

University of Tulsa Internship Program Dublin, Ireland

Internship Director: Dr. Fergus Ryan

Contact details:

e-mail fergus.ryan@dit.ie, ferguswryan@gmail.com

Phone: (Dublin) 01-4023225/086-8534761 (if no answer, please leave a message)

Mailing address: Dublin Institute of Technology,
Aungier St., Dublin 2.

Fáilte romhaibh!! Welcome to Dublin and Ireland and welcome to the internship program of the University of Tulsa College of Law! We hope that your stay here in Dublin is a productive and enjoyable one.

The purpose of the internship program is to offer students first-hand experience of different aspects of the Irish legal system. At the end of this program, students should be able to demonstrate:

- Broad familiarity with the operation of the Irish legal system;
- Some specialist knowledge and understanding of the field of expertise of their internship provider;
- An ability to negotiate and engage competently with unfamiliar legal and social environments;
- An ability to identify and critique similarities and differences between the Irish legal system and the student's native legal system;
- Competence in research and presentation of research findings;
- A sensitivity to cultural and social differences, and an ability to engage well with unfamiliar cultural and social norms;
- Intercultural competence and diplomacy.

There are two components to the internship program:

(a) Work with Irish attorneys or legal institutions

Students have been allocated to specific internship providers and will be expected to complete all reasonably prescribed assignments within agreed timeframes. The various internship providers may, in particular, assign short research projects to each intern that should be completed to the satisfaction of the internship provider and of the intern director by the end of the four-week internship.

Students are expected to commit themselves as best they can to the internship element of the programme. While understanding that you have other classes to attend, the internship providers expect a high standard of performance over the four-week program.

(b) A classroom component

During the course of the program, interns will be expected to attend four hours of lectures on various aspects of the Irish legal system and Irish law. The times and

dates of these lectures are set out below and have been scheduled, insofar as this is possible, so as not to clash with interns' other commitments. **In order to satisfy ABA requirements it is essential that interns attend these lectures. Attendance will be monitored.**

Provisionally, there will be one 1 hour lecture (mainly comprising orientation) and 2 one and a quarter hour lectures, with a final meeting as follows:

- Sunday, June 9 at 9.00-10.00 a.m. (Richview A, P101)
- Wednesday, June 12 at 6.30 p.m. to 7.45 p.m. (Arts/Newman Building, C109)
- Monday, June 17 at 6.30 p.m. to 7.45 p.m. (Arts/Newman Building, C109)
- Wednesday, June 26 from 6.30 p.m. to 7.15 p.m. (Arts/Newman Building, C109)

The classes have been scheduled with a view to causing minimum disruption to your internships.

The classes will be reasonably practical and interactive and will focus on general orientation. They will also provide a broad overview of the Irish legal system, as well as offering students an opportunity to discuss their internship assignments. Materials will be circulated in advance, which you will be expected to read.

Journals

Interns will be expected to keep a weekly journal detailing their experiences and impressions of that week's work. These journals must be submitted at the end of the course. **Provisionally I am setting Friday July 12th 2013 at 5 p.m. Tulsa time as the final date for submission of the journals. In order for credit to be assigned in respect of a student's work it is essential that all students submit their journals on time. Students who do not submit journals will be assigned an F grade.**

These journals may be handed directly to me or, in the alternative, e-mailed to me at fergus.ryan@dit.ie, to arrive by the above-mentioned deadline. Interns take full responsibility for ensuring that these journals are received on time.

Included in these journals should be:

- An account of work completed as part of the internship or on behalf of the internship provider;
- An account of any activities (e.g. court visits, searches in the companies office etc...) carried out by the intern as part of the internship programme;
- A general description of the work carried out by the intern, with particular reference to the statutory framework within which the internship provider operates;
- A note on any similarities or differences (legal, cultural, social or economic) that the intern has observed between working in the Irish legal environment and in that of the intern's home state or in the U.S. generally;
- An assessment of the value of the experience working with this particular internship provider, with particular reference to any advantages or useful experiences gained by the intern;

- A note of any difficulties or problems that interns have encountered as part of their internship and an assessment of what impact these difficulties had on the success of the student's internship;
- A general reflection on the student's learning experience, outlining how you believe your experience of the internship has enhanced your knowledge and skills and improved your prospects in seeking employment.

As part of the assessment, students are also asked, as part of their journal, to write a **summary note of approximately 150 words**. This summary should set out briefly and succinctly how you would describe your experience to a potential employer, emphasising the skills that you have gained as part of your internship, and the value that your experience will bring to a potential role in a law firm. The purpose of this summary is to prompt you to reflect on the value of your experience and the skills that you have gained.

In previous years, some students initially omitted this part of the assignment, and were asked to resubmit. Please remember to complete this part of the assignment.

Assessment

To qualify for academic and ABA credit, students are required successfully to complete the internship program. It is the responsibility of the internship director, in consultation with the Director of the Dublin program, to assess the work of interns and to determine whether interns will be permitted to gain credit for their endeavours.

Assessment will be based on a review of the following:

- The internship provider's general assessment of the intern's work;
- The intern director's assessment of the internship journals (these will be assessed by Fergus Ryan);
- Attendance at and participation in classes;
- If available, the intern co-director's assessment of any work completed by the intern as part of his or her internship program.

Internship providers are asked to offer feedback on the following:

- The intern's comprehension of the functions and tasks assigned;
- The quality of the work performed by the intern;
- The usefulness of the work performed by the intern to the provider or the provider's organisation;
- The intern's willingness and ability to take instructions and/or advice;
- The intern's willingness and ability to take initiative;
- The intern's enthusiasm and commitment to the work performed;
- The provider's overall impression of the intern.

An example of the form we use is set out below.

Students who are not seeking academic credit are still required to attend classes and to complete and submit the journal.

Internship drop policies

You will be allowed to drop an internship or switch providers if your first actual work session at the internship does not meet your expectations. If you elect to continue with the internship after the first work session, you will not be permitted to drop the internship thereafter unless there are extraordinary circumstances. Under normal circumstances, failure to complete an internship will result in a failing grade in the course.

If you do have a problem with the internship provider, you should immediately discuss this problem with the internship director.

Accepting an internship is equivalent to taking a job with all the attendant responsibilities. As in the real world, negotiating interesting duties and carrying out occasionally tedious tasks are all part of the experience.

Dr. Fergus W. Ryan
June 2013

**UNIVERSITY OF TULSA COLLEGE OF LAW
INTERNSHIP ASSESSMENT QUESTIONNAIRE**

NAME OF INTERN:

NAME OF INTERNSHIP PROVIDER:

DATES OF INTERNSHIP: **10th June to 5th July 2013**

Please indicate, by circling the appropriate response, how would you rate the performance of the intern in the following categories:

Comprehension of the functions and tasks assigned:

Excellent Very Good Good Average Weak

The quality of the work performed:

Excellent Very Good Good Average Weak

The usefulness of the work performed to you or to your organization:

Excellent Very Good Good Average Weak

Willingness and ability to take instructions and/or advice:

Excellent Very Good Good Average Weak

Willingness and ability to take initiative:

Excellent Very Good Good Average Weak

Enthusiasm and commitment to the work performed:

Excellent Very Good Good Average Weak

Overall impression of the intern:

Excellent Very Good Good Average Weak

Would you be interested in taking an intern again in June 2014?

Yes No Not sure at this stage

If you are interested in taking an intern next year, would it be more convenient to have the intern available in the mornings or afternoons?

Mornings

Afternoons

Either is fine

Please note any other comments on the work of the intern:

Please note any comments you have on the operation of the internship programme generally (i.e. is there anything the University of Tulsa might do differently in future?)

Please feel free to contact the internship director, Dr. Fergus Ryan, at 086-8534761/fergus.ryan@dit.ie, should you wish to discuss further any matters concerning the internship. Thank you.

Please return this questionnaire to:

Fergus Ryan,
Department of Law,
Dublin Institute of Technology,
Aungier Street, Dublin 2.

Or, if you prefer, please email the form to **fergus.ryan@dit.ie**