

To: Prospective Interns

Re: Internships in Dublin, Ireland

Date: 20 January 2019

This memo was prepared for by Emma McEvoy.

I. OVERVIEW OF THE INTERNSHIP PROGRAM

Welcome to the University of Tulsa Dublin Summer Program. This memo is for those students considering taking the internship element of the program in Dublin in 2019.

What is the internship program?

The internship program offers students the opportunity to take up a short-term, part-time, credit-bearing placement with a lawyer, government department or agency, or NGO based in Dublin, Ireland. The purpose of the internship program is to offer students first hand experience of and insight into the Irish legal system, as well as affording some exposure to the culture and society of Dublin and Ireland.

The internship program is now 18 years old, during which time we have placed around 300 interns, an average of 20 per annum. The vast majority of students on the internship program have rated their experience as positive or very positive. Students appreciate, in particular, the opportunity to engage with local people, to learn about Irish and European law, and to gain practical work experience.

How much work does the internship require?

The internship program lasts for the **four weeks** of the Dublin study abroad program from [Tuesday, June 4th to Friday, June 28th in 2019]. Typically, it requires students to complete some tasks and/or research assignments for their internship supervisors. The work involved is compatible with the other elements of the Dublin program, though it is important to consider the following important points when considering whether to undertake an internship:

1. Over the four weeks, interns must devote a **minimum of 70 hours of work** (on or off-site) to their placements (approximately **17.5 hours per week**). This is an ABA requirement and will be closely monitored (interns will be required to submit signed timesheets).
2. Some placements may require more than 70 on-site hours and others will require considerably fewer on-site hours and more off-site research.
3. In some cases, this may entail being 'on site' for 3 to 4 hours a day, 3 to 5 days a week. Some internships, by contrast, will require interns to work 'off site', primarily doing research in the University College Dublin library.
4. Travel to and from internships should take up approximately 1 hour to 1.5 hours

- per day. Travel costs should average around €5-€6 per day.
5. The 'on site' internships may influence your choice of classes, so that you can be available on site at your internship provider's office for 3 to 4 uninterrupted hours each day. Classes in the program take place in the mornings.
 6. We expect most interns to undertake some research as part of the internship.
 7. Some of the internship tasks may entail the necessity to devote some weekend time to research. In the past, however, most interns have found their schedule accommodates their weekend travel.
 8. The ABA requires a classroom component and you will be required to attend classes as part of the Internship module for approximately four hours over the course of the program (including the internship orientation session). We will monitor attendance at these classes.
 9. Most of the internships are located in Dublin City Centre, which is approximately 3 miles from University College Dublin, where most of you will be staying. Some travel will be required, at your own expense (approximately €5-€6/\$6-\$7.50 a day). Getting to and from internships will thus require taking either a public bus or other means of transport. The bus network, however, is generally very comprehensive, regular, and safe.

The internship supervisors/providers are devoting considerable resources to providing supervision and to offering an interesting and rewarding internship experience. Interns must undertake these internships with the same commitment they would give to paid legal employment in the US.

If you think that you would prefer more free time during your time in Ireland, you might consider taking alternative courses in place of an internship.

PLEASE NOTE:

- 1 These internships **last for the duration of the Tulsa summer program only**. It is not possible for us to secure internships of a longer duration.
- 2 Internships are **unpaid**. It is not possible for us to negotiate paid internships.

II. ASSIGNMENT OF INTERNSHIPS

What internships are available?

Prospective internships are listed below, along with a brief description. It is important to note that the listing of an internship does not necessarily mean that we will definitely be successful in placing an intern with that agency. The internship providers are offering internships on a voluntary basis. As such, we are dependent on the goodwill of the agencies and organisations involved. Advertised internship opportunities may not be available/may be withdrawn, though we may also be able to add new opportunities that are not listed below (in which case we will let students know as soon as possible).

How many internships are available?

While we try to accommodate as many interested parties as possible, the number of available internships is limited. Places on the program are assigned on a first-come-first-served basis. An initial cap of 20 places applies; after these places are full, further interested parties are placed on a waiting list. In the past, we have been able to accommodate nearly all those on the waiting list.

How are internships assigned to students?

1. In the first instance, we ask potential interns to express in order of preference an interest in 5 of the named internships. While we will make every effort to match interns with appropriate internships, we cannot guarantee any particular internship to any particular intern, nor can we guarantee that you will be placed in one of the five internships to which you assign a preference. Therefore, additional information that you provide on the form regarding your legal interests, career goals, and background is often helpful to us in locating an internship that matches your interests. The additional information is particularly helpful in making placements with new internship opportunities that arise later in the Spring.
2. Some of the internship options are more popular and perceived (correctly or otherwise) to be more prestigious than others. As a result, for some of the internship options, demand typically exceeds supply, such that **we will more than likely not be able to accommodate everyone's first preference.**
3. In some cases, internship providers choose the relevant intern. In such cases (subject to the point made directly below), the relevant internship provider is sent copies of the resumés of students who have expressed an interest in the internship. Where the number of interns who have expressed an interest in a specific internship option is higher than 5, we reserve the right to preselect a smaller number of candidates based on academic performance together with the ranking that they have given to that internship. (For instance, if 10 students express an interest in a particular internship, we may prioritise the resumés of candidates with a stronger academic profile who have ranked this internship as a 1st, 2nd or 3rd choice.)
4. In most cases, internship providers are happy to allow us to choose the intern that will be placed in a particular internship. In such cases, the more popular internships are assigned by reference to a combination of the following criteria:
 - i. Level of preference and interests indicated by the student
 - ii. Academic record
 - iii. Previous work and voluntary experience
 - iv. The availability of internships in respect of which the intern has expressed a higher preference.

While we will make every effort to match interested interns with the internships of their choice, we cannot guarantee any particular internship to any particular intern.

Some added points to note:

1. Please make sure that you list your GPA when applying for the course. **If you do not do so, your resumé will not be sent to some of the more popular internship providers.**
2. If you have a particular interest in a particular area or areas of expertise, please let us know on your preference form, but bear in mind that because of the limited number and type of internships available, we may not be able to accommodate your particular interest.
3. A few U.S. law schools place restrictions on the type of internships that will attract academic credit (for instance, public/voluntary placements only). If you are a non-TU student and your home school has such restrictions, **please indicate the criteria for academic credit on the preference form and we will attempt to accommodate those restrictions, if possible.**

Can I drop an internship?

Prior to arrival in Dublin: Once allocated, interns are offered the opportunity to accept or reject a particular internship via email with Emma McEvoy. While we will make every effort to ensure that you obtain an internship that meets your expectations, please note that if you reject a particular offer, there is no guarantee that we will be in a position to offer you another or more preferable internship.

If you decide before you arrive in Dublin that you do not wish to take up an internship, whether before or after allocation, please let Prof Matt Lampkin at the University of Tulsa know as soon as possible via email at matt-lamkin@utulsa.edu.

Once you arrive in Dublin: You will be allowed to drop an internship if your first actual work session at the internship does not meet your expectations. In such cases, the University cannot guarantee that it will be able to place you in an alternative internship.

If you elect to continue with the internship after the first work session, you will not be permitted to drop the internship thereafter unless there are extraordinary circumstances, such as a death in the family. Under normal circumstances, failure to complete an internship will result in a failing grade in the course.

If you do have a problem with the internship provider, you should immediately discuss this problem with the internship director.

III. ASSESSMENT OF INTERNSHIPS

To qualify for academic and ABA credit, students are required successfully to complete the internship program. It is the responsibility of the internship director, in consultation with the Director of the Dublin program, to assess the work of interns and to determine whether interns will be permitted to gain credit for their endeavours.

Assessment will be based on a review of the following:

- The internship supervisor's general assessment of the intern's work;
- The internship director's assessment of an experiential internship journal (see below);
- Attendance at and participation in classes;
- If available, the internship director's assessment of any work completed by the intern as part of his or her internship program.

Please note that you are also required to keep and submit **detailed time sheets**, turned in to the Internship Director. The first sheet should be turned in at the end of the first two weeks, and the second at the end of the second two weeks (or with the internship journal – your choice). The time sheet requirement is part of the TU College of Law Appendix M, section 4.c.

Journals

In addition to the timesheets, interns will be expected to keep an experiential journal detailing their experiences and impressions gained as part of the internship. These journals must be submitted by **Friday July 5, 2019 by 5 p.m. Oklahoma time.**

In these journals, you should include:

- An account of work completed as part of the internship or on behalf of the internship provider;
- An account of any activities (e.g. court visits, searches in the companies office etc...) carried out by the intern as part of the internship program;
- A general description of the work carried out by the internship provider, with particular reference to the statutory framework within which the internship provider operates;
- A note on any similarities or differences (legal, cultural, social and economic) that the intern has observed between working in the Irish legal environment and in that of the intern's home state or in the U.S. generally;
- An assessment of the value of the experience working with this particular internship provider, with particular reference to any advantages or useful experiences gained by the intern;
- A note of any difficulties or problems that interns have encountered as part of their internship and an assessment of what impact these difficulties had on the success of the student's internship;
- **The journal should include, finally, a note of approximately 250 words**

setting out how you would explain to a potential employer the ‘value added’ that you have gained as a result of your internship experience, in other words, how your internship makes you more employable.

IV. DETAILS OF POTENTIAL INTERNSHIPS

Students should rank 5 or more internships in order of preference on the Internship Questionnaire and submit this information as soon as feasible through the Dublin Law Summer 2018 Online Application. You can go back to the application you started by going to the Dublin Program web page at <http://law.utulsa.edu/academics/global-legal-education/study-abroad/dublin-ireland/> and clicking on **Login to Application Site**. [Please do not click on “Apply” as that will not get you back to your original application.] The Internship Questionnaire is located in the Questionnaire tab of that program. As part of the questionnaire, you will be required to upload your current résumé. Your résumé will be circulated to intern supervisors, as part of the placement process. We will start to allocate internships in mid to late March: thus, the sooner you submit your resume and preferences on the questionnaire, the wider the choice that will be available. Failure to submit preferences in time may result in your being precluded from consideration for certain internships.

Please rank the following internships in order of preference. *Unless otherwise indicated all internships are located in Dublin City Centre, a 30-45 minute bus journey from the UCD campus.*

For further information on each internship, please see the relevant websites. **(If a hyperlink does not work, copy and paste it into the browser address field).**

A majority of our internships are with (a) barristers and (b) government/state agencies. Barristers are sole practitioner attorneys who specialise in litigation and court-based advocacy. We also have up to two potential placements with private law firms comprised of solicitors (office-based lawyers). The remaining internships are mainly with non-profit organizations.

THE LEGAL PROFESSION

Barristers at the Law Library (circa 6 interns)

The Irish legal profession is split into two separate cohorts. The first port of call for a member of the public seeking legal advice or assistance is a solicitor. Solicitors perform most of the ‘office’ work reserved to lawyers, in particular providing legal advice, drawing up contracts, wills and deeds, and effecting commercial and property

transactions. Barristers, on the other hand, function as court advocates, preparing and presenting legal argument in Court on behalf of a client. Barristers are 'briefed' by solicitors, and solicitors often attend court but (except in the lower courts) rarely involve themselves in oral argument.

Barristers typically cannot be approached directly by members of the public seeking legal advice. The latter must first proceed to obtain advice from a solicitor who, if court proceedings are contemplated, will consult a barrister. A barrister may, furthermore, prepare reports advising solicitors on the likely success of a proposed course of action and give expert legal opinions.

Barristers are sole practitioners. In Dublin, they are generally based at the Law Library, which is housed in the Four Courts, on Inns Quay, or in the Criminal Courts of Justice near the Phoenix Park.

At least 6 barristers have expressed an interest in taking on an intern each. These barristers appear in the Irish courts and will need assistance primarily with legal research. They will introduce students to the world of the Irish barrister, offering an interesting pathway to learning how the Irish legal system operates.

If you are interested in being placed with a barrister, please let us know if there is a particular area of expertise that would interest you. Of the barristers with whom we deal, the majority specialise in CRIMINAL LAW. Two perform mainly CRIMINAL DEFENCE work. We have one placement with a barrister in IMMIGRATION/REFUGEE LAW who generally represents the State.

One of the barristers specialises in IP LAW/COPYRIGHT, with a focus on the music industry in Ireland. An interest and background in popular music is useful for this role. If you have a particular interest in any of these areas or in another area of specialism, please let us know.

Please note:

1. If you are assigned to a barrister, you will need, ideally, to be available for full afternoons several days a week.
2. As the Law Library has limited space, it is not possible to assign interns a desk on site, though interns will have access for research purposes to the UCD library.

For further information see: <https://www.lawlibrary.ie/Home.aspx>

Other *possible* intern positions include;

<i>IRISH GOVERNMENT/STATE DEPARTMENTS AND AGENCIES</i>

The Adoption Authority (1 intern)

The Adoption Authority is an independent state board responsible for monitoring and approving applications for adoption in Ireland, and for overseeing international (intercountry) adoptions involving Irish residents.

This internship would be of interest to: students with an interest in adoption law, family law, child law, international law.

For further information see: <https://www.aai.gov.ie/>

Department of Agriculture, Food and the Marine, Legal Department (1 intern)

The Department of Agriculture, Food and the Marine is a large government department with responsibility for maintaining and regulating Ireland's vibrant agri-business sector. Ireland has a strong farming and food sector with a global reputation for high quality produce. Agriculture and food account for a significant proportion of GDP and foreign exports and employ large numbers of people in the farming and food preparation industries. Much of the work of the Department relates to the implementation of European Union directives and the EU's Common Agricultural Policy.

The relevant intern will be working with the legal adviser to the Department, and will be participating in work pertaining to a wide range of legal issues concerning agriculture in Ireland.

This internship would be of interest to:

Students with an interest in agriculture, animal welfare, rural development, food, the environment/environmental law, European Union law, Law of Torts and/or Property Law.

For further information see: <http://www.agriculture.gov.ie/>

Health and Safety Authority (1 intern)

The Health and Safety Authority is a state agency responsible for the promotion and enforcement of workplace health and safety in Ireland. It is similar to the

Occupational Safety and Health Administration in the USA. It is charged, in particular, with assessing levels of personal safety and health in the workplace, especially in hazardous lines of works. The Authority monitors compliance with occupational health and safety legislation and takes enforcement action (including prosecution) where necessary. It is an expert centre for information and advice to employers, employees and self-employed and it promotes education, training and research.

It is envisaged that the intern assigned to this agency will undertake comparative research on the law of health and safety; past projects include a review of corporate manslaughter statutes in various common law jurisdictions.

This internship would be of interest to: students with an interest in health and safety, torts, employment law and construction law.

For further information see: www.hsa.ie

Office of the Attorney General (1 intern)

The Attorney General is the chief legal officer of the State, charged with advising the Government directly on legal and legislative matters, as well as taking proceedings to enforce public rights, including those guaranteed by the Constitution. The Attorney General is responsible in particular, for the drafting of legislation, advising the Government on legal and constitutional matters and representing the State in litigation, particularly constitutional litigation. The President of Ireland appoints each Attorney General on the advice of the Taoiseach (Prime Minister), though the Attorney General is independent in the performance of her functions.

Points to note:

Interns at this office are required to sign an undertaking of strict confidentiality as regards the work that they complete.

This internship would be of interest to: students with an interest in Constitutional Law, litigation, Administrative law, European Union law and International Law.

Points to note: Because of the high demand for this internship, it is likely that only students with strong academic credentials will be considered.

For further information see: <http://www.attorneygeneral.ie/>

Office of Chief State Solicitor (CSSO) (2 interns)

The Chief State Solicitor's Office is a State body attached to the Office of the Attorney General. It is broadly responsible for providing legal advice to the State and state

agencies and preparing documentation relating to proceedings taken by or against the State. The Chief State Solicitor's Office provides litigation services to the State together with a wide range of legal services not involving litigation, for example advisory and conveyancing services. In effect, the functions of the Chief State Solicitor are to act as solicitor to Ireland, the Attorney General, the Director of Public Prosecutions, and Government Departments and Offices.

This internship would be of interest to: students with an interest in Criminal Law and Extradition Law, Administrative Law, litigation, Human Rights and International Law.

Points to note: Although this is a busy internship, much of the experience involves observation of the workings of the CSSO. If you would prefer to conduct independent research that may be of use to your internship provider, you may wish to select an alternative internship.

For further information see: www.csso.gov.ie

Senators at National Parliament of Ireland (1 intern)

We have one possible placement with a member of the Irish Senate, Seanad Éireann. This is the upper house of the Irish Parliament, the Oireachtas. Seanad Éireann has 60 members.

This internship would be of interest to: students with an interest in politics, legislation, current affairs.

For further information see: www.oireachtas.ie

NON-GOVERNMENTAL ORGANISATIONS

Irish Business and Employers' Confederation (1 intern)

The Irish Business and Employers Confederation (IBEC)

- provides a wide range of services to over 7,000 member businesses and organisations from all sectors and of all sizes
- is the umbrella body for Ireland's leading sectoral groups and associations
- is the national voice of Irish business and employers.

IBEC is a representative organisation, seeking to promote policies that serve the

interests of business and employers. It seeks, in particular, to advocate for the development of laws and policies that foster a healthy environment for entrepreneurship and economic development. IBEC takes a particular interest in employment law and policy, and often represents its members in employment law disputes. IBEC's Brussels Office promotes the interests of business and employers within the European Union.

This internship would be of interest to: students with an interest in employment law, business law, European Union law.

For further information see: www.ibec.ie

Irish Refugee Council (1 intern)

The Irish Refugee Council is a non-governmental organisation working with and on behalf of refugees and asylum seekers in Ireland. The intern will be based with the independent law centre at the Council, which provides legal services with a view to meeting "unmet legal need in a strategic manner and to promote and deliver early legal advice and representation to those in the early stages of the asylum process."

This internship would be of interest to: students with an interest in refugee and asylum law, European Union law.

For further information see: <http://www.irishrefugeecouncil.ie/>

International Protection Appeals Tribunal (1 intern)

The International Protection Appeals Tribunal is a statutorily independent body which exercises quasi-judicial functions. The Tribunal hears and determines appeals of those persons whose application for International Protection status has not been recommended by the International Protection Office.

This internship would be of interest to: students with an interest in asylum law and international protection law.

For further information see: <http://www.irishrefugeecouncil.ie/>

Other possible internships

Please let us know also if you have a particular interest in any internship possibilities not mentioned above. Please note, however, that we cannot guarantee an internship

in the area in which you are interested.