UWF LEGAL STUDIES STUDENT INTERNS – FAQ's

The UWF Legal Studies Program is always looking for lawyers who are willing to supervise student interns. Here are the answers to the most frequently asked questions about Legal Studies Internships and Legal Studies Student Interns:

1. Do I have to pay them?

If the placement is at a private, for-profit firm or corporation: Yes, you must pay them at least minimum wage.
If the placement is a non-profit or government agency: No.
The cost to the student to earn 3 credits in any internship is approximately $650.00.

2. What can I assume about these students?

A. Minimum Cumulative GPA 3.0
B. Minimum Legal Studies GPA 3.0
C. Successful completion of these courses, at a minimum (with a minimum grade of "C"):
   - Legal Ethics
   - Evidence
   - Civil Procedure
   - Legal Research and Writing
   - It is likely that they will have completed many other courses, too.
D. A student is only allowed to do an Internship for credit if they have the permission of the Legal Studies faculty.

3. How many hours per week will they be interning?

If the student signs up for a 3-credit hour Internship, they are required to spend 200 clock hours at the placement site performing substantive legal tasks (approximately 20 hours per week). If the student signs up for 6-credits, approx. 40 hours per week.

4. What is expected of the Supervising Attorney during the Internship?

A. Maintain status as a Member in Good Standing with the Florida Bar.
B. Supervise the student consistent with R. Regulating Fla. Bar 4-5.3. The supervising attorney should have the desire and ability to teach as well as the time to carry out the supervisory responsibilities.
C. Assign the student intern substantive tasks comparable with those assigned to a paralegal or legal assistant. Increasing levels of responsibility assigned to the student intern during the term is encouraged. Ensure that those assignments are satisfactorily completed.
D. Provide the student intern with frequent constructive feedback regarding their performance.
E. Notify the Internship Coordinator when the student intern is not fully meeting the responsibilities assigned.

F. Meet with the Internship Coordinator and the Student Intern (and any other employees who work with the Student Intern) at the internship placement site to discuss the student intern's performance. The Internship Coordinator will schedule this meeting shortly after the midterm evaluation is completed.

G. Review and sign the student intern's weekly time sheet. Students are required to record their “billable hours” and submit them weekly to the Internship Coordinator.

H. Complete a mid-term evaluation and a final evaluation of the student intern’s performance (forms to be provided). Discussion of these evaluations with the student Intern provides greater guidance for improvement.

5. How do I sign up to get a Legal Studies Intern?

A. Email the Internship Coordinator, Susan Harrell at: sharrell@uwf.edu
   She will send you a form to fill out and return.

B. Based on the information you provide, when a student is available for placement with you, the Internship Coordinator will contact you, confirm that you are still interested in working with a Student Intern and ask who the supervising attorney will be.

C. The student will schedule an interview appointment with the Supervising Attorney for the purpose of discussing mutual goals and expectations. The student will provide a current resume, a “personal statement” and a proposed schedule of hours for the term.

D. After the interview, if both parties wish to proceed, the UWF Affiliation Agreement will be sent to the Supervising Attorney for signature and return to the Internship Coordinator so that all UWF signatures can be obtained.

E. The student intern may only participate in the Internship during the published dates of the term in which the student is registered for the Internship at UWF. Specifically, first day of classes through last day of classes for the specified term.