in the workplace have crafted practical solutions	4 5 6
	5	Clear and coherent communication of how you supplemented your knowledge, addressed learning gaps, and developed professional judgement	4 5 6

All - Assessment Task 3: Student's Continuous Compliance with the Legal Internship Student Placement Code of Conduct, attendance at and engagement in the placement workplace

GOAL:	This task requires you to adopt and comply with a code of conduct that prepares you for the rigorous standards of the legal profession and meet the expectations of a legal workplace.		
PRODUCT:	Placement performance		
FORMAT:	During your WIL experience, you are required to complete 90 hours of work experience. To be eligible to pass, you are required to complete the internship satisfactorily per the criteria below. See Canvas for the Student Placement Code of Conduct.		

CRITERIA:	No.	Learning Outcome assessed
	1	Conducted yourself in accordance with the Student Placement Code of Conduct 5
	2	Satisfactorily completed the required 90 hours 2 3 4 5
	3	Adhered to professional standards of conduct and other requirements discussed in the Workshop in Week One 1 5
	4	Effective and appropriate communication in a professional workplace. 5 6

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

You are expected to be attired appropriately for a legal placement site. In some circumstances this may require a suit (male and female).

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of UniSC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10. General Enquiries

In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au

