

LEGAL STUDIES

INTERNSHIPS/PRACTICUMS

STUDENT PROCESS

STEP 1 – GETTING STARTED

Begin planning at least one semester in advance.

Go to the Career Services website and set yourself up in the [CareerConnect](#) system **OR** meet with Dr. [Gaitenby](#) in Legal Studies. Career Services offers Informational Sessions every Monday from 12:30-1:00 in 511 Goodell. Internships while studying abroad are set up through the International Programs Office (search CAPA programs) and Career Services.

Putting together an internship has 3-4 major parts: your internship site supervisor; your faculty sponsor (this can be Dr. Gaitenby); you (as the coordinator). If you start with Career Services, you will also set up a [CareerConnect](#) account.

STEP 2 – FINDING AN INTERNSHIP

You may have your own internship in mind due to volunteer work or industry connections. Other students need help finding an internship and will seek support from the following offices: Career Services, Office of Undergraduate Research and Studies (10th floor WEB DuBois Library). They will use the following on-line tools and more: [CareerConnect](#), [SBS Career and Internship blog](#), [Career Services list of internship websites](#), [The Washington Center](#). Students interested in state and local government should contact an office directly.

STEP 3 – FINDING A FACULTY SUPERVISOR

Read faculty profiles on the [Legal Studies](#) website to see where faculty research and your interests may intersect. Draft a professional email introducing yourself, your academic interests and relevant coursework taken, your internship interest, and ask if they would consider sponsoring you. If you know the exact internship or have a few options you're considering, share that information. You can also reach out to Dr. Gaitenby to work with him.

STEP 4 – ACADEMICS

Work with your faculty sponsor to create academic expectations for the internship. Discuss the number of credits sought and any assignments to submit.

STEP 5 – OTHER DETAILS

Submit your contract to Dr. Gaitenby directly or through [CareerConnect](#) if working with other faculty.

STEP 6 – COMPLETING THE WORK

Stay in touch with Career Services. Enroll in the particular UMass course (UMass 298Y or Legal 298, 398R, 498). Submit work as discussed with your faculty sponsor.

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FACULTY RESOURCES

WHAT COURSE APPLIES?

UMass 298Y – referred to as “Practicum Internship,” credits apply to overall university credits, pass/fail grading, 1-18 credits during UMass career, maximum 15/semester.

Legal 298 - referred to as “Practicum,” credits apply to overall university credits (not LS major requirements), pass/fail grading, 1-15 credits.

Legal 298A and S – for work with Dr. Gaitenby.

Legal 298C – for work with Dr. McCarthy.

Legal 398R - referred to as “Research Practicum,” used for Undergraduate Research Engagement Program (UREP), credits apply to overall university credits (not LS major requirements), pass/fail grading, up to 18 credits during UMass career. For more information please visit: [UREP](#).

Legal 498 - referred to as “Practicum,” credits apply to overall university credits (not LS major requirements), graded or pass/fail, 1-9 credits per semester.

HOW MUCH WORK/HOW MANY CREDITS?

Internship credits are calculated by the number of hours spent at the internship site each week during a regular 13-week semester. Time required for reflection/coursework should be included.

3 credits = 9 hours per week, 120 hours/semester

2 credits = 6 hours per week, 80 hours/semester

1 credit = 3 hours per week, 40 hours/semester

REPORTING A GRADE

UMASS 298Y – Career Services will set up a specific section for you. You can report grades through Spire.

Legal 298, 298A, 298C, 298S, 398R, & 498 – faculty on record will report grades in Spire.

SUMMER OR WINTER INTERNSHIPS

Students register through CPE. The tuition is based on number of credit hours requested; there is also a processing fee. Registration form can be found at [CPE internships](#). A maximum of 14 credits are allowed in the summer, 4 in the winter.