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| **For Office Use Only:** | | | | | | **University of Florida**  **Student Legal Services** | | | | | |
| **LEGAL RESEARCH**  **INTERNSHIP APPLICATION** | | | | | | **FALL 2020 SEMESTER** | | | | | |
| **Application Materials** | | | | | | | | | | | |
| For your application to be considered, Student Legal Services requires that you provide the following information from ***Monday, April 27, 2020*** through ***Monday, May 11, 2020***:  ***Application packets submitted outside of the stated time period or incomplete packets will not be considered.***   * Submit an Intake Form on the SLS website [www.studentlegalservices.ufl.edu](http://www.studentlegalservices.ufl.edu), “Request for Services” slider then   Apply for Interview, Internship   * A **cover letter** * Your **resume** * **Written response** to the question in the Information Sheet on the next page * This completed **Application** including **Applicant Declaration** (see below) | | | | | | | | | | | |
| **Internship Application Form** | | | | | | | | | | | |
| **Date:** |  | | **Position Title:** | | **Legal Research Internship** | | | | | | |
| **First name:** |  | | **Last name:** | |  | | | | **Nickname:** |  | |
| **Address:** |  | | | | | | | | | **Zip Code:** |  |
| **Phone:** | Home: | | | Work: | | | | | Mobile: | | |
| **Email:** |  | | | | | | | | | | |
| **College/Department and Major:** | | | |  | | | | | | | |
| **Anticipated Date of Graduation:** | | | |  | | | | | | | |
| **How did you learn about the internship?** | | | |  | | | | | | | |
|  | | | |  | | | | | | | |
| **Application Declaration** | | | | | | | | | | | |
| I understand that, if my application for an unpaid internship at Student Legal Services is successful and I am installed as a volunteer in the position for which I have applied or in any other such position, the offering of an internship to me will be expressly on the basis of the information that I have provided in relation to my application. I certify that all the assertions on my application and resume are true and correct in every detail. I understand that any incorrect statement in my application or interview on any matter relevant to my internship, including (but not restricted to) my qualifications, experience, ability, or personal integrity, may result in my dismissal from or denial of the position. | | | | | | | | | | | |
| **Signed:** | |  | | | | | | | | | |
| **Print Name:** | |  | | | | | | **Date:** | | | |
| **Address Application Materials To** | | | | | | | | | | | |
| **UF Student Legal Services**  **Attn: Alisha P. Tabag, Esq.**  **3500 J. Wayne Reitz Union**  **Gainesville, FL 32611-8505** | | | | | | |  | | | | |

**Student Legal Services Legal Research Internship**

**Information Sheet**

**Overview of the position**: This is an unpaid internship in UF Student Legal Services (SLS) that provides 6-7 UF students each semester with an opportunity to explore the legal process and the legal profession. SLS is not an academic unit so we cannot offer the internships for course credit. However, you may be eligible to receive course credit through your college/department or the honors program.  Contact the appropriate person to verify whether the Student Legal Services internship qualifies for course credit and the requirements to receive credit.

**Tasks**: Conduct law-related research under the supervision of the Associate Director/attorney. Develop projects that will enhance the intern’s knowledge of the legal field.

**Time commitment**: Interns are expected to commit at least **five (5)** hours per week over 15 weeks (75 total hours during the fall & spring semesters) or over 12 weeks (60 total hours during summer semester), to the project. Internships for course credit may require more of a commitment. Interns should check with their college/department for the specific requirements for the satisfactory completion of the internship. The internship begins August 2020 and ends December 2020.

**Qualifications**: To be eligible, applicants must be currently registered at UF with a class standing of sophomore or higher as of the Fall 2020 semester and have an interest in the legal field. Students from all majors are welcome to apply. Interns must have strong written and oral communication skills.

**Training required**: All interns will participate in an individual orientation and two (2) progress meetings during the semester. The supervising attorney will provide individual training and guidance on an ongoing basis.

**Purpose/benefits**: SLS provides UF students with free and confidential counseling, education, and referrals on all types of legal matters. Interns benefit SLS by supporting the empowerment of fellow students and improving access to SLS services.

**Benefits to the intern**: This internship provides the opportunity to gain exposure to the legal field, assist SLS in the research of issues pertinent to the office and/or to explore a law-related/social issue of interest to the student.

**APPLICATION PROCESS**: Go to the SLS website at [www.studentlegalservices.ufl.edu](http://www.studentlegalservices.ufl.edu) to submit the intake form under “Request for Services” slider, then also submit online this completed application form, answer to the question below, cover letter, résumé, and the name and contact information for one professional reference to SLS.

**Please also respond to the following question in writing (please limit responses to *no more than one page*):**

***What book or movie has had an impact on your life and why?***

*SLS will accept application materials from* ***Monday, April 27, 2020*** through ***Monday, May 11, 2020.*** Selected applicants will be invited for an interview with 6-7 interns being selected from the interview process. ***Application packets submitted outside of the stated time period or incomplete packets will not be considered.***

**APPLICATION PACKETS SHOULD BE SUBMITTED**

**ONLINE THROUGH THE INTAKE FORM PORTAL**