

## LS-469 Legal Studies Practicum

15 HOURS CLASSROOM TIME/ 120 HOURS WORKED AT INTERNSHIP

### Preregistration:

- Complete the Internship & Career Planning Seminar.
- Secure internship.
  - Obtain job description from your employer. \*Note-the internship duties must be academically-rigorous work within the student's major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major
- Confirm Site Supervisor and contact information.
  - Site Supervisor:** a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a final evaluation at the end of the semester.

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### Registration (two-step process):

- **Step 1:** Enter your internship information into Handshake.
  - Complete learning contract under “Request an Experience” under Career Center on your Handshake home page.
  - Please be sure to fill out learning objectives accurately:
    - Learning Objectives: goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement
  - An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.
- **Step 2: Register for the practicum class**
  - Contact Professor Newcity (Inewcity@rwu.edu) to register for LS-469. Please note you cannot register for LS-469 on Roger Central.

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### Helpful Tips/Info:

- It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship. It takes time to search for an opportunity, interview and register. Career Advisors in the CCPD are available to assist you. Students can make appointments with their career advisors in Handshake.
- Be aware of the tuition cost for practicums/internships. A practicum/internship will be included in your fall/spring tuition, if you are taking 19 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- The deadline to register for your practicum class/internship is the same add/drop deadline as regular classes.