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# STEP

STUDENT TRAINEE EXCHANGE PROGRAM

INTERN  
BOOKLET




2024  
2025

## ABOUT ALSA “STEP” PROGRAM

**STEP** | STUDENT TRAINEE  
EXCHANGE PROGRAM

The ALSA STEP Program offers a unique international internship experience. It aims to bridge the gap between legal education and practice by providing law students with practical training at top legal institutions across Asia. As a key initiative of ALSA International, STEP focuses on nurturing future legal professionals who are not only academically skilled but also culturally aware and equipped to excel in a globalized legal landscape. Through strategic partnerships with esteemed law firms, STEP provides opportunities for students around Asia to gain hands-on experience while also allowing our partners to tap into a network of highly motivated and talented individuals from across Asia, fostering a global mindset in the legal profession.

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Internships through the STEP program begin at least a month after the application period ends. While applicants can indicate preferred dates, internships generally take place around June, July, and August. This program offers a chance for our members to experience global exposure, immerse themselves in different cultures, and for National Chapters to showcase their strengths

# STEP | STUDENT TRAINEE EXCHANGE PROGRAM

## BENEFITS FOR PARTICIPANTS

- It provides an alternative route to normal internship applications with potentially higher success rates.
- It equips participants with necessary skills for internships.
- Participants gain real-world legal experience across various jurisdictions.
- It helps develop a better understanding of different legal systems and cultures.
- Participants can build a global professional network that can benefit future career prospects.



# PROCEDURES

ALSA International is planning to run a single round of STEP this year (the specific timeline is detailed below). This year's program will focus mainly in these 3 countries: Thailand, Malaysia and Singapore.

## THE TIMELINE FOR STEP 2025

### 01 9th - 22th Feb Acquiring Partnership

ALSA International will contact potential partners and provide information regarding collaboration with STEP program.

### 02 22th Feb - 15th Mar Holding Skill Development Event for ALSA candidates

Organizing a workshop named "How2Intern" and activities to enhance candidates' skills in preparation for internships. ALSA How2Intern is a program designed to help participants understand the ins and outs of being an intern through guidance from our collaborative partners. The program provides valuable insights into the internship experience,

#### Conducting promotions

ALSA International will implement promotional campaigns across various platforms (Facebook, Instagram, STEP website,...) to raise awareness about the STEP Program.

### 03 1st Mar - 1st Apr Receiving the application

ALSA International will collect applications from interested candidates via the designated submission platform.

### 04 1st Mar - 1st Apr Conducting ALSA International interviews ("first interviews")

Qualified candidates will undergo an initial round of interviews conducted by ALSA International. These interviews assess the candidates' skills, experiences, and motivations, ensuring they align with the program's objectives and the requirements of partner law firms.

### 05 2nd Apr - 16th May Sending qualified applicants' information to Partners

After the first round of interviews, the profiles of shortlisted candidates will be compiled and shared with partner law firms. This step allows partners to review and make informed decisions about the interns they wish to host.

### 06 1st - 31th May Receiving final decisions from Partners

Partner law firms will evaluate the shortlisted candidates and provide their final decisions on internship placements. This phase is crucial for matching candidates with appropriate roles and ensuring mutual satisfaction for both interns and partners.

#### Notifying results to applicants and finalizing the round

The results will be communicated to all candidates, confirming their selection or providing constructive feedback. This step concludes the round as ALSA International finalizes all arrangements with successful applicants and partner law firms.

### 07 1st Jun - 31 Aug Internship Start

Internships typically commence between June and August, depending on partner availability.



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# STEP 2024 2025

STUDENT TRAINEE EXCHANGE PROGRAM

## TIMELINE

Application Period

Feb 22, 2025 -  
Apr 1, 2025

ALSA Internal Interview Period

Apr 1, 2025 -  
April 10, 2025

Internship Matches

Within April

Interview by Partners

Apr 10, 2025 -  
May 1, 2025

Internship Start

Between May  
and August



# CODE OF CONDUCT

Below are the rules and guidelines that the interns must abide by:

- I. Interns shall comply with their Institution's rules and regulations and the internship agreement between the intern and the Institution, whether it be in written or in verbal form;
- II. Interns shall comply with the previously signed agreement in the STEP Application Form;
- III. Interns shall maintain the honour of ALSA International as an organization at all times by showing good work ethics;
- IV. Interns shall not disclose any confidential information of ALSA and or the Institution to a third party;
- V. Interns shall submit 2 Internship Reports to ALSA International during their internship period (see "Internship Report Guidelines" for further details);

# CODE OF CONDUCT

## VI.

Interns should communicate any relevant issues or requests for assistance regarding their STEP internship to ALSA International promptly

## VII.

Interns shall not hesitate to reach out to ALSA International for help/assistance relating to the STEP internship program. Interns may reach out to the Director of STEP at [dir.step@alsainternational.org](mailto:dir.step@alsainternational.org) with the subject of “STEP Intern Inquiries”;

## VIII.

Interns shall pertain to the Institution’s schedule, meetings, and tasks on time;

## IX.

Interns shall maintain constant communication and shall not ignore communication from the Institution and ALSA International;

## X.

Interns shall inform the Institution in the case of work absence and shall comply with the Institution’s regulation of permissible work absence circumstances (i.e., illness, death of a family member, etc.);

# CODE OF CONDUCT

## XI.

Interns shall dress appropriately for meetings or any tasks that require presence. It is recommended to dress formally in business attire for work/meetings. However, this clause is subject to the practice of each institution;

## XII.

Interns shall use appropriate language (both verbal and written) in all interactions with supervisors, clients, the public, etc;

## XIII.

Interns shall show determination, cooperation, integrity, and willingness to learn during the internship period;

## XIV.

Interns shall accomplish all assigned tasks to the best of their abilities and shall inquire from or communicate with the institutions if faced with difficulties;

## XV.

Interns shall take responsibility for their actions and decisions taken during the internship period; and



# Internship Report Guidelines

Interns are required to submit 2 Internship reports to ALSA International, consisting of:

Mid-Internship Report

submitted during the internship period;

Final Internship Report

submitted at the end of the internship period

You can access the template of both reports by clicking on the red box with the white underlined text.

The Interns shall fill in the internship report according to the format provided by ALSA International;

The reports shall be submitted in pdf form, via email to [dir.step@alsainternational.org](mailto:dir.step@alsainternational.org)

with the subject of "STEP Mid- internship Report\_Name\_Institution" or "STEP Final Internship Report\_Name\_Institution"

# POST-Internship PROCEDURES

I. After the internship period ends, interns will get an electronic certificate from ALSA International, with the requirement of having submitted all of the internship reports;

II. Interns are hoped to make a testimonial video for STEP, encouraging other ALSA members to join STEP and seize the opportunity for an international internship;

III. The testimonial video is not mandatory but is very encouraged to do to help STEP gain exposure.

The video shall not be more than 3 minutes long, There is no required format; it should consist of but not be limited to:

- Introduction (Name, National Chapter, and the Institution the interns interned at);
- What the interns learned from the internship;
- Inviting ALSA members to apply for STEP;

Interns shall submit the testimonial video to [dir.step@alsainternational.org](mailto:dir.step@alsainternational.org) with the subject of "STEP Intern Video Testimony\_Name\_Institution".

# CONTACT INFORMATION

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ASIAN LAW STUDENTS'  
ASSOCIATION

**ALWAYS BE ONE!**

[www.alsainternational.org](http://www.alsainternational.org)

     ALSA International