Law, Societies & Justice

**Quarter in which to register:**

LSJ 401 Internship Contract Form

Credit/No Credit, LSJ Majors Only

# Procedure

* Get a letter from your agency or organizational supervisor stating the nature of the internship, specific job duties, hours, duration, payment (if any), etc. The letter should include the name, email address, and telephone number of the site supervisor. The letter needs to be on agency letterhead.
* Fill out this application and attach the above supervisor letter to this form.
* Bring this signed form and supervisor letter to the LSJ Advising Office in Smith M253 or email them as attachments to lsjadv@uw.edu. An LSJ Adviser will register you in LSJ 401 (a 5-credit course). ***All paperwork must be received by 4pm on the first day of the quarter in which you plan to enroll in LSJ 401***
* Complete the course assignments relating to your internship and the 100 hours at the internship site. Your credit for LSJ 401 depends on your completion of these assignments as outlined in the course syllabus.

# Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Student ID:** |  |
| **Phone Number:** |  | **Email:** |  |

# Internship Information

|  |  |
| --- | --- |
| **Agency Name**: |  |
| **Supervisor Name:** |  |
| **Supervisor Email:** |  |
| **Schedule at Internship:** |  |

|  |
| --- |
| **Nature of the work you will be doing:**  |

# Questions

**How does this internship align with your future career goals?**

**What concrete skills do you hope to gain during this internship?**

**What concrete steps will you take during this internship to strengthen your post-grad career opportunities/plans?**