



**FAR WESTERN UNIVERSITY**  
**सुदूरपश्चिम विश्वविद्यालय**  
**CENTRAL DEPARTMENT OF LAW**

**Guidelines for  
Internship and Internship Report Writing**

**Approved Date: 2082/10/04**

## **Introduction**

### **Course description:**

Clinical Law (placement) is a practical course prescribed for X semester B.A., LL. B. students to enable them in a practical knowledge in the field. The B.A., LL. B. Programme aimed at producing skilled human resources in the legal field. Students who have knowledge in theories and principles must have practical experience in the field. Practical knowledge may be obtained in various institutions responsible for the dispensation of justice.

### **Course objectives:**

The main objective of this course is to give placement training to Students and prepare a report for evaluation. The Training course attempts to expose the students to various aspects of legal work carried out by institution where the students are placed. Besides examining the code of professional ethics and etiquette both in theory and in practice, the course addresses the growing social responsibilities and challenges.

### **Method and Procedure:**

Students shall be placed for six weeks in any concerned legal or other institution which is agreed upon between Campus and host institution such as courts, Lawyer's chambers, libraries, administrative offices, quasi-judicial bodies, prosecution departments, police and correctional institution, commercial corporate establishment, government law offices, legal aid centers, legislative secretariats etc. Students themselves may choose or search for the place of the interest or Department shall manage to place the students in appropriate institutions.

## **Basic Rules for Internship**

Students shall follow followings rules during Internship

- i. **Minimum internship period:** As prescribed in the syllabus, students must complete a full internship period.
- ii. **Attendance and Records:** Student shall keep the records of attendance and activities done daily.
- iii. **Dress code:** Students shall be in college uniforms during internships to maintain professional decorum.
- iv. **Discipline & punctuality:** Students must adhere to organizational rules, attend regularly, and avoid absenteeism.
- v. **Confidentiality:** Students must respect organization, client privacy and ought not disclose sensitive information.
- vi. **Expected Outcomes:**
  - a. Students are expected to gain practical exposure to the legal profession by applying classroom theories in real-world scenarios,
  - b. Students are expected to develop skills in legal research, drafting, case analysis, and client interaction,
  - c. Students expected to understand professional ethics and cultivate decent working habits essential for legal practice,
- vii. **Supervision and evaluation:**
  - a. Students must be in regular touch of Department
  - b. Shall follow the standard rules of Legal Practitioners framed by Bar Council of Nepal.
  - c. Students must follow the directions of the concerned organization where they are placed,
  - d. The department shall monitor and supervise progress as well as ensure academic requirements are met.
- viii. **Report and Submission:** Students must submit their Final Report of internship in prescribed format for the final evaluation.

# Structure of the Report

Report must have minimum followings contents:

- **Title Page**
  - Include your name, roll number, course, internship organization, and dates.
- **Acknowledgment**
  - Briefly thank the organization, supervisor, or faculty.
- **Preface**
- **Table of Contents**
  - List all sections with page numbers.
- **Introduction**
  - State the purpose of the internship.
  - Mention the organization and area of law you were exposed to.
- **Description of the Organization**
  - Provide background: type of organization (law firm, NGO, court, corporate office).
  - Highlight its main functions and areas of practice.
- **Internship Experience**
  - Describe tasks you performed (research, drafting, attending hearings, client meetings).
  - Share skills you learned (legal writing, case analysis, communication).
- **Key Learnings**
  - Reflect on how the internship connected theory with practice.
  - Mention specific laws, cases, or procedures you understood better.
- **Challenges and Solutions**
  - Note difficulties faced (e.g., complex legal documents, time management).
  - Explain how you overcame them.
- **Finding, Conclusion and Suggestions**
  - Summarize your overall findings and experience.
  - Suggest how the internship will help in your future career.
- **References/Appendices (if needed)**

COVER PAGE

**Clinical Law II - Placement (Law 560)**

# **An Internship Report**

Submitted to the Central Department of Law (FWU), Mahendranagr, Kanchanpur for the Partial Fulfillment of the Requirements of B.A., LL.B Degree.

## **Internship granting Organization**

Name:

Address:

## **Submitted by:**

Name:

Semester:

Reg No.

Exam Roll No.:

Date of Submission: