

# BYU PRELAW LEGAL INTERNSHIP APPLICATION

St Dev 496: Advanced Legal Internship  
Fall 2017



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Class:  Freshman  Sophomore  Junior  Senior  Graduate

Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Weekly Availability:	Mon	Tue	Wed	Thu	Fri
Mornings (8:00 AM–12:00 PM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons (12:00 PM–5:00 PM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many credits are you interested in taking the class for?

1 (4 hours per week)  2 (8 hours per week)  3 (12 hours per week)

Do you have a laptop computer?

Yes  No

Do you speak Spanish?

Yes  No

If yes, how well?

Fluent  Intermediate  Beginner

\*\*\*Please attach a **current** résumé to this application. Be sure to include any research, writing, or editing experience (courses, publications, etc.), and computer skills (Microsoft Office, etc.) that might be relevant to a legal internship.

Before submitting your application and résumé, please review the following information:

- Positions are limited—submitting an application and résumé does not guarantee an internship.
- All communication for this matter will take place via email including additional questions the Prelaw Advisor might have about your application, offers, etc. You are responsible to check your email daily to make sure that you are not missing important deadlines.
- If you submit an application and are offered a position at a firm, it is expected you will accept. You will have a set amount of time to formally accept or reject the offer through the Preprofessional Advisement Center before your internship will be given to another student.
- You will *not* have the opportunity to communicate directly with your assigned firm until we notify you of your placement. At the first mandatory meeting, you will be given contact information for your firm, at which point you will be able to contact your firm and work out your schedule.

If you ACCEPT a legal internship offer, you are agreeing to the following:

- You will work at least 4–12 hours each week for the firm (depending on the number of credits you sign up for) for the FULL SEMESTER.
- You will provide your own transportation to and from the law firm (be aware that most of the firms are not within what we would consider walking distance).
- **You must attend the following mandatory meetings:**
  - **Thursday, September 7 at 11:00 AM**
  - **Thursday, October 26th at 11:00 AM**
  - **Failure to attend these meetings will result in you failing the course.**
- You will sign up for 1 to 3 hours of graded credit of St Dev 496: Advanced Legal Internship.
- You will attend the mandatory meetings, send in weekly journal entries, keep a log of your hours, and fill out a final evaluation at the end of the internship in order to receive your university credit. The log and final evaluation will be due on the last day of class, by 5:00 PM.
- You will act professionally when working at your firm at all times. Because you are representing the Preprofessional Advisement Center, BYU, and the Church in your internship, this requires that you follow the Honor Code and act responsibly in all your dealings with the firm.
- If you are ever going to be late or miss a day of scheduled work for the firm, you will contact your supervisor and make sure they know in advance about your absence.

I have read and agree with all of the above terms. I also verify that all the information on the internship application and résumé are true.

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Signature

Date

Applications are due **Friday, March 31st by 5:00 PM** in the Preprofessional Advisement Center or via email to [prelaw@byu.edu](mailto:prelaw@byu.edu). Students will be notified by via email by **5:00 PM on Monday, April 10th** as to whether they have been chosen for an internship. Students must then respond with an acceptance or rejection of the internship via email to [prelaw@byu.edu](mailto:prelaw@byu.edu) by **Monday, April 17th at 5:00 PM**.