

BENEFITS

FOR STUDENTS—

- To learn professional skills
- To gain valuable hands-on work experience
- To develop confidence as a personal and professional trait
- To explore career opportunities of their choice
- To be able to hunt their future dreams
- To help themselves in professional grooming
- To get themselves accustomed to discipline
- To learn saleable transferable jobs skills
- To develop professional contacts and references
- To learn challenges and prospects at workplace
- To earn required academic credit

FOR THE ACADEMY—

- To introduce itself as a potential hub of internship
- To take an opportunity to hunt for potential high caliber employees
- To develop a dynamic and cost-effective workforce
- To help its existing human resource become more creative
- To cash in on the new knowledge and skills for its existing workforce
- To widely publicize productive capabilities of Academy
- To create a burden-sharing work environment for its workforce
- To create a learning environment for interns
- To provide experienced and skilled workforce to the economy

FOR THE UNIVERSITY—

- To seek feedback on its curriculum
- To create an opportunity of field work experience for its students
- To explore the responsiveness of its curriculum to the demands of economy
- To ascertain the effectiveness of its academic performance
- To develop a network with employers
- To enable itself to promote employability for its students
- To help its faculty members gain field experience

SELECTION CRITERIA

The selection will be on the basis of interview, keeping in view the following criteria:

Essential	Desirable
Law Graduate/Student	Publication(s)
Basic computer skills	Academic distinction(s)
Research aptitude	Proven linguistic skills
Effective communication skills	Strong writing skills



Khyber Pakhtunkhwa Judicial Academy Peshawar



INTERNSHIP PROGRAM 2014

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INTRODUCTION

In Pakistan, internship is a relatively new phenomenon. For young graduates, experience plays a significant role in getting a job of their choice. Even when graduates are able to get jobs, their first and foremost difficulty is to see a big difference between their educational knowledge and the 'real world'. This is generally called the theory and practice gap. Job appointment mainly hinges on educational qualification, but job performance needs skills. Internship is an effective way of integrating educational learning with development of professional ability.

The internship programme of the Khyber Pakhtunkhwa Judicial Academy aims at enabling young law students avail an opportunity of addressing the theory and practice gap. It seeks to provide an effective environment to interns to learn a range of professional skills that further prop up their potentialities and abilities gained in the university. In return, the interns bring blossoming new-fangled knowledge, adding fresh air to the congenial intellectual environment of the Academy.

INTERNSHIP AT THE KP JUDICIAL ACADEMY

The Khyber Pakhtunkhwa Judicial Academy was established in 2012 under an Act of the Provincial Legislature. The Academy has a legal obligation to impart training to judges and all other justice sector personnel and to conduct research on important legal and judicial topics. The Academy's motto is to help create an enabling environment for the establishment of the rule of law.

Within a short span of about two years, the Academy has been able to earn an enviable reputation within the country and abroad, as a leading judicial training school. Amongst its key achievements, includes conferment of degree award status by the Higher Education Commission. Part of its agenda on contribution to the growth of quality legal education, the Academy has entered into Memorandum of Understanding (MoU) with three leading universities of the province, and is in the process of creating similar linkages with other universities. The Academy intends to commence internship for law students. The proposed internship aims at contributing to the internship requirement of the undergraduate law students.

KEY LEARNING ACTIVITIES

There is a long list of general activities of the Academy. Perhaps it may not be possible to learn all during the short period of three months internship. Therefore, student will be asked to choose one of their choices from amongst the following specialized areas:

- A. Academic,
- B. Research, and
- C. Administration
- D. Radio Meezan, FM 96.6
- E. Information and Communication Technology
- F. Mediation Center

The list below provides a bird's eye view of the general information of activities under the specialized area:

A. ADMINISTRATION

- Drafting of official correspondence
- Diary/dispatch
- Reception and protocol duties
- Designing of events
- Hosting ceremonies
- Human resource management
- Equipment management
- Preparation of budget for an event
- Preparation of meetings agenda and minutes
- Intra-and inter-department coordination
- Maintenance of staff record

B. ACADEMIC

- Curriculum development
- Preparation of training schedule
- Preparation of lecture synopsis
- Preparation of training report
- Concept note writing
- Power point presentation
- Speech writing
- Brief writing
- E-bulletin, Newsletter and annual report
- Education and training policy
- Liaison with Resource Persons

C. RESEARCH

- Questionnaire designing in research
- Literature review
- Data collection from field
- Research proposal writing

D. Radio Meezan FM 96.6

- Supervising / Reviewing radio programme(s)
- Hosting radio programme(s)
- Liaising with anchorpersons, guests speakers

E. Information and Communication Technology

- Design, maintenance PC's, Network, Apps etc.
- Record of ICT equipment
- Regular review of ICT activities

F. Mediation Center

- Learning mediation skills

DURATION OF THE INTERNSHIP

The duration of the program shall be 3 to 6 months.

INTERNS DESK

The interns will work in the work stations at the academy and every possible effort will be made to facilitate them. However, provision of work space will always be at the discretion of the Academy.

MENTORING

The interns will work under the supervision of a mentor designated by the Academy. The mentor will be responsible for distribution of work, constant guidance and monitoring and evaluation of interns' performance. The mentor will also constantly coordinate with the supervisor nominated by the University.

CERTIFICATE

Subject to successful completion of the internship, the Academy will award certificate of experience, and certificate of appreciation, for outstanding performance.

RESIDENTIAL ACCOMMODATION

Owing to lack of hostel facility, at present the Academy is unable to provide residential accommodation.

EVALUATION

On completion of the internship, the Academy will evaluate the performance of the interns. Conversely, the interns will provide feedback about the internship. The interns have to maintain a daily record reflecting their learning experience. They will be required to prepare a paper on their learning experience, including challenges they faced and suggestions for improvement.

CONFIDENTIALITY

Because the interns will have access to confidential record of the Academy, they have to sign a confidentiality document before the commencement of the internship.

STIPEND

Unfortunately due to financial constraint the Academy is unable to pay the interns. However, the management plans to make its internship paid in due course of time.