USC Gould
School of Law
Office of Undergraduate Law

LAW 498 Law Internship
Units: 2 or 4
Fall/Spring/Summer
Off Campus

Instructor: TBA
Office: Musik Building
Office Hours: By Appoitment
Contact Info: undergraduate@law.usc.edu

Grader and Support: Office of Undergraduate Law
Office: Musik Building Suite 100
Office Hours: By Appointment
Contact Info: undergraduate@law.usc.edu

Introduction
This course is designed for undergraduate students in the Minor in Law and Social Justice who have a confirmed internship. Students are responsible for finding their own internship and for all expenses related to the internship, including travel, accommodations (if any), meals, etc.
A mendatory advisement appointment with the Office of Undergraduate Law is required prior to registration.

Course Description
Intensive experience with a law/social justice related non-profit organization, or public agency.
The pupose of a Law internship is to gain part/full-time practical work experience to apply and further your understanding of the legal term and topics covered in the minor in law and social justice.
During the semester, the student will remain in contact with the Office of Undergraduate Law and the designated internship Grader. The student will create a weekly log and summary of work activity. The student will also write a letter of appreciation to the non-profit organization, or public agency for the opportunity to intern. A final report is also required.

In the course of the internship, the student must not violate the company's policies on intellectual property and/or confidentiality and must abide by all other relevant company policies.

Learning Objectives
Upon completion of this course, the student should be able to:
• Articulate an awareness of the company's or agency's role in society or the relevant industry/community.

• Describe a scope of work and how the student delivered work product(s) in fulfillment of that scope of work.

• Demonstrate application of principles and concepts learned in the academic program to real-world contexts.

• Produce documentation as to the benefits of the internship experience.

• Learn how to apply your academic learning through discussions with a professional who has a similar background.

• Make career connections and begin establishing your alumni network.

Requirements for Enrollment
To enroll, students must be in good academic standing (cumulative and degree GPA of at least 3.00). The student must provide the Office of Undergraduate Law with a verifiable internship offer letter from a non-profit organization, or public agency.

Prerequisite(s): Law 210
Co-Requisite(s):
Concurrent Enrollment:
Recommended Preparation: 8 units of law courses

Class Conduct
Harassment, sexual misconduct, interpersonal violence, and stalking are not tolerated by the university. All faculty and most staff are considered Responsible Employees by the university and must forward all information they receive about these types of situations to the Title IX Coordinator. The Title IX Coordinator is responsible for assisting students with supportive accommodations, including academic accommodations, as well as investigating these incidents if the reporting student wants an investigation. The Title IX office is also responsible for coordinating supportive measures for transgender and nonbinary students such as faculty notifications, and more. If you need supportive accommodations you may contact the Title IX Coordinator directly (titleix@usc.edu or 213-821-8298) without sharing any personal information with your internship supervisor. If you would like to speak with a confidential counselor, Relationship and Sexual Violence Prevention Services (RSVP) provides 24/7 confidential support for students (213-740-9355 (WELL); press 0 after hours).

Required Readings and Supplementary Materials
Assigned as needed

Description and Assessment of Assignments
The student is expected to fulfill the terms of the internship at the location of the non-profit organization, or public agency.
A weekly log and summary of work activity.
Write a letter of thanks to the relevant appropriate company representative(s) to express appreciation for the opportunity to intern.

Final Report
The recommended minimum length of the report is 5 pages single-spaced or 10 pages double-spaced, exclusive of a cover sheet, table of contents.

The final report is due by the date listed on the Blackboard course site, or unless otherwise noted by the supervising professor.
The report must be the student's authorship, without merely replicating the organization's materials. If materials from the organization are relevant, those materials must be properly cited and can be included as appendices.
Avoid agency, company, non-profit, and/or industry jargon; the report should be comprehensible to someone not familiar with the non-profit organization, or public agency at which you are interning. Define any acronyms.
The final report should follow the outline specified below:

Introduction to the project:
• Describe the organization of the internship, e.g., its mission, constituencies, and role in its industry or sector

• Identify the division or part of the organization with which the internship was conducted

Description of the project:
• What were the internship project goals? What were the specific activities that the intern undertook and specifically accomplished?

• What problems or challenges were encountered in this internship and how did the intern address or resolve them? Issues or challenges could include technical problems or relationships with co-workers.

• Describe the importance of the internship work to the non-profit organization, or public agency – how did the internship work help the organization conduct its business?

Value of internship:
• What was learned in this internship, focusing especially on what was new or provided exposure beyond what has been covered in a USC course?

• How did this internship add value to your degree experience?

• How do you anticipate translating the experiences from this internship into your career trajectory?

Grading Breakdown

This course is graded credit/no credit (CR/NC). Students must complete all assignments AND receive a minimum of 71 points in order to receive a grade of credit (CR). Failure to meet the criteria in this syllabus is grounds for receiving a grade of no credit (NC).

Assessment Tool (assignments)	% of Grade
Internship Contract	10
Weekly or bi-weekly status reports via email to the Grader (a minimum of 6 over course of the semester)	40
Final Report	40
Thank you Letter	10
TOTAL	100

Grading Scale

Students must complete all assignments AND receive a minimum of 71 points to receive a grade of credit (CR).

Assignment Submission Policy

Late assignment will be accepted with penalty unless a documentaed emergengy or illness is reported directly ro the Grader prior to the deadline for each assignment.

Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Deliverables
Week 1	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 2	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 3	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 4	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 5	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 6	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 7	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 8	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 9	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 10	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 11	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 12	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 13	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 14	Defined by Internship Site	Weekly log and summary of work (half a page)
Week 15	Defined by Internship Site	**Final Report Due**
FINAL		Thank you Letter due during the week of the finals

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Support Systems:
Counseling and Mental Health - (213) 740-9355 – 24/7 on call
studenthealth.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press "0" after hours – 24/7 on call
studenthealth.usc.edu/sexual-assault
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298
equity.usc.edu, titleix.usc.edu
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298
usc-advocate.symplicity.com/care_report
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu
Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710
uscsa.usc.edu
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.
Diversity at USC - (213) 740-2101
diversity.usc.edu
Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.
USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
dps.usc.edu
Non-emergency assistance or information.