

## Module specification

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Module code	LAW610
Module title	Internship (Law)
Level	6
Credit value	30
Faculty	Glyndwr University: Faculty of Social and Life Sciences Bloomsbury Institute: School of Law
Module Leader	TBC
HECoS Code	100485 (Law) 100692 (Legal Practice)
Cost Code	GACJ

### Programmes in which module to be offered

Programme title	Is the module core or option for this programme
LLB (Hons) Law and Legal Practice	Option
LLB (Hons) Law and Legal Practice [Top-up]	Option

### Pre-requisites

None

### Breakdown of module hours

Learning and teaching hours	0 hrs
Placement tutor support	10 hrs
Supervised learning e.g. practical classes, workshops	2 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
<b>Total active learning and teaching hours</b>	<b>12 hrs</b>
Placement / work based learning	200 hrs
Guided independent study	88 hrs
<b>Module duration (total hours)</b>	<b>300 hrs</b>

<b>For office use only</b>	
Initial approval date	8 April 2022
With effect from date	June 2022
Date and details of revision	
Version number	1

## Module aims

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The module aims to:

- Provide students with a beneficial experience of the working environment, analysing real-life legal issues and providing solutions.
- Enable students to become aware of the culture and structure of a working environment, develop new capabilities and skills, and engage in reflective practice

**Module Learning Outcomes** - at the end of this module, students will be able to:

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1	Analyse real-life complex legal issues, and expand knowledge through a practical application of the law.
2	Transfer academic knowledge to real-life complex legal issues, and undertake independent research to provide solutions.
3	Produce a project report for the client organisation.
4	Reflect upon the experience gained through the internship by identifying any deficiency in knowledge and skills, and to plan for future development.

## Assessment

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This section outlines the type of assessment task the student will be expected to complete as part of the module.

**Indicative Assessment 1:** Will take the form of a 3,500 word Report for the Client Organisation.

**Indicative Assessment 2:** Will take the form of a 1,500 word Reflective Practice Paper.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3	Report	70%
2	4	Reflective Practice	30%

## **Derogations**

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None

## **Learning and Teaching Strategies**

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### **General**

This Internship module creates a framework to help students gain the type of skills and experience which are required to undertake legal work in an organisation. The organisation does not have to be a legal organisation provided students have the opportunity to undertake legal work.

Students are required to complete 200 hours of work experience.

Bloomsbury Institute will help students in the search for an internship, but it is ultimately the student's responsibility to finally secure a place. The nature of the role needs to be of relevance to the LLB degree and a Workplace Supervisor will be appointed in order to facilitate the assessment. Consequently, the proposed internship needs to be evaluated and approved by Bloomsbury Institute before it can start.

### **The Internship Proposal and Learning Agreement**

A contract of expectations (an Internship Proposal and Learning Agreement) will be arranged between the student, the student's internship employer and Bloomsbury Institute. This will be based upon the type of experience the student will gain from the internship. It can take the form of wide experience in a small business or departmental work within a larger organisation. In either situation, the emphasis will be on a relationship which has positive outcomes for both the student and the student's internship employer.

The student is expected to become fully involved in the operational work of an organisation and to be received as a team member in a work situation. Where possible, the student will be offered training opportunities by their internship provider.

The Internship Proposal and Learning Agreement will be constructed around the internship which will detail the internship tasks and responsibilities for each party.

### **The approval process**

Bloomsbury Institute needs to approve the proposed internship before it starts. This is because the Institute has a responsibility for: (i) ensuring the learning opportunities provided to the student during their internship will enable the student to demonstrate achievement of the learning outcomes; and (ii) undertaking a due diligence exercise to ensure the student's employer is suitable.

The internship approval process requires the student and their proposed employer to complete the Internship Proposal and Learning Agreement Form. The student's proposed employer is also required to submit documentation as part of the due diligence exercise. The required documentation is set out in the Form.

The student is required to send the completed form and documentation to the Bloomsbury Institute Employability Support Officer at least four weeks before the start of the internship.

Bloomsbury Institute will evaluate the proposed internship to decide whether or not to approve it.

Employers and Bloomsbury Institute have a legal duty under the Equality Act 2010 to ensure that students on an internship are not discriminated against. As part of the due diligence exercise, Bloomsbury Institute asks the student's proposed employer if they are aware of this duty and if they will ensure they comply with it.

Bloomsbury Institute will respond to any formal complaint which a student makes about any form of discrimination that takes place whilst undertaking an internship.

In addition, employers have a legal obligation to provide students with a safe working environment. As part of the due diligence exercise, Bloomsbury Institute asks for a copy of the proposed employer's Health and Safety Policy and a copy of their employer's liability insurance policy. Bloomsbury Institute also asks the proposed employer to confirm that their insurance policy will cover the student during their internship.

### **Bloomsbury Institute support**

- An Introductory Workshop is held outlining what the module involves, the relevant paperwork required and explanations of assessment
- A personal meeting structure is built between the student, the Bloomsbury Institute Module Lead and the Bloomsbury Institute Employability Support Officer, to attain and setup the internship
- The level of Bloomsbury Institute Module Lead contact time will be determined by the student's proposal and their internship employer's requirements, and will be designed to meet both professional and academic needs
- A study plan will be produced by the student and agreed by the Bloomsbury Institute Module Lead at the commencement of the module
- The student will be visited by the Bloomsbury Institute Module Lead during their internship in order to ensure that expectations around the internship contract are being fulfilled

### **Support and monitoring**

Once the internship starts, the Bloomsbury Institute Module Lead will monitor and support the student during their internship. The student will also be supported throughout their internship by the Bloomsbury Institute Employability Support Officer. The student's internship employer will appoint a Workplace Supervisor.

### ***Bloomsbury Institute Module Lead***

The Bloomsbury Institute Module Lead will be responsible for:

- Reading and commenting upon the student's reflective log
- Offering guidance and advising in the preparation of the final report
- Maintaining contact as necessary to discuss the student's progress and any problems that may arise
- Being available to respond to additional email enquiries and for short meetings if needed
- Discussing the report with the student - the Bloomsbury Institute Module Lead will be responsible for marking the work on completion

### **Visits**

The Bloomsbury Institute Module Lead will visit the student's workplace to guide the student in setting and measuring personal objectives, to discuss progress and to help with any difficulties that may arise. If the student is working overseas, the visit will be replaced by a Teams conference call.

### ***Bloomsbury Institute Employability Support Officer***

The Bloomsbury Institute Employability Support Officer will be the student's first point of contact for any queries or issues regarding the internship, or if the student is in need of any support or guidance.

### ***Workplace Supervisor***

The student's internship employer will be briefed on their role and on the learning outcomes. They will allocate an appropriate mentor for the student while completing their internship (referred to as the Workplace Supervisor). The Workplace Supervisor's role is:

- To help the student understand the business/organisation
- To help the student in their role, to provide mentoring and to assist in the development of their skills
- To provide an assessment of work experience attributes, which is an important part of their degree

The student can arrange regular short meetings with their Workplace Supervisor throughout their internship and ask about his/her comments with regards to their progress.

## **Indicative Content**

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- Overview of personal meeting structure between the student, Module Lead (M/L) and Employability Support Officer (ESO)
- Production of a study plan
- Overview of the key tenets and application of reflective practice
- Report and reflective writing skills
- Workplace etiquette and interactions
- Workplace communication

## **Indicative Bibliography:**

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### **Essential reading**

Westlaw Practical Law: Law School Resource Centre - Skills

### **Other indicative reading**

Westlaw Practical Law: Law School Resource Centre – Working in Law

## **Employability skills – the Glyndŵr Graduate**

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Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave having achieved key employability skills as part of their study. The following attributes will be covered within this module either through the content or as part of the assessment:

### **Core Attributes**

Engaged  
Enterprising  
Creative

Ethical

**Key Attitudes**

Commitment

Curiosity

Resilience

Confidence

Adaptability

**Practical Skillsets**

Digital Fluency

Organisation

Leadership and Team working

Critical Thinking

Emotional Intelligence

Communication