

Community Legal Information Clinic

Internship Application Fall 2019

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.**
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 and 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: TBD

Mandatory Mass Intern Meeting: Thursday, September 12, 2019, 6:00 p.m. Room TBA

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 490	3 (120 hours)

I understand that if I apply for Fall units all weekly class time meetings are mandatory and that to be admitted to a program I must be available for and attend all weekly meetings for my first and second program choices. 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: (_____) _____

Preferred Pronoun: _____ Year at CSU, Chico: _____

Permanent Address: _____ Student ID #: _____

Student University Username: _____

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. Our office is open Monday through Thursday 10:00am -3:00 pm, during the summer and intersession. During the Fall/Spring semesters CLIC's office hours are Monday through Thursday 9:00am-5:00pm and Friday, 10:00am-5:00pm. 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.**

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

The mandatory weekly class time meetings for each department are listed below. **You must be available for the class time meeting in order to intern in that department. If you list a time block as available, you may be scheduled for that time.**

Fall 2019 Mandatory Class Time Meeting	Meeting Day/Time
Chico Consumer Protection Agency (CCPA)	Wednesdays 10:00-10:50am
County Jail Law Project (CJLP)	Wednesdays 11:00-12:00pm
Disability Law (D & L)	Wednesdays 11:00-12:00pm
Environmental Advocates (EA)	Wednesdays 1:00-2:00pm
Family Law	Wednesdays 11:00-11:50am
Housing Law	Monday 5:00-6:00pm
Misdemeanors, Tickets and Traffic (MTT)	Monday 7:00-8:00pm

Penal Law	Wednesdays 2:00-3:00pm
Student Legal Services/ Juvenile Rights (SLS)	Wednesdays 1:00-2:00pm
Women's Law	Wednesdays 12:00-12:50pm
Workers' Rights	Mondays 6:00-7:00pm