INTERNSHIP GUIDE: BEFORE YOU BEGIN

Scenario I
✓ Internship put up on ONTRAC II; and
✓ You apply through ONTRAC II

There is no need to seek approval from OCS.

Scenario II
✓ You apply for the internship yourself; and
✓ The organization is on SOL’s list of internship partners.

Approval from OCS is needed BEFORE you start your internship. Submit your proposal on ONTRAC II under SELF-PROPOSED INTERNSHIP.

NOTE: This applies even if organization took part in the Law Internship Fair.

Scenario III
✓ You apply for the internship yourself; and
✓ The organization is NOT on SOL’s list of internship partners.

Approval from both SOL Associate Dean of External Relations (for LLB students) / Director, JD programme (for JD students) AND OCS are needed BEFORE you start your internship.

Seek approval from Associate Dean (External Relations) / Director, JD Programme; then submit your proposal on ONTRAC II under SELF-PROPOSED INTERNSHIP.

See HERE for more details.
IF YOU HAVE ANY ISSUES DURING YOUR INTERNSHIP

✓ Speak to your career counselor at OCS; and
✓ Speak to Associate Dean (External Relations) or Associate Dean (Teaching and Curriculum)

Students will not be penalised for any negative feedback.
INTERNSHIP GUIDE: AFTER YOUR INTERNSHIP

For **ALL** Completed Internships:

✓ Login to **OASIS > Participation & Grading** to complete your internship report via a web form format.

✓ **ALL** internship reports **MUST** be submitted **within 1 month** from the end of **EACH** internship.

Internship Report

**Information about Host Organisation**

No. of Employees:

Brief Description of Company:

**Brief Description of the Job/Projects/Key Assignments**

Key Project/Assignment:

Description: