

THOMAS PHILIP

ADVOCATES & SOLICITORS



INTERNSHIP BOOKLET

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THE THOMAS PHILIP INTERNSHIP PROGRAMME

PHILOSOPHY:

Completing an internship is the single best way to research and prepare for a career.

BENEFITS to Interns:

- Practical application of academic learning
- Development of professional contacts
- Acquisition of experience and competitive edge in the job market
- Affirmation of the choice of a legal career

THE THOMAS PHILIP EXPERIENCE:

- Participation in an established internship programme
- Guidance from a lawyer-mentor;
- Exposure to practical aspects of litigation and dispute resolution;
- Observation of court proceedings; AND
- The enthusiastic support of the Managing Partner!

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INTERNSHIP APPLICATION

All applications for the Thomas Philip Internship Program should preferably be submitted at least three (3) months before the targeted start date.

A. Requirements

Applicants must submit a scanned copy of the following documents*, to internships@thomasphilip.com.my :

- Cover letter addressing the following questions:
 - Why have you chosen to apply for a dispute resolution internship?
 - Which area of law particularly interests you and why?
 - What in particular attracts you to Thomas Philip?
- Resume / CV;
- two (2) written references from a lecturer / tutor;
- sample of written legal work (eg. course assignment or term paper);
- CLP / BPTC certification (where applicable) and transcripts;
- University law degree certificate and all course transcripts;
- A-level/ STPM (or equivalent) certificate with grades obtained for each subject;
- Certification of proficiency in English:
 - MUET min Band 5
 - IELTS min Band 6, or equivalent
- Identification card / passport.

*** Documents that are not in the English Language or in Bahasa Malaysia must be translated by a certified translator.**

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B. Assessment Process

- Short-listed Malaysian candidates may be required to attend an interview at the offices of Thomas Philip. International applicants may be assessed via telephone/ Skype interviews.
- Candidates may expect notification within one week of any interview.
- Candidates who have not been called for an interview will be advised of the outcome of their application within a month of the submission of their documentation.

C. International Interns

- Our aim is to give internship opportunities to as many qualified interns as we possibly can. However, we do receive more applications than there are places.
- As such, we ask that international Interns who have been offered an internship, email a copy of their flight itinerary or e-ticket within 7 days of the offer being made, in order to confirm their acceptance of the internship offer.

INTERNSHIP MODULES

The aim of the Thomas Philip Internship Programme is to provide Interns with exposure to and training in the practice of Litigation and Dispute Resolution including:

1. Writing and Drafting Skills

- Legal Opinions / Letters of Advice
- Pleadings
- Applications
- Affidavits
- Written Submissions
- Chronology of Events & List of Documents

2. Advocacy

- Participating in-house advocacy training seminars and exercises including mooting;
- Observing counsel in court proceedings.

3. Attend Meetings and Conferences with Clients and Counsel.

4. Legal Research

- Research on the law and procedure in Malaysia
- Use of online and offline research tools
- Application of legal research to real facts of on-going cases
- Presentation of research material

5. Other Relevant Training

- Time Management
- File Management
- Courtroom Etiquette
- Client Communication
- Professional Conduct and Ethics
- Team Work
- Practical Office Procedures

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INTERNSHIP BASICS

- Interns will undergo an introductory briefing and practical orientation on their first day. They will also be introduced to Thomas Philip's lawyers and members of staff.
- Interns will be assigned to an Associate / lawyer-mentor ("buddy"), and be part of a team led by a Partner of the Firm.
- All tasks should be completed within the stipulated timeframe. Interns are to request an extension of time from the instructing lawyer, if they are unable to meet deadlines.
- Depending on the current Court schedule, the Firm aims to assign Interns to observing court proceedings twice a week.
- Interns are expected to attend in-house training sessions, contribute to discussions at staff meetings as well as participate in all Thomas Philip events.
- Interns **MUST** inform their supervising Associate of any variations in routine, planned and unplanned absences, illness and other concerns.

INTERNSHIP ASSIGNMENTS

A. In addition to the tasks assigned by the lawyers of the Firm, Interns are also required to produce the following **three (3) pieces of written work** during their internship.

These are to be submitted to Ms. Lim prior to the conclusion of their internship, without which, the Firm will NOT issue a certificate / letter verifying the completion of your internship:

1. “Summary of Experience” that addresses the following questions:
 - a) Daily routine?
 - b) What did you learn about the Law and the Legal profession?
 - c) What did you enjoy?
 - d) What did you find challenging?
 - e) Was this a worthwhile experience?
 - f) Has this experience had any influence on your previous career choice / inclinations?
2. “Commentary” of approximately 2000 words [about four A4 pages]: Malaysian interns are to focus on an area of law / procedure researched or worked on during their Internship. International interns are to submit a comparative study of the approach in their home country and in Malaysia, of an area of law / procedure that they have worked on during their internship.
3. “Work Record” listing all tasks undertaken during the internship, to be approved by the supervising lawyers and validated by the Managing Partner.

B. Other requirements:

Participation in a Moot or Appellant Presentation in the last week of the Internship. It is the intern's responsibility to check with his/her supervising Associate for details of the Moot, at least 2 weeks before the end of the internship.

FAQs

Q: What are the academic requirements to qualify for an Internship at Thomas Philip?

A: Generally, an applicant should have at least completed their 2nd year of a full-time Law Degree course, with an average of at least **a CGPA of 3.3**; or **Second Class Upper**; or **TER of 90**. Consideration may still be given to candidates who fall slightly short of the above requirements but who are able to give valid reasons and can demonstrate excellence in co-curricular activities.

Q: What is the duration of the Internship?

A: Typically, 4 weeks or 1 calendar month depending on availability. Shorter or longer internships may be awarded, upon application, on a case-to-case basis.

Q: Will Interns be remunerated?

A: The internship is an unpaid one, however, Interns will receive a small weekly stipend to help cover incidental costs.

Q: Who supervises the Intern?

A: An Intern will be assigned to a supervising Associate, but may also be assigned tasks by any of the lawyers in the Firm.

Q: What assistance does the Firm provide with accomodation during the internship?

A: The Firm will assist (where needed) by suggesting options for suitable accomodation close to the Firm's office premises. International interns are strongly advised to finalise all accomodation arrangements before their arrival in Malaysia.

WHAT YOU WILL NEED TO KNOW:

- **Working hours**

Working hours are from 8.30am – 5.30pm, Monday to Fridays. However, from time to time, you may be asked to arrive earlier or stay later, depending on the needs of the Firm.

- **Lunch Time**

Lunch is for one hour between 1.00pm - 2.00 pm each day: please consult the Firm's staff for their favourite local eating places!

- **Weekly Meetings**

All interns are to attend weekly staff meetings usually on Thursday afternoons, subject to change.

- **Medical (If unwell at work or unable to come to the office):**

1. ALL interns MUST inform their supervising Associate / buddy. You will be referred to a nearby clinic.
2. Useful numbers in medical emergencies: Damansara Specialist Centre (03-77222692) / Pantai Medical Centre (03-22960888)

- **Absence from Work (non-medical)**

Seek clearance through your supervising Associate / buddy.