

Internship Request Form for GWS 660

Please submit Internship Request Forms electronically as a PDF to susan.nelson@wisc.edu.

Internship Site Information

Organization:	Legal Action of Wisconsin		
Website:	www.legalaction.org		
Street Address:	744 Williamson St, Ste 200	Phone:	414. 274.3080 (Jill) 608.509.7525 (Megan)
Supervisor Name:	Jill Kastner, Megan Sprecher	Email:	jxk@legalaction.org (Jill) mls@legalaction.org (Megan)

Internship Position Information

Agency Summary:

What is the purpose of your agency or organization? What is the mission, if applicable? Briefly describe the day-to-day activities? If it is relevant for applicants, please give a brief history of the organization's founding.

We are the state's largest non-profit law firm providing free civil legal services to Wisconsin clients at the most vulnerable times in their lives. For more than 50 years, we've changed and improved lives by making sure the civil legal system works for everyone.

We believe everyone deserves to be treated with fairness and respect, and in fighting for what's right and fair no matter how hard or complex. We believe access to justice is a vital civic issue and in the right to counsel in civil legal proceedings. We believe everyone deserves the highest-quality legal representation possible regardless of ability to pay.

This internship is with the firm's Student Legal Aid and Urban League Expungement projects, both of which work on barriers to employment issues. The Student Legal Aid project partners with community colleges like Madison College and Milwaukee Area Technical College to assist students with legal issues that cause barriers to employment, including expungements and criminal record corrections, bankruptcies, and unemployment insurance cases. The Urban League project assists community members with barriers to employment issues like expungements, pardons, and criminal record corrections through a monthly pro bono clinic.

Job Duties:

Please describe the duties and responsibilities of the intern in detail. Indicate, as specifically as possible, the work a student would

actually do and what they can expect to learn from an internship with your organization. Feel free to include a job description, if one is available.

The intern will assist with virtual clinics and any necessary follow up with clients. The intern will do research, make phone calls, draft documents, and assist with outreach to the community colleges. The intern will learn how barriers to employment impact a client's life and what steps may help the client be better able to access and obtain employment that will sufficiently support the client and their family. The intern will learn about the importance of pro bono involvement in addressing the civil legal needs of Wisconsin's low-income population.

Internship Project:

Is there an opportunity for a student to work on an independent internship project, or to hold specific responsibilities in relation to a larger project which they can discuss in their end-of-semester internship project or paper?

The supervisors will discuss the possibility of an independent project at the beginning of the semester, taking into account the intern's interests and the project needs.

Training:

What sort of training will be provided in conjunction with the internship? Will there be special learning opportunities such as in-service training, seminars, conferences, etc., to enhance learning?

The intern will be able to attend any trainings that Legal Action holds during the semester, including a planned expungement and criminal records correction training. Legal Action also has many recorded trainings on many civil legal areas that will be available to the intern.

Professional Development:

Even in a virtual format, will there be opportunities for the intern to get to know the culture of the organization? This might include staff or project meetings, virtual social events, behind the scenes organizational infrastructure, networking, etc..

The intern is welcome to attend internal meetings and external meetings with tech colleges and other community partners.

Supervision:

Please indicate the frequency and style of intern supervision. In general, how will the student be informed about her/his/their performance and responsibilities? Who will provide guidance, feedback, inspiration and support?

The intern will receive assignments, feedback, and support through regularly scheduled meetings, emails, and chat. Legal Action utilizes Microsoft Teams and Zoom for communication.

Supervisor:

Who will be the intern supervisor?

Jill Kastner, Director of the Student Legal Aid project, and Megan Sprecher, Staff Attorney in the Madison office will supervise the intern. The intern will also interact with Claire Silverstein, paralegal for the projects.

Transportation:

We expect all internships to be virtual in spring 2021.

The internship will be virtual.

Additional Information:

Interview Information

Please describe the best way for students to reach out to schedule an interview with you. Interviews will begin December 14, 2020 and should be completed by mid-January, 2021. Students should have secured an internship and completed their Learning Contracts by January 18, 2021.

Students interested in interviewing for this position should:

- Reach out to Megan at mls@legalaction.org by January 10, 2021 with a resume to schedule a phone or video interview.