

For Office Use Only:

**LEGAL RESEARCH  
INTERNSHIP APPLICATION**

**University of Florida  
Student Legal Services**

**Application Materials**

For your application to be considered, Student Legal Services requires that you provide the following information:

- Submit an Intake Form on the SLS website [www.studentlegalservices.ufl.edu](http://www.studentlegalservices.ufl.edu), "Apply for Services" button or the Request for Services slider or under Legal Consultations then Apply for an **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**

<b>Date:</b>		<b>Position Title:</b>	<b>Legal Research Internship</b>			
<b>First name:</b>		<b>Last name:</b>		<b>Nickname:</b>		
<b>Address:</b>					<b>Zip Code:</b>	
<b>Phone:</b>	Home:		Work:		Mobile:	
<b>Email:</b>						
<b>College/Department and Major:</b>						
<b>Anticipated Date of Graduation:</b>						
<b>How did you learn about the internship?</b>						

**Application Declaration**

I understand that if I am selected as an intern at UF SLS, I may be exposed to protected attorney-client information and I agree to never disclose any such information to another person or entity either while I am an Intern or after my internship is over. I promise 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: Ray Cauthon, Associate Director  
3500 J. Wayne Reitz Union  
Gainesville, FL 32611-8505**

**Upload the application materials into our online system under Request for Services. You can access your database entry to upload any necessary documents.**

## Student Legal Services Legal Research Internship Information Sheet

**Overview of the position:** This is a one-semester unpaid internship in UF Student Legal Services (SLS) that provides UF students with an opportunity to explore the legal process and the legal profession or a pertinent social issue. 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 informal research under the supervision of the Associate Director. Develop projects that will enhance the intern's knowledge of the legal field or pertinent social issue.

**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.

**Qualifications:** To be eligible, applicants must be currently registered at UF and must be otherwise eligible for services at UF student legal services. Students from all majors are welcome to apply. Interns must have strong written and verbal communication skills.

**Training required:** All interns will participate in an individual orientation and regular 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](#) and also submit online this [completed application form](#), [cover letter](#), and [current resumé](#).

*SLS will accept application materials during the date range specified on the UF SLS website. Selected applicants will be invited for an interview. **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**