



UNSW Course Outline

LAWS3555 UNSW Law Internships - 2024

Published on the 17 Dec 2023

General Course Information

Course Code : LAWS3555

Year : 2024

Term : Summer

Teaching Period : U1

Is a multi-term course? : No

Faculty : Faculty of Law and Justice

Academic Unit : School of Law, Society and Criminology

Delivery Mode : Online

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

This course provides students the opportunity to work in a host organisation which undertakes advocacy or research on aspects of policy and practice relating to an area of law. The program provides formal and informal training, as well as supervised practical legal experience, in

planning and implementing key aspects of research, writing, legal assistance, advocacy and related activities. Students will be critically analysing the operation of the law, policy and the legal system as part of the course. Students may apply and go through a selection process with one of the faculty partner organisations. Alternatively, students are encouraged to source an internship in an area of law of particular interest to the student and/or with a particular organisation. Self-organised internships are subject to approval. Students may self-organise an internship in another Australian jurisdiction or overseas, subject to approval from the Director of Work Integrated Learning.

AT THE HOST ORGANISATION

Students will work under the supervision of a supervisor within their host organisation. Students are required to attend their host organisation for a minimum of 70 hours (10 days). The range of work tasks in which the intern is involved will be determined according to the work priorities of the organisation, whilst ensuring educational outcomes are maximised for interns. Generally, it is expected that an intern's duties will consist of a combination of tasks, including research, project, advocacy, administrative, editing, writing, event coordination, preparing background materials, briefing papers, liaising with other organisations and doing relevant work of a substantive nature.

COURSE WORK

The internship placement is complemented with attend 5 face-to-face classes across the term and asynchronous activities and assessments, which maximise reflective learning outcomes for students.

The course is offered on as blended learning with online activities and face-to-face classes (fully online -summer only). Online attendance (outside of summer term) for all or part of the course is by exception only with approval by the Director of Work Integrated Learning.

Course Aims

The principal goal of the internship program is to provide students with training and practical experience in research, writing and advocacy on aspects of policy and legal practice relating to work done by the host organisation.

Course Learning Outcomes

Course Learning Outcomes
CL01 : Observed and participated in a high level of problem solving flowing from the development of policy or legal practice in a professional setting (PLO 5, 9 & 10)
CL02 : Developed an awareness for the professional and personal responsibilities associated with the practice of law and policy work and demonstrate a capacity to apply this in a professional and classroom setting (PLO 1, 5, 9 & 10)
CL03 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)
CL04 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)
CL05 : Demonstrate effective written communication skills by engaging in research and preparing or editing legal documents (research, issues or briefing papers; parliamentary submissions; formal legal documents; articles; submissions; web resources; newsletters; etc) in a professional setting (PLO 1, 4, 5, 6, 9 & 12)
CL06 : Develop and utilise networks of organisations and individuals in a professional setting (PLO 9 & 10)
CL07 : Demonstrate effective oral communication skills by preparing speeches or other oral presentations in a professional and classroom setting (PLO 9 & 12)

Course Learning Outcomes	Assessment Item
CLO1 : Observed and participated in a high level of problem solving flowing from the development of policy or legal practice in a professional setting (PLO 5, 9 & 10)	<ul style="list-style-type: none"> • Placement Organisation Evaluation • Course Participation
CLO2 : Developed an awareness for the professional and personal responsibilities associated with the practice of law and policy work and demonstrate a capacity to apply this in a professional and classroom setting (PLO 1, 5, 9 & 10)	<ul style="list-style-type: none"> • Reflection • Placement Organisation Evaluation • Course Participation
CLO3 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)	<ul style="list-style-type: none"> • Presentation of Work • Reflection • Placement Organisation Evaluation • Course Participation
CLO4 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)	<ul style="list-style-type: none"> • Presentation of Work • Reflection • Placement Organisation Evaluation • Course Participation
CLO5 : Demonstrate effective written communication skills by engaging in research and preparing or editing legal documents (research, issues or briefing papers; parliamentary submissions; formal legal documents; articles; submissions; web resources; newsletters; etc) in a professional setting (PLO 1, 4, 5, 6, 9 & 12)	<ul style="list-style-type: none"> • Reflection • Placement Organisation Evaluation • Course Participation
CLO6 : Develop and utilise networks of organisations and individuals in a professional setting (PLO 9 & 10)	<ul style="list-style-type: none"> • Reflection • Placement Organisation Evaluation • Course Participation
CLO7 : Demonstrate effective oral communication skills by preparing speeches or other oral presentations in a professional and classroom setting (PLO 9 & 12)	<ul style="list-style-type: none"> • Presentation of Work • Placement Organisation Evaluation • Course Participation

Learning and Teaching Technologies

Moodle - Learning Management System | Blackboard Collaborate

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Reflection Assessment Format: Individual	25%	
Placement Organisation Evaluation Assessment Format: Individual	25%	
Presentation of Work Assessment Format: Individual	25%	
Course Participation Assessment Format: Individual	25%	

Assessment Details

Reflection

Assessment Overview

Students must engage in reflective practice for the duration of the course, including setting learning goals in collaboration with their host supervisor, as well as completing reflective journals. Further information can be found on the course Moodle page.

Course Learning Outcomes

- CL02 : Developed an awareness for the professional and personal responsibilities associated with the practice of law and policy work and demonstrate a capacity to apply this in a professional and classroom setting (PLO 1, 5, 9 & 10)
- CL03 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)
- CL04 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)
- CL05 : Demonstrate effective written communication skills by engaging in research and preparing or editing legal documents (research, issues or briefing papers; parliamentary submissions; formal legal documents; articles; submissions; web resources; newsletters; etc) in a professional setting (PLO 1, 4, 5, 6, 9 & 12)
- CL06 : Develop and utilise networks of organisations and individuals in a professional setting (PLO 9 & 10)

Detailed Assessment Description

Online for summer 2024.

Students must submit 3 reflective Journals. See Moodle for details.

Assessment Length

350 words minimum per journal

Assignment submission Turnitin type

Not Applicable

Placement Organisation Evaluation

Assessment Overview

The host organisation must complete a Placement Organisation Evaluation of the student intern.

Course Learning Outcomes

- CLO1 : Observed and participated in a high level of problem solving flowing from the development of policy or legal practice in a professional setting (PLO 5, 9 & 10)
- CLO2 : Developed an awareness for the professional and personal responsibilities associated with the practice of law and policy work and demonstrate a capacity to apply this in a professional and classroom setting (PLO 1, 5, 9 & 10)
- CLO3 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)
- CLO4 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)
- CLO5 : Demonstrate effective written communication skills by engaging in research and preparing or editing legal documents (research, issues or briefing papers; parliamentary submissions; formal legal documents; articles; submissions; web resources; newsletters; etc) in a professional setting (PLO 1, 4, 5, 6, 9 & 12)
- CLO6 : Develop and utilise networks of organisations and individuals in a professional setting (PLO 9 & 10)
- CLO7 : Demonstrate effective oral communication skills by preparing speeches or other oral presentations in a professional and classroom setting (PLO 9 & 12)

Detailed Assessment Description

Students must upload a completed Host evaluation form to Moodle.

Assignment submission Turnitin type

Not Applicable

Presentation of Work

Assessment Overview

Students must prepare a presentation about their experiences at the host organisation. The specifics of this presentation will change each Term the course is offered and can be found on the Moodle course page.

Course Learning Outcomes

- CL03 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)
- CL04 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)
- CL07 : Demonstrate effective oral communication skills by preparing speeches or other oral presentations in a professional and classroom setting (PLO 9 & 12)

Detailed Assessment Description

Students must develop career plans (assessment 3(a)) and upload a 3 minute video presenting on learnings from the internship assessment 3(b)).

Assignment submission Turnitin type

Not Applicable

Course Participation

Assessment Overview

Students must complete an introductory online module covering topics such as setting goals, professional behaviour, ethics and reflective journaling.

Attendance and contributions to module discussions in face to face classes, online classes and/or forums is compulsory.

Course Learning Outcomes

- CL01 : Observed and participated in a high level of problem solving flowing from the development of policy or legal practice in a professional setting (PLO 5, 9 & 10)
- CL02 : Developed an awareness for the professional and personal responsibilities associated with the practice of law and policy work and demonstrate a capacity to apply this in a professional and classroom setting (PLO 1, 5, 9 & 10)
- CL03 : Develop skills to evaluate the impact of law on individuals, communities and the Australian society as a whole (PLO 1 & 8)
- CL04 : Demonstrate effective oral and written communication skills in a professional and classroom setting (PLO 9 & 10)
- CL05 : Demonstrate effective written communication skills by engaging in research and preparing or editing legal documents (research, issues or briefing papers; parliamentary submissions; formal legal documents; articles; submissions; web resources; newsletters; etc) in a professional setting (PLO 1, 4, 5, 6, 9 & 12)
- CL06 : Develop and utilise networks of organisations and individuals in a professional setting (PLO 9 & 10)
- CL07 : Demonstrate effective oral communication skills by preparing speeches or other oral presentations in a professional and classroom setting (PLO 9 & 12)

Detailed Assessment Description

Completion of Onsite / Offsite (online) module prior to commencing the internship. Completion of a Learning Objectives Agreement with the Internship Host.

Forum posts x 3, referencing articles in readings.

Assessment Length

250-350 words

Assignment submission Turnitin type

Not Applicable

General Assessment Information

Grading Basis

Satisfactory

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 1 January - 7 January	Web	2 January (Tuesday) 5-6pm online - see Moodle page
Week 2 : 8 January - 14 January	Other	No class. Asynchronous activities Moodle
Week 3 : 15 January - 21 January	Web	16 January (Tuesday) 5-6pm online - see Moodle page
Week 4 : 22 January - 28 January	Other	No class. Asynchronous activities Moodle
Week 5 : 29 January - 4 February	Other	No class. Asynchronous activities Moodle.

Attendance Requirements

Please see information about attendance requirements in **Law & Justice Assessment Procedure and Student Information** located in the Other Useful Information tab in the Academic Information field.

Please be advised there will be no classes on public holidays. If your class falls on a public holiday, alternative arrangements will be made by the course convenor to make up the missed class.

Course Resources

Prescribed Resources

Readings are provided on Moodle. No textbook required.

Course Evaluation and Development

MySurvey used to inform course improvement.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Siobhan Ryan					Yes	Yes
Lecturer	Frances Gibson					No	No

Other Useful Information

Academic Information

Upon your enrolment at UNSW, you share responsibility with us for maintaining a safe, harmonious and tolerant University environment.

You are required to:

- Comply with the University's conditions of enrolment.
- Act responsibly, ethically, safely and with integrity.
- Observe standards of equity and respect in dealing with every member of the UNSW community.
- Engage in lawful behaviour.
- Use and care for University resources in a responsible and appropriate manner.
- Maintain the University's reputation and good standing.

For more information, visit the [UNSW Student Code of Conduct Website](#).

UNSW Law & Justice Assessment Policy

It is essential that all students undertaking this course read and abide by the [UNSW Law & Justice Assessment Policy & Student Information](#). This document includes information on Class Attendance, Late Work, Word Limits, Marking, Special Consideration, Workload, and Academic Misconduct & Plagiarism. More information can also be found at [Assessment & Exam Information](#).

Information regarding Course Outlines are subject to change and students are advised to check updates. If there is a discrepancy between the information posted here and the handbook or the

UNSW Law & Justice website, please contact [Student Services via The Nucleus Hub](#) for advice. UNSW Law & Justice reserves the right to discontinue or vary such courses or staff allocations at any time. If your course is not here, please visit [Handbook](#) for information.

Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

Submission of Assessment Tasks

Before submitting assessment items all students must read and abide by the [UNSW Law & Justice Assessment Policy & Student Information](#).

Special consideration

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Feedback

UNSW Law & Justice appreciates the need for students to have feedback on their progress prior to the last date for withdrawal without failure. All courses will therefore provide feedback to students prior to this date, as well as throughout the course. However, students should note that feedback does not take the form only of formal grades and written comments on written assessments. Rather, formative feedback, which helps students to self-assess, to identify misunderstandings, and to identify areas requiring further work, will occur during class and possibly online. For example, where a teacher asks the class a question, all students should think about how they might answer. Even though not all students will necessarily be able to respond

orally, everyone can reflect on their tentative answer in light of the teacher's response and subsequent class discussion. If you are struggling to understand what is being asked in class, or if your tentative answers prove incorrect and subsequent discussion does not clear things up, then you should continue to ask questions (of yourself, your peers or your teacher). Similarly, you can get a sense of your ability in a course through peer feedback during group work, your teacher's responses to your in-class contributions, and your own response to in-class problems and examples (whether or not you are called on to relay your answer to the class) and also your online activities and responses by others to those activities. Students enrolled in this course may check their Moodle course page for details on the specific feedback used in this course.

Faculty-specific Information

Additional support for students

- Student support: <https://www.student.unsw.edu.au/support>
- Academic Skills and Support: <https://student.unsw.edu.au/academic-skills>
- Student Wellbeing, Health and Safety: <https://student.unsw.edu.au/wellbeing>
- Equitable Learning Services: <https://student.unsw.edu.au/els>
- UNSW IT Service Centre: <https://www.myit.unsw.edu.au>

Course improvement

Student feedback is very important to continual course improvement. This is demonstrated within the Faculty of Law & Justice by the implementation of the UNSW online student survey myExperience, which allows students to evaluate their learning experiences in an anonymous way. myExperience survey reports are produced from each survey. They are released to staff after all student assessment results are finalised and released to students. Course convenors will use the feedback to make ongoing improvements to the course. Students enrolled in this course may check their Moodle course page for details on the actions taken in response to evaluation feedback in Student Survey.

School Contact Information

Please contact [Nucleus Student Hub](#) for all enquiries. The Nucleus acts as a central communications hub for UNSW and will distribute your enquiry to the best person to respond.