



UNIVERSITÉ
LAVAL

Faculté de Droit

Direction des programmes de
2^e et 3^e cycles

INTERNSHIPS

INFORMATION DOCUMENT FOR INTERNS AND INTERNSHIP PROVIDERS

DESS (Masters-level diploma) or MASTERS DEGREE WITH
LAW DISSERTATION

(WITH PRIOR AGREEMENT FROM THE PROGRAM DIRECTOR)

DRT-6028 Internship in Corporate Law

DRT-6037 Internship in International and Transnational Law

DRT-6054 Internship in Environmental Law, Sustainable Development and Food Safety

DRT-6089 Internship in Fundamental and Group Rights

STRUCTURE OF THE MASTERS AND DIPLOMA PROGRAMS

The internship is part of the D.E.S.S. (Masters-level diploma) or Masters degree with law dissertation programs. It is part of an applied, pluralistic and interdisciplinary approach.

Students in both programs must hold a Bachelor's degree in law from a Canadian university, or an equivalent degree.

Each program has a total of 30 course credits, comprising seven courses specific to the student's specialization; one course in a related discipline in another faculty; and a six-credit internship that may begin after the 24 program credits have been acquired.

A dissertation completes the academic component of the Masters program and is intended to develop the student's research and writing skills; it may be written before or after the internship.

SPECIFIC OBJECTIVES OF INTERNSHIPS

Internships must give interns an opportunity to:

- apply concepts and methods learned in the course of their education;
- receive practical training in the legal field;
- understand the dynamics of the industry and the impact on strictly legal considerations;
- learn how to work with an interdisciplinary team and to play a professional role effectively in a complementary and constructive fashion;
- exercise their critical abilities and develop their creativity;
- assess the relevance of their prior training.

The objectives of an internship are to:

- acquire and assimilate knowledge;
- develop the professional skills required to play a leading role in the labour market, specifically the ability to analyze and summarize, critical thinking, creativity, negotiation and mediation skills, and the ability to communicate orally and in writing;
- develop integrity, professional ethics and preventive attitudes and behaviours, while considering the ethical implications of various situations;

- develop legal research skills by dealing with relatively complex problems clearly and coherently, in writing.

DUTIES OF THE INTERN

Under the supervision of an authorized person,¹ the intern's duties are to:

- perform an advisory role by conducting legal research and preparing draft legal documents for the creation or acquisition of companies or assets, draft legal opinions and draft individual or group contracts;
- develop financing projects;
- assist in preparing for negotiations, mediation or arbitration;
- observe and assist the parties during negotiations, mediation or arbitration.

Under no circumstances is the internship intended to be a general initiation during which the intern goes from one department to another as an observer without making a personal contribution to the work at hand. The intern must be directly involved in a significant activity of the organization, to which he/she is able to make a genuine contribution, taking into account his/her advanced training and the limited duration of the internship.

SUPERVISION

The internship is supervised by a Faculty representative (the supervising professor) and by a person designated by the company (the in-house supervisor). The student must regularly report to both supervisors on his/her work, in the way and at the frequency agreed by all parties.

The in-house supervisor must meet regularly with the intern to specify his/her responsibilities. When the intern is given a specific mandate, the following aspects, in particular, must be clarified: the limits or scope of the work assigned, the form of the report that must be produced (either written or oral), and the deadlines. The supervisor must comment on the work completed; help the intern integrate in the workplace; and conduct both periodical and final evaluations. The in-house supervisor must also be available to answer the intern's questions.

¹ Where required by the nature of the tasks assigned to the intern, this person must be a member in good standing of the Barreau du Québec or the Chambre des Notaires.

DURATION

Each internship lasts 30 business days (the equivalent of 270 hours) over a two-month period.

EVALUATION

The internship is evaluated as follows:

In-house supervisor:²

- The person supervising the intern at the internship provider conducts an evaluation. Within two weeks of the end of the internship, the person completes the evaluation form prepared and forwarded by the representative designated by the Faculty. A copy of the evaluation is submitted to the student as well as the representative designated by the Faculty;
- The in-house supervisor checks and signs the report submitted by the intern to his/her supervising professor;
- The evaluation form contains two sub-groups of criteria that allow all aspects of the internship to be taken into account. First, the student's conduct is analyzed based on his/her interpersonal relationships and on his/her approach to his/her duties. Secondly, the work performed by the student is evaluated based on formal and substantive criteria;
- Since not all the criteria are of equal value, they should be weighted.
- The quality of the intern's work is worth 70%;
- The detailed criteria and their weighting are provided as a guide to help the intern and the evaluator assess the internship on a specific basis so that each of them understands the standards expected and has a framework for evaluation;
- The underlying rationale for the evaluation form is to ensure that interns are evaluated according to university standards, to ensure that interns at the same workplace are evaluated on an equal footing from one university session to the next, and to ensure that students are evaluated on an equal footing at different workplaces. Each workplace can, at its own discretion, interpret and amend the criteria;
- Since interns receive the evaluation form at the beginning of the internship, it is important that the in-house supervisor outline any specific requirements, if necessary.

² *In-house Supervisor form*

Supervising professor:³

Within two weeks of completing the internship, the intern must submit a report of roughly 12 pages containing a descriptive and critical evaluation of the internship, focusing in particular on the contribution of the intern's Masters-level course to the success of the internship.

After examining the 12-page internship report or the research project commissioned by the in-house supervisor, the supervising professor assigns a mark out of a possible 30 points.

If applicable, the internship report may be replaced by the research project assigned by the in-house supervisor.

For more information, please contact:

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³ *Supervising Professor form*