



SUFFOLK
UNIVERSITY
LAW SCHOOL

CILS/SULS INTERNSHIP WORK JOURNAL

Type or print the information into the table, on a separate line for each activity, and print it out for the host's signature. Do this carefully as it is the basis for your assessment. **DO NOT** enter the names of clients, parties, etc. At the end of the internship, fax journals to +43 662 835399 09 or scan & email ([inter@...s.or.at](mailto:inter@...)) them. Provide a copy to the host. Retain the originals.

Intern First Name A Intern Last Name H Week 1

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| Date | Activities/Assignments ¹ | Duration ² | Supervisor |
|--|---|---------------------------------|------------------|
| 6/1/12 | 1. Read Transcripts of Board meetings in Spanish & English translation to learn the legal language. | 8 hrs | Sñr. [REDACTED] |
| 6/2/12 | 1. Attended morning conference discussing current projects and related business. | 1 hr | Sñra. [REDACTED] |
| | 2. Read and translated Board transcripts on project for energy company. Researched this energy company. | 7 hrs | |
| 6/5/12 | 1. Attended morning briefing. | 1 hrs | Sñra. [REDACTED] |
| | 2. Worked on translations for project with large energy company. | 2 hrs | |
| | 3. Discussed mining exploration rights and permits with associate attorney. | 1 hr | |
| | 4. Began research for NAM Publication (International publication, an article on Chilean power law) | 4 hrs | |
| 6/6/12 | 1. Continued research for NAM Publication | 7 hrs | Sñra. [REDACTED] |
| | 2. Attended morning conference discussing current projects and developments | 1 hr | |
| 6/7/12 | 1. Continued NAM Publication Research | 4 hrs | Sñra. [REDACTED] |
| | 2. Outlined NAM Publication | 1 hr | |
| | 3. Worked on NAM Publication citations | 1 hr | |
| | 4. Helped associate attorney with translation | 1 hr | |
| | 5. Attended morning meeting. | 1 hr | |
| 6/8/12 | 1. Attended morning conference | 1 hr | Sñra. [REDACTED] |
| | 2. Completed first draft of NAM Publication | 6 hrs | |
| | 3. Revised and edited NAM-Publication citations | 1 hr | |
| 5. Approved by Supervisor [Please Type Name]: Sñra. Pa [REDACTED] | | Total Hours for Week 48 | |
| [Supervisor Signature] | | Running Total for Internship 48 | |

¹ Nature of work/work product. Start each assignment or activity on a separate line and number.

² Indicate the amount of time spent on each activity or assignment.

REFLECTIVE JOURNALS SAMPLES

SAMPLE 1 Over the last two weeks I have been involved in significant projects more closely related to the formation of large-scale business transactions and contracts. I have had the opportunity to work on translating and editing a large scale merger and acquisition, a real estate mortgage with regard to a large mining property, and an asset purchase and sale agreement. In addition to helping edit and translate these documents into English for the clients, I have had considerable discussions with the relevant attorneys about what the documents contain and what they mean. When translating a document into English from Spanish and I come across a legal term of art in English that I do not know, I can always ask one of the attorneys what it means and how it is relevant. For me, this has been a great way to learn the process, while at the same time helping the firm fully represent its clients by providing accurate English translations.

Within the last week, I have been given the opportunity to work directly with a client on a very large business venture. I have been involved in all stages of the project and have met with the client multiple times to discuss improvements and changes that are necessary. This has given me not only the opportunity to meet directly with the CEO of a large company in Chile, but of course, has given me an insight on how to appropriately respond to a client's needs and make appropriate adjustments according to its particular situation. This project has also given me considerable knowledge on the energy sector and development projects in Chile. I learned a great deal about the need to take many different aspects of the law into account when planning a large-scale project. For example, many environmental laws exist that need to be complied with before a project can begin. Also, if certain communities are affected, they need to be involved and if necessary, need to give consent...etc.

It is clear to me that Chile is a rapidly growing economy, yet faces significant challenges with regard to that growth. Chile relies on its mining sector to power its economy, yet the environmental and social challenges related to performing a legally and morally sound operation are great. The amount of laws that are implicated, both national and international, deserve exhaustive attention. The job of a lawyer in any project of this sort is great, yet at the same time, seems incredibly multifaceted and intellectually rewarding.

SAMPLE 2 My experience at XX XXX Associates in the first two weeks of my internship has been pleasant. The staff, my supervisors, and colleagues have all welcomed me and helped me adjust to working in India. I was introduced to all of the attorneys, including the senior partners, within the first few days of starting my internship, which made me feel like a member of the team. I was also asked what I was interested in, and thus the work that has been assigned to me is relevant to my interests. On the first day of my internship I was given the opportunity to go to a conference on cloud computing with another associate. More importantly, the work is challenging, but not so challenging that it is impossible to complete. My assignments so far have forced me to learn new laws and regulations with regards to conducting business in India and have helped me further my research skills. For example, I have spent a great deal of time studying foreign direct investment in India. I have looked at the different types of offices that can be setup in India, the various limitations and sector caps, the different types of instruments that are available to make investments, the incentives that are given to foreign investors, how investments are taxed etc. I have also been allowed to conduct my own research on things that I am interested in. For example, I conducted research and prepared a note on cloud computing based on what I had learned in the conference that I went to on my first day on the internship. The feedback on my work has also been helpful. I've been told which areas in my writing are my strengths and which areas I need to improve on so that my writing can be more easily understandable for clients. I am also pleased that my supervisors give me sufficient time to complete tasks which they know I will find difficult due to my inexperience with Indian laws.

Overall, I am happy to work in a friendly environment that values me as a person and not just another worker. Adjusting to working and living in India has not been easy, but my supervisors have been helpful along the way and have provided guidance in areas outside of work as well. I look forward to spending the next three weeks at XX XXX Associates.