

How to Register for an Internship

- A. **Requirements.** You must
1. be in good academic standing (2.0 or better);
 2. have completed the first year of the day or night program, including legal writing;
 3. have completed any other prerequisites of your specific placement (check the latest version of the Description of Clinical Placements available on line or as an e-mail attachment e.eisinger@wayne.edu), &
 4. not exceed 6 hours of internship credits or 14 hours of skills courses.
- B. **Find a Placement.** Read the latest version of the Description of Internship Placements (available on line or as an e-mail attachment). Secure your placement by calling the field supervisor to see whether there are internship places available and, if so, what they want you to do to apply (this may include: cover letter, resume, references, transcript, writing sample, and interview).
- C. **Internship classroom component.** Make sure you don't have any class that conflicts with the internship classroom component for your placement.
- D. **Credits and Hours.** For the fall and winter semesters, you may register for 2 or 3 credits. For 2 credits, you need to work a minimum of 8 hours per week in the field for the 14 week semester, excluding class time (minimum total = 112 hours per semester); for 3 credits, 12 hours per week (minimum total = 112 hours per semester). For the spring/summer 8 week semester, you may register for 1, 2 or 3 credits (minimum total for 1 credit = 56 hours per semester).
- E. **Contact the Clinical Faculty.** Once you have a placement, contact Erica Eisinger, e.eisinger@wayne.edu, for Judicial or Criminal Justice Internships; or David Moss, david.moss@wayne.edu, for Civil Law Internships, and provide:
1. Your own statement that you're in good academic standing
 2. Your class
 3. Your phone number
 4. The placement and field supervisor and his/her e-mail address
 5. The number of credits
 6. The days & hours you'll work in the field.
- E. **E-mail registration/Add form.** You will receive an e-mail reply, indicating you have approval to register. Once you receive that, send an e-mail to the Recorder, Betty van Goethem, bvangoethem@wayne.edu, telling her that you have permission to register and let her know the number of credits. OR fill out an ADD form (available in the Records Office) and turn it into Prof. Eisinger or Moss.
- F. **Syllabus, logs, standards, class.**
1. Obtain the syllabus for your internship class from your instructor (Criminal Justice, Civil Law, of Judicial).
 2. Obtain the logs (available on line or as an e-mail attachment);
 3. Read the Internship Standards (available on line or via e-mail); and
 4. Be sure to attend the first internship class.

Questions? Contact e.eisinger@wayne.edu or david.moss@wayne.edu