



The Center for American and International Law

5201 Democracy Drive

Plano, Texas 75024

972 244 3400

www.cailaw.org

Overview:

The Center for American and International Law is a nonprofit institution dedicated to the continuing education of lawyers and law enforcement officials in the United States and throughout the world. Founded in 1947, The Center has earned a reputation for excellence in legal and law enforcement education.

Much of the Center's work is accomplished through its eight educational Institutes:

- Institute for International and Comparative Law;
- Transnational Arbitration;
- Energy Law;
- Litigation Studies;
- Local Government Studies;
- Center for Continuing Legal Education;
- Law and Technology; and
- Law Enforcement Administration;

Summaries of each Institute and their respective scopes of interest are available on our website at www.cailaw.org.

Internship with the Center:

Benefits to the Intern:

Because of the breadth and scope of the legal and law enforcement programs and the work of the Center in reaching its audiences, a learning environment is created for interns who might possibly be interested in legal or law enforcement professions.

Interns will be able to explore a variety of career opportunities through informal contacts with lawyers and law enforcement personnel. During the summer international Academy of American and International Law, interns will interact with participants from around the world.

The Center offers interns an opportunity to work alongside administrative professionals. Through hands-on work, interns can gain practical, real-world experience in a variety of areas which may benefit them in their own choice of professions. The intern will also have a limited opportunity to attend portions of the specific programs for which the intern is working.

Good human relations and communication skills are important since the intern will interact with Center staff, the program faculties and program participants. Interns should be prepared to provide mature and professional responses to program participants.

General Requirements:

All work will take place at the Center for American and International Law at 5201 Democracy Drive, Plano, Texas.

Internships are scheduled for a minimum of 5 hours per week for 12 weeks. Experiences of a longer duration are accepted. Work days will be tailored to fit the intern's schedule. Some weekend work may be required if assigned programs takes place on a weekend. Interns are expected to stay for the duration of the scheduled experience.

Interns may dress casually, but professionally. Jeans, shorts, tennis shoes and t-shirts are not appropriate attire.

No stipends or dormitory space is available for interns. No insurance coverage of any type is provided under this internship. On occasion, a meal may be provided. Good human relations and communication skills are important.

Interns will aid in the preparation of Center programs, helping with mail outs, computer-generated marketing of the programs, occasional contact with the faculties and potential attendees, and the production of various materials for each program.

Evaluation:

Evaluation of work performance shall be made in an objective manner by the intern coordinator. The evaluation will be based upon successful completion of responsibilities and projects.

It is the responsibility of the intern and the intern coordinator to clearly state the goals/objectives to be accomplished during the experience at the Center.

Priority will be given to students with clearly stated goals and objectives who would benefit from experience in legal and law enforcement fields.

Unless otherwise designated, **Mark Smith, Vice President**, will be the intern coordinator. **Sue Bliss** will be the intern administrator at the Center.

Qualifications:

Undergraduate students with a 2.5 GPA or above, currently enrolled in an undergraduate program.

Personal or phone interview required.

Interns will work on site at the Center and assist in day-to-day operations of the Center.

Application Process:

Please include the following documentation when applying:

- ▶ Cover Letter stating career ambitions and goals
- ▶ Resume
- ▶ Application
- ▶ One Letter of Recommendation

Intern Coordinator: Mark P. Smith, Vice President

Send applications to Intern Administrator:

Sue Bliss
The Center for American and International Law
5201 Democracy Drive
Plano, Texas 75024
Phone: 972 244 3413
msmith@cailaw.org

We will contact you to confirm that your application was received. Thank you for considering The Center for American and International Law for your internship position.