

Duties of a Law Intern

Law internships are important for students who want to practice law -- they serve as an initiation and a practice ground for students. If you are thinking about a legal internship, you should do extensive research as requirements, expectations and general work environments in law firms vary from place to place. There are, however, some general duties that you can expect to do wherever you intern.

Research

Most interns will spend a substantial amount of time doing research and writing. The research conducted by interns varies widely and has a broad variety of purposes. You might be researching prior legislation and looking into precedents or doing fact-checking for a case. Other research-related duties include helping to draft memos, writing legislation and keeping your team updated on current events. The common denominator for all law internships is that you will be doing extensive research and writing about your findings.

Organization

Your responsibilities will include keeping up with the reams of paperwork generated by law firms. Your role in organizing the paperwork can include helping attorneys arrange their documents and all of the information and evidence they will need to bring to the courtroom. You also may assist in tracking the development of specific cases. You'll also be involved in more traditional clerical work such as answering phone calls, writing e-mails and filing.



तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004

FAIRFIELD
Institute of Management & Technology
Managed by 'The Fairfield Foundation'
(Affiliated to GGSIP University, New Delhi)

FIMT-SCHOOL OF LAW

FIMT Campus, Kapashera, New Delhi-110037, Phones : 011-25063208/09/10/11, 25066256/ 57/58/59/60
Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com Website : www.fimt-ggsipu.org

Direct Assistance

One of the more exciting duties of a law intern includes directly helping attorneys with projects. This could range from follow-up work on depositions to participating in client interviews or assisting attorneys in the courtroom. You may be basically on call for any tasks required by the team to which you are assigned. Whether you are assigned to an engaging lawyer who gives you a wealth of opportunities to see the law at work, or to a demanding boss who keeps you mired in paperwork, you will definitely be learning.

Observation

Your most important duty as a law intern is to observe the workings of whatever environment you find yourself in. Many students go into law expecting it to always be dramatic and exciting. However, it's important to come to terms with it as a job that, like any other job, has both exciting and mundane parts. Sometimes, the most beneficial part of a legal internship is watching how professionals carry themselves in their day-to-day affairs. Gaining this perspective can help you prepare for your own career and guide your specialty choices.

Internship Guidelines for

Five Years BA-LLB (Hon.) Xth Semester Students

The students of the Five Years BA-LLB (Hon.) Programme who shall be undertaking their three months (90 days) internship from January/February 2017, are expected to follow the enumerated guidelines:

1. The internship shall be of 90 days.
2. The students are required to observe the proceedings of the Court.
3. The students shall maintain a daily case diary.
4. All the students shall submit 2 copies (Hard bound) along with a CD of their internship report.
5. Before start of the internship, the students shall submit 2 affidavits (one from Student and another from his/her parents) declaring that in case of any misconduct on the part of the student during the period of internship, he/she shall be himself/herself responsible.
6. The cover page should contain a logo of Guru Gobind Singh IndraPrastha University and Fairfield Institute Of Management & Technology.
7. Thereafter the following sequence should be followed.
 - i. Certificate of the internship should be affixed.
 - ii. Next page should be a duly signed declaration declaring that the work is original.
 - iii. Acknowledgment.
 - iv. Index stating the contents of the report should be attached.
 - v. Page of abbreviations, if any.
 - vi. Objective behind the internship.
 - vii. Cases observed.
8. Apart from the above, the students have to critically analyze one case out of the various observed cases in minimum 2,500 words.
9. The font size should be 12 in Times New Roman with 1.5 spacing.

**Affidavit to be submitted on Rs.10/- Court Paper and
Notary Attested
(By the students & their Parents Only)**

1. I _____, Student Enroll. No. _____ hereby acknowledge that FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY, Kapashera, New Delhi-110037 is not responsible or liable for any loss, injury or damage to me or my property, or for any loss, injury or damage occasioned to or suffered by _____
(*Internship Organization*) during my internship from _____ to _____ period.
2. I choose to participate in this internship at my own risk and with my parents' consent and hereby personally assume any & all risks & liability and hereby release the FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY from any and all liability for any injury, damage or loss to myself or property arising out of or in connection with the internship.
3. I agree to act in a professional and responsible manner while on the internship and to follow the rules and directions of the supervisors at all times. I acknowledge that FIMT, may not be able to intervene if I become involved in acts of crime or violence; however, in the unfortunate event that I am the victim of a crime or violence, or have a problem I will notify the Internship office at the earliest opportunity and fully co-operate with the relevant authorities as necessary to resolve the matter.
4. I have also clearly understood that since I am above the age of 18 years I shall be fully responsible for all acts and activities done by me during the internship and FIMT , New Delhi shall not be responsible for any verbal, physical, sexual harassment , if any faced by me during the Internship.
5. I further acknowledge that FIMT is not responsible for making any payments for me while I am on this internship.

_____ Signature (student)	_____ Signature (parent's)	_____ Date
_____ Witness Name & Signature		_____ Date



तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004

FAIRFIELD
Institute of Management & Technology
Managed by 'The Fairfield Foundation'
(Affiliated to GGSIP University, New Delhi)

FIMT-SCHOOL OF LAW

FIMT Campus, Kapashera, New Delhi-110037, Phones : 011-25063208/09/10/11, 25066256/ 57/58/59/60
Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com Website : www.fimt-ggsipu.org

INTERN'S EVALUATION FORM

Intern's Name _____ Enroll. # _____

Date _____ Number of hour's intern has completed to date _____

Please evaluate the intern on the listed qualities, and any other that you may deem appropriate. Please input into the Assessment box a grade using the following key:

Very Good (V.G), Good (G), Average (A), Poor (P), Not Applicable (NA)

QUALITIES	ASSESSMENT	COMMENTS (IF ANY)
Intern's attendance record		
Professionalism/Intern's conduct		
Willingness to perform assigned work		
Willingness to follow instructions		
Ability to meet set deadlines		
Quality of intern's work		
Ability to work in a team environment		
Ability to work independently		
Ability to offer new and innovative ideas		
Analytical thinking capabilities		
Overall performance of the intern		



तेजस्वि नावधीतमस्तु
ISO 9001:2008 & 14001:2004

FAIRFIELD
Institute of Management & Technology
Managed by 'The Fairfield Foundation'
(Affiliated to GGSIP University, New Delhi)

FIMT Campus, Kapashera, New Delhi-110037, Phones : 011-25063208/09/10/11, 25066256/ 57/58/59/60
Fax : 011-250 63212 Mob. : 09312352942, 09811568155 E-mail : fimtoffice@gmail.com Website : www.fimt-ggsipu.org

Please give any comments here _____

NAME OF SUPERVISOR _____ TITLE _____

NAME OF ORGANISATION _____

DATE _____
(PLACE COMPANY STAMP OR SEAL HERE)

SIGNATURE OF SUPERVISOR _____