

# Community Legal Information Center

Internship Application **Spring 2018 Due no later than January 31, 2018**

**Space is limited. Apply early!**

1. Complete the information below and return this application to a CLIC Office Manager or Administrative Director at 25 Main Street, Suite 102 Chico, CA 95929. **Submitting this application to CLIC is not a guarantee of placement, so if you need these units to complete your schedule you should have a back-up class. Priority is given to graduating seniors who need this internship to satisfy a graduation requirement if possible.**
  2. A director will contact you to arrange an interview within three days of receiving your application. If you are not selected for your first choice, your application will be forwarded to your alternate program choices.
  3. Give the director(s) a copy of your personal work and school schedule to set your office hours - see page 2 for the schedule.
  4. Enroll in the required class through the Department of Political Science and Criminal Justice; two required forms will be given to you by your director.
- CLIC Orientation:** Learn about CLIC's eleven programs: January 31<sup>st</sup> at 6:00-8:00pm in BMU 210.  
**Mandatory Mass Intern Meeting:** February 8<sup>th</sup> at 6:00-8:00pm location TBD.

Please direct all other questions regarding internships at CLIC to the Administrative Directors at 530-898-4354.

## Personal Information

Student Name:	Date of Submission:
Telephone:	Declared Major:
E-Mail Address:	Graduation Semester and Year:

Are you pursuing a Paralegal Certificate? (Circle One): Yes or No

## Internship

Please indicate your program choices.

First Choice:	Third Choice:
Second Choice:	Fourth Choice:

Enrollment Information - Please circle the course you plan to be enrolled in:

Course	Number of Units
POLS 489K - first semester in CLIC	3 (120 hours)
POLS 489L - second semester in CLIC	3 (120 hours)

I understand that the weekly Fall and Spring program meetings are mandatory and that to be admitted to a program I must be available for and attend all weekly meetings for my program choices. The meeting times are listed on the back of this application. Initial here: \_\_\_\_\_

What is your specific interest in the programs you chose, and what are your learning objectives? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously interned in CLIC? If so, which program(s)? \_\_\_\_\_

## Office Use Only:

Priority(circle)	Preferences	Date Received	Director Name	Interview Status	Applicant Status	Date Notified
#1 Graduating LS/POLS	Primary Choice			Interviewed: Yes No	Accepted: Yes No	
#2 Graduating CJ	Second Choice			Interviewed: Yes No	Accepted: Yes No	
#3 Non Graduating LS/POLS/CJ	Third Choice			Interviewed: Yes No	Accepted: Yes No	
#4 Other Major	Fourth Choice			Interviewed: Yes No	Accepted: Yes No	

## Intern Information

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Year at CSU, Chico: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**Not including CLIC**, how many units will you be carrying this semester? \_\_\_\_\_

Do you work, if yes, where? \_\_\_\_\_

Please list all your work hours in the schedule below.

Do you speak a language in addition to English? If yes, which language? \_\_\_\_\_

Would you be interested in providing translations to other programs in addition to the one in which you will complete your internship? \_\_\_\_\_

**Complete the schedule below with your school and work schedule. Please list the time slots you are not available to work in CLIC. Also, note in the schedule which office hours you would like to work at CLIC.** During the Fall/Spring semesters CLIC's office hours are Monday through Thursday 9:00am-5:00pm and Friday, 10:00am-5:00pm. Our office is open Monday through Thursday 10:00am -3:00 pm, during the summer and intersession. We are not open after hours and on weekends. Based on a 16-week semester, and depending on when you start your internship, you should schedule yourself for a **minimum** of eight hours a week for a three-unit internship. There are a limited number of slots open for each hour and no more than three people can be in the office during any time period. The sooner you turn in this schedule to the director, the more likely you will get your requested hours; your final schedule will be set by the director(s). **You are not guaranteed the hours you request on this schedule, but we will do our best to accommodate you.** The mandatory weekly program meetings for each department are listed below. **You must be available for the program meeting in order to intern in that department. If you list a time block as available, you may be scheduled for that time.**

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 -10:00					CLIC Closed
10:00-11:00		CJLP	Women's		
11:00-12:00			CCPA		
12:00- 1:00				SLS	
1:00-2:00		Penal	Family		
2:00-3:00	EA				
3:00-4:00		D&L (3:30-4:30)			
4:00-5:00					
5:00-6:00	Workers'	CLIC Closed	CLIC Closed	CLIC Closed	CLIC Closed
6:00-7:00	MTT	CLIC Closed	CLIC Closed	CLIC Closed	CLIC Closed
7:00-8:00	Housing	CLIC Closed	CLIC Closed	CLIC Closed	CLIC Closed

Program	Meeting Day/Time
Chico Consumer Protection Agency (CCPA)	Wednesdays at 11am
County Jail Law Project (CJLP)	Tuesdays at 10am
Disability Law (D & L)	Tuesdays at 3:30pm
Environmental Advocates (EA)	Mondays at 2pm
Family Law	Wednesdays at 1pm
Housing Law	Mondays at 7pm
Misdemeanors, Tickets and Traffic (MTT)	Mondays at 6pm
Penal Law	Tuesdays at 1pm
Student Legal Services/ Juvenile Rights (SLS)	Thursdays at 12pm
Women's Law	Wednesdays at 10am
Workers' Rights	Mondays at 5pm