Founded in 1979, the Arizona Foundation for Legal Services & Education, the charitable arm of the State Bar of Arizona, plays a leading role in preparing Arizona youth for civic responsibility and providing access to justice for Arizona's marginalized. Each year, the Foundation efforts reach more than 300,000 Arizona school children through training teachers, school resource officers, and probation officers about our laws, justice system and the foundations of democracy. The Foundation also grants funds to non-profit organizations that provide free legal assistance to those who would otherwise go unrepresented, so that all people in Arizona can have a voice in our justice system. Outreach to the public is enhanced through the use of technology: the Foundation sponsors LawForKids.org, America’s largest Web site dedicated to teaching youth about the law and has recently accepted the responsibility for the development of AzLawHelp.org and LawForSeniors.org. The Foundation, through its broad base of partners and grantees, makes a positive impact on our community and justice system.

**Foundation Internship Program Purpose**

The Foundation’s daily operations are accomplished through a staff of highly dedicated professionals: each understanding that the mission of “promoting access to justice for all Arizonans” cannot be accomplished within the walls of this agency. It is only through developing and utilizing the expertise of others that we can begin to reach the numbers who need increased awareness, education, and services. The Foundation core structure is rooted in the ‘best practices’ of law related education: focus on civil, criminal and constitutional themes; judicious selection and presentation of issues and material; sufficient quantity of instruction; use of hands-on, interactive instructional strategies; opportunities for youth to interact constructively with well-prepared outside resource persons; active involvement of administrators; and support networks for teachers/instructors. Integrating and adapting these practices in all aspects of our operations led to the development of the Internship Programs. The purposes of each of the programs are twofold. First, to promote the development of relationships across academic areas of learning so that a broad base of future leaders will understand the responsibility they have toward public service and their ability to make a direct impact within their profession. Secondly, the internship programs allow the Foundation to remain in the continual state of ‘student’ as we learn from the interns’ questions and ideas ways that we can better fulfill our mission to the state we serve.

**Foundation Internship Programs**

**Contact Center Internship**

**Description of Position:** The Contact Center Internship provides a unique opportunity for qualified students to learn how to research legal topics and decipher legal information vs. legal advice. The program will also give students experience working directly with the public, interacting with attorneys, and familiarity with common legal issues and questions facing Arizonans everyday. The program affords participants intensive networking, facilitation, and training assistance opportunities.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.5 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

**Law-Related Education Internship**

**Description of Position:** The Law-Related Education Internship provides a unique opportunity for qualified students to learn about implementing professional development to state educators, current law-related education issues and the state standards relating to civic education and their implementation in school programs. The program affords participants intensive networking, facilitation, and training assistance opportunities.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.
Nonprofit Management Internship

Description of Position: Position duties will include conducting research and onsite reviews of grantees, writing summaries of grantees services & missions, attending Foundation board and committee meetings, presenting reports in committees, assist in review of financial statements and reconciliation of receipts, preparing for meetings and communications with coalitions and committees. Interns are supervised by a Foundations staff person. Specific duties vary, depending on intern assignments.

Eligibility (minimum qualifications): Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have completed at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

Legal Education and Services Internship

Description of Position: Position duties will include conducting research and writing summaries on the various websites and publications facilitated by the Foundation. The student will attend legal services meetings of both the Foundation and State Bar and other outreach opportunities related to the legal community. The student will work on questions and comments on azlawhelp, lawforseniors and lawforkids under the supervision of the websites’ manager. Interns are supervised by a Foundations staff person. Specific duties vary, depending on intern assignments.

Eligibility (minimum qualifications): Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have completed at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

Fund-Raising/Public Relations Internship

Description of Position: The Fund-Raising/Public Relations Internship offers qualified students an opportunity to learn about the fund-raising and public relations process while producing media releases, assisting with a weekly live radio production, assisting in the coordination of a major special event, and developing annual reports, programs, and brochures.

Eligibility (minimum qualifications): Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

Status of Interns

The specific schedule of the intern will be agreed upon by the intern and staff supervisor considering both the needs of the program and the outside responsibilities of the intern. The expected average time for each internship is ten hours each week for twelve weeks with the total hours not to exceed (120) one hundred twenty for the semester internship. Benefits are not included in the internship nor is there an expectation of transitioning to employee status.

Guidelines, Requirements, and Expectations for Interns

1. The intern will be required to maintain the attached code of behavior expected of all staff and volunteers of the Foundation (see attached).
2. The intern will be required to complete his/her scope of work as agreed upon with his/her Foundation support staff person (defined with each intern).
3. The intern will be required to inform the Foundation of any and all requirements needed for successful completion of his/her internship as mandated by his/her college or university.
4. The intern can expect to have a staff person assigned specifically to him/her to provide direction and evaluation, direct support, and to serve as his/her mentor.
5. The intern can expect to have open communication lines among each staff member of the Foundation as resources for broader questions and achieving the learning objectives outlined in his/her internship program.
6. The intern can expect to have the Foundation abide by the mandates of his/her college or university for a successful completion of his/her internship.

To apply, please contact susan.nusall@azflse.org or 602-340-7361
CODE OF BEHAVIOR ACKNOWLEDGEMENT

Please Read Carefully, Sign and Return to Human Resources

I understand that the Arizona Foundation for Legal Services & Education (“Foundation”) is an equal opportunity employer and that each intern is expected to promote this philosophy in their work and all their interactions. Consistent with this philosophy of equal opportunity, the Foundation has a no tolerance policy in regards to harassment of any kind.

I understand that the Foundation is committed to a drug-free workplace. This policy extends to any circumstance in which interns represent the Foundation in an official capacity.

I understand that all interns of the Foundation are expected to act in a professional manner. This behavior includes maintaining a professional appearance; respectful interaction with clients, other staff, and outside agencies; maintaining a clean and orderly office space; respecting the property of others, and representing the agency in a positive manner.

I understand that respecting the confidentiality of clients, staff, and agency is a primary requirement of each intern. Interns shall ensure the privacy of others by properly storing records, maintaining accurate documentation, and restraining from sharing information without securing proper authorization.

I understand the Foundation is a separate legal entity from the State Bar of Arizona. I further understand because of possible public perception that the two entities are one and the same, I am expected to behave and hold the same confidence in any BAR related events or matters as I would for the Foundation.

I understand that any donation or contribution made to the Foundation will be used for the sole benefit of this agency and the clients we serve. The Executive Director will authorize the use of all contributions.

I understand that as an intern of the Foundation, I must avoid any actual or apparent conflict of interest, including any outside activity which could be construed as being in conflict with the goals and objectives of the agency or which may deter from the accomplishment of the purposes for which the agency was formed.

I understand that any violation of the Foundation’s Intern Policies and Procedures Manual and/or Code of Behavior may result in discipline, up to and including immediate termination.

I have read the above and further understand that the Foundation’s Intern Policies and Procedures Manual and “Code of Behavior” sets forth the minimum expectations for my performance at the Arizona Foundation for Legal Services and Education.

_____________________________  _____________________
Sign your name here          Date

_____________________________
Print your name here
CONFIDENTIALITY ACKNOWLEDGEMENT

Please Read Carefully, Sign and Return to Human Resources

As an intern of the Arizona Foundation for Legal Services & Education (“Foundation”), I recognize and understand that one of my responsibilities is to maintain in confidence business and/or personal information I learn in the course of my internship. From time to time, I may become aware of certain confidential materials or information regarding the Foundation and its operation that is not generally known or available to the public.

In consideration of my internship with the Foundation, I understand that I must keep this information confidential and not disclose any part of it orally or in writing at any time to any third party without the prior written consent of the Executive Director or designee.

I understand that all interns of the Foundation are required to sign this confidentiality agreement as a condition of my internship. I further understand and agree that interns who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of internship, and legal action, even if they do not actually benefit from the disclosed information.

I acknowledge that I have read, understand and accept this notice regarding confidentiality and the consequences of any breach.

_____________________________  ______________________
Sign your name here              Date
_____________________________
Print your name here
INFORMATION TECHNOLOGY ACKNOWLEDGEMENT

Please Read Carefully, Sign and Return to Human Resources

As an intern of the Arizona Foundation for Legal Services & Education ("Foundation"), I recognize and understand that the Foundation’s network and computer systems are to be used for conducting business. I understand that excessive or otherwise inappropriate personal use of this equipment is strictly prohibited.

I acknowledge that the Foundation’s electronic mail system is not to be used to create any offensive or disruptive messages which may include, but are not limited to, messages which contain sexual references, racial slurs, degrading gender-specific comments or any other comment that offensively addresses someone’s race, color, national origin, age, gender, political or sexual orientation, military service, pregnancy, disability, or any other legally protected status.

I acknowledge that the use of a password does not guarantee confidentiality. I understand that interns do not have any expectation of privacy with respect to their use of the Foundation’s telephones, mail, e-mail, or computer systems and that any and all communication is the property of the Foundation. I agree not to access a file or retrieve any stored communication other than where authorized unless there has been prior clearance by an authorized Information Technology representative.

I am aware that the Foundation reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Foundation’s network and computer systems at any time, with or without intern notice, and that such access may occur during or after working hours.

I am aware that violations of the policy and/or this notice may subject me to disciplinary action, up to and including termination from internship.

I acknowledge that I have read and understand the Information Technology Policy located in the Foundation’s Intern Policies and Procedures Manual. I further acknowledge that I have read and understand this notice.

__________________________________________________________  __________________________
Sign your name here                                      Date

__________________________________________________________
Print your name here