

THOMAS PHILIP

ADVOCATES & SOLICITORS



INTERNSHIP
BOOKLET

I. 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 supervising lawyer;
- Exposure to practical aspects of litigation and dispute resolution;
- Observation of court proceedings; AND
- The enthusiastic support of the Partners

II. HOW TO APPLY

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** :

1. Academic requirements:

Applicants should have completed their 2nd year of a full-time Law Degree course, with a minimum average of **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.

2. Supporting documents:

a) 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?

b) Resume / CV;

c) University law degree certificate and all course transcripts;

d) STPM / A-level/ TER (or equivalent) certificate with grades obtained for each subject;

e) CLP / BPTC certification (where applicable) and transcripts;;

f) Certification of proficiency in English: MUET min Band 5, IELTS min band 6 (or equivalent)

B. Assessment Process

- Short-listed Malaysian candidates may be required to attend an interview.
- 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.

III. 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 mootings;
- Observing counsel in court proceedings.

3. Attend Client Meetings and Conferences.

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

5. Other Relevant Training

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

IV. INTERNSHIP BASICS

- 1) 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.
- 2) Interns will be assigned to a supervising lawyer ("Buddy") but may also be assigned tasks by other lawyers in the Firm.
- 3) 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.
- 4) Depending on the current Court schedule, the Firm aims to assign Interns to observing court proceedings regularly. Interns are to seek confirmation of court observation from their supervisors.
- 5) In the case of variations in routine, planned or unplanned absences, illness and other concerns, interns MUST immediately:
 - a) Inform their supervisors; and
 - b) Inform Front Desk either by calling Front Desk or by sending a Whatsapp message to front desk personnel.

V. 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. They are to be emailed to: **internships@thomasphilip.com.my** on or before the final day of their internship, without which, the Firm will not issue a certificate / letter verifying the completion of the internship programme:

1. **“Summary of Experience”** answering 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”** (approx. 2000 words):

- a) Malaysian interns are to focus on an area of law / procedure researched or worked on during their Internship.
- b) 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 supervising lawyers and validated by the Managing Partner.

B. Other requirements:

Participation in in-house advocacy training or moots and /or attending all firm events and seminars / webinars .

VI. FAQs

Q: What is the duration of the internship?

A: Typically, 4 weeks but shorter or longer internships may be awarded, on a case-by-case basis, depending on availability of places and the needs of the firm. Interns who do not complete the internship period as stipulated in the Internship Agreement, will not be issued a certificate of completion.

Q: Are interns remunerated?

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

Q: What assistance does the Firm provide with accommodation, transport or parking during the internship?

A: The Firm does not provide accommodation, transport or parking assistance and interns will be required to bear their own costs.

Q: What are the Firm's business hours?

A: The Firm's official business hours are from 8.30am – 5.30pm, Monday to Fridays, with a one hour lunch break from 12.30pm - 1.30pm. Interns may be asked to be present beyond these hours to depending on the needs of the Firm.

Q: What other occasions require intern attendance?

A: Staff meetings, knowledge sharing and training sessions and all firm events, are part of the internship experience and attendance is compulsory for all interns.