

INTERNSHIP & ATTACHMENT PROGRAM



“Practical wisdom is only to be learned in the school of experience.”



WHAT WILL YOU GAIN OUT OF THE EXPERIENCE?

If you are accepted into MahWengKwai & Associates' Internship & Attachment Program, you will experience work and life at a dynamic law firm that provides exceptional value to interns and attachment students.

Building a career with us means taking advantage of rich and varied opportunities at every level of experience. We invite you explore these opportunities available to you while learning more about our program.

What MWKA provides:



- ✓ Hands-on experience doing real work for real clients;
- ✓ Supervision by lawyer mentors;
- ✓ Observation of court proceedings and client meetings;
- ✓ A supportive learning and working environment;
- ✓ Modern technology and research methodology;
- ✓ Exposure to legal as well as administrative work;
- ✓ Networking opportunities;
- ✓ Training and development of legal and soft skills;
- ✓ Support and guidance for your career development.

What we expect of our interns:

- ✓ Timely completion of assigned tasks;
- ✓ Initiative;
- ✓ Good time management (interns need to request for extension of time from instructing lawyer if they are unable to meet deadlines);
- ✓ Creative problem-solving;
- ✓ A passion for serving our clients;
- ✓ Strong communication skills;
- ✓ Dedication, consistency, and reliability;
- ✓ Enthusiasm and a keen interest to experience working in a professional services environment;
- ✓ Attendance at in-house training sessions and contribute to group discussions ;
- ✓ Look for and suggest ways to make internal operations more efficient and productive.



WHAT DO OUR INTERNS SAY ABOUT THEIR EXPERIENCE WITH US?



Alex Reuss,
Germany (2013)

How was your internship with MWKA?

Memorable. MWKA's teamwork is pretty good and the work culture is really great. Everyone can contribute their input / opinions and we laugh and have great fun together.

What would you tell someone considering an internship with us?

There are really interesting cases, fun events with colleagues (we went for Laser Tag in the Curve as part of MWKA's Great Place to Work Program), working trips (I went to Alor Setar, and even learnt bit of Bahasa!) and of course, hard work and long working hours, but I would do it all over again.

How was your internship with MWKA?

My internship with MWKA was fruitful and enjoyable at the same time. I was given a lot of exposure, was able to sit in for a few client meetings, following lawyers to attend court and arbitration hearings, learning the skills of drafting and proofreading.

I was taught to deal with pressure and unexpected incidents, which is very important working in the legal profession. Besides, I was taken in as a team, having said that, I witnessed the values which the MWKA staff held onto, be it at a client meeting or on a day to day basis. I guess one thing which makes MWKA outstanding is that - it does not only prepare you to become a better law student (or a lawyer) in the future, it helps you grow to become a better person.



Christie Wong,
Taylor's University (2013)

What would you tell someone considering an internship with us?

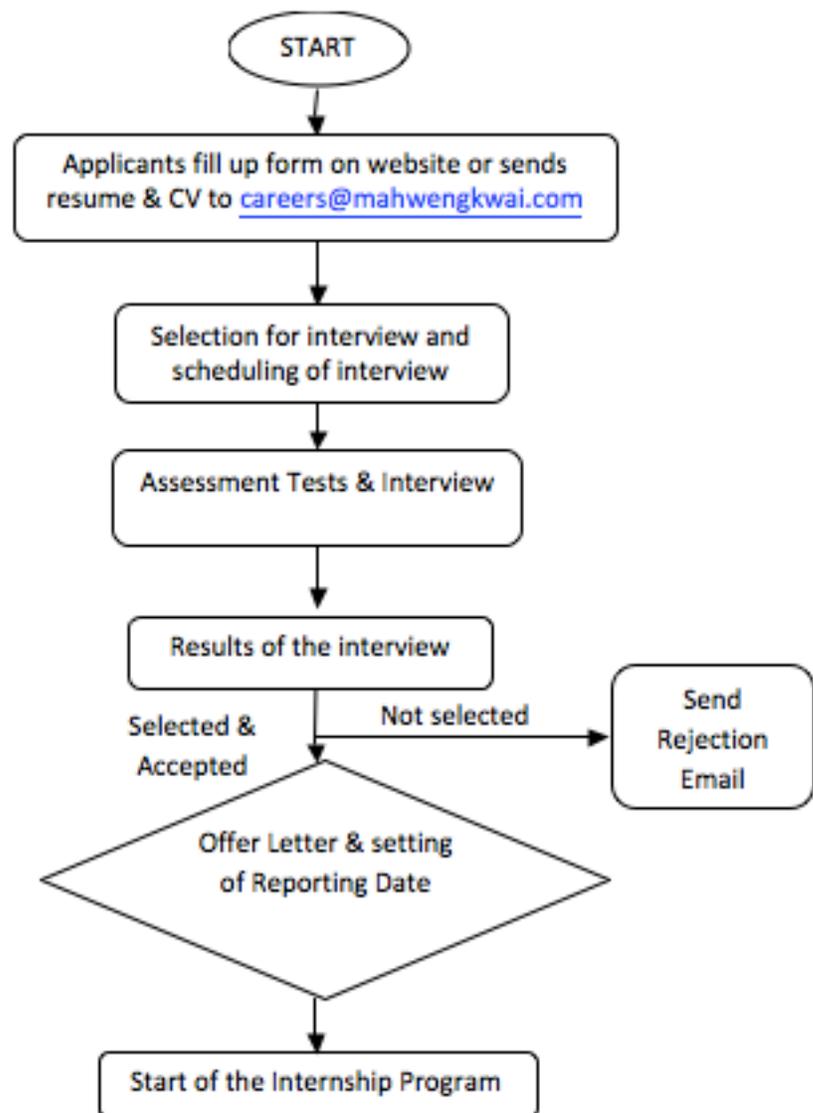
If you are thinking of getting maximum exposure and are willing to learn and contribute as much as you can - then this is the firm you are looking for.

HOW DO I APPLY?

All internship applications should be submitted at least 2 months before your targeted start dates. Preference is given to final year students in Law and Business Management.

Application & Selection Process

- Fill up our job application form (<http://www.mahwengkwai.com/job-application-form>)
- Attach your relevant details (e.g. CV/ profile picture/ certificates & transcripts/ available dates for internship & sample of your written work).
- Short-listed candidates may be required to attend an interview at our office (Malaysian applicants) or via Skype (International applicants). Normally, you would expect to hear from us within two weeks of your application if you are to be interviewed.
- We endeavor to advise non-shortlisted candidates of the outcome of their application within a month of the submission of their application. Please allow two weeks before contacting to follow up on your application. Unfortunately due to the high volume of applications we receive, we are unable to provide specific feedback to non-shortlisted candidates.



If you have any queries, do email us at careers@mahwengkwai.com.

WHAT WILL I BE LEARNING/ DOING?

Legal interns and attachment students will be allocated to either the Dispute Resolution practice group, or the Corporate & Commercial practice group. Exposure in both areas is possible, depending on your initiative, field of interest and availability of projects.

Soft skills you may observe whilst working with our people:



Legal work and administrative work you will be exposed to:

LEGAL WORK	OPERATIONS & BUSINESS DEVELOPMENT
✓ Researching legal issues	✓ Connecting with leads
✓ Electronic filing of documents	✓ Coordination of internal trainings
✓ Contacting opposing counsel & courts	✓ Coordination of client events
✓ Assisting in the discovery process	✓ Knowledge management updates
✓ Attending client meetings	✓ Quantitative analysis
✓ Writing and drafting: Applications, Affidavits, Letters of Advice, Pleadings, Written Submissions	✓ Assist in the generation and development of both inbound and outbound new business opportunities
✓ Court procedures	✓ General office support
✓ Client & court correspondence	✓ Business process improvement
✓ Observing advocacy in action	✓ Practice management

“It’s a great opportunity to work in a high-speed, innovative, exciting and successful with amazing colleagues.” – Amira (2014)

FREQUENTLY ASKED QUESTIONS (FAQ)?



1) What are working hours like?

Working hours are from 9.00 am – 6.00 pm, Mondays to Fridays. Depending on the urgency of work allocated, interns may be required to put in extra hours to complete allocated tasks depending on the needs of the firm.

2) When is lunch time? What food is available nearby?

Lunch break is for one (1) hour between 1.00- 2.00 pm each day. There are halal and non-halal restaurants within walking distance. Food delivery to the office from these offices is possible and there are also ample food joints in the nearby areas of SunwayMas and Aman Suria (5-mins away).

3) What is it like working at MWKA?

Learning & Development

- Internal Workshops
- External Training
- Public Lunch Talks
- On-the-job training

Great Place to Work

- Movies
- Lasertag
- Ice Skating
- Archery
- Birthday Celebrations

Communication

- Open Door Policy
- Ask questions
- Listen actively
- Respect differences
- Recognize complexity
- Sharing of perspectives

Corporate Social Responsibility

- A day-trip to Aquaria KLCC for Kota Damansara Myanmar Children
- Habitat for Humanity in Tanjung Sepat

Practical Training

- Exposure to courts
- Practice Management Skills
 - Research Skills
 - Initiative valued
- Seek clarifications when necessary

Professional Work Habits

- Organizational Skills
- Technological Skills
 - Soft Skills
- Time Management Skills
 - Accountability

4) What is parking like near the office?

Season parking (within the building) and open parking (nearby field) is available. Open parking fees is RM6 per entry.

5) What are the academic requirements needed to apply for internship at MahWengKwai & Associates?

Generally, an applicant should be a university student either in first year, second year or final year. Preferences will be given to final year students with a CGPA of at least 3.0. Applicants with interesting achievements outside academics are also encouraged to apply.

6) What is the duration of the internship program?

Preference will be given to students available for 2-6 months internship period. Consideration will also be given to applications for 1 calendar month.

7) Will I receive any remuneration during the Internship?

The final year university students will receive an internship allowance. For first years and below, no stipend; however, a token of appreciation will be given at the end of the internship.

8) When should I apply for internship?

An applicant should apply 2 months in advance and stipulate clearly the period of internship for our easy reference.

9) Do you accept non-law students?

Yes, the internship program is open to accounts, marketing and management students who may wish to apply for internships with our Business Development and Operations department as well.

10) With whom will I work with?

You will work closely with, and be supervised by a legal associate/ manager. Team discussions with the Partners will occur at planning and stages throughout each case.

11) What kind of exposure and work should I expect during my internship?

You will be exposed in your chosen practice area and field. Do let us know what kind of work and exposure you are interested in during your interview.

12) Am I expected to carry out work done by clerks like dispatch, filing or other administrative work like photocopying and binding documents?

Yes, you will gain exposure on administrative work as it forms part and parcel of legal practice. You will gain valuable knowledge and useful skills when you commence your practice.

13) What is the office attire?

Monday to Thursday	Normal Office Wear (Pupilage Court attire if going to court)
Friday	Business Casual

14) What are MWKA's practice areas?

DISPUTE RESOLUTION PRACTICE GROUP

- **Dispute Resolution:** Trial and appellate litigation, arbitration, adjudication, mediation
- **Construction Law:** Contracts, regulatory, performance bonds, claims for work done, delay, design and construction defects, insurance.
- **Debt Recovery & Execution Proceedings:** Goods sold, services rendered, bankruptcy, liquidation, seizure, foreclosure, auctions.
- **Defamation & Personal Injury:** Libel, slander, assault, battery, medical negligence, accidents, faulty products, public liability.
- **Employee and Labour:** Contracts, performance and disciplinary issues, industrial court representation, workplace health and safety
- **Family & Matrimony:** Adoption, custody, divorce, property distribution, maintenance claims, annulment of marriages.
- **Judicial Review & Administrative Law:** Challenging the decisions and actions of the government, its agencies and local authorities.
- **Criminal Matters & Commercial Crimes:** Breach of trust, securities offences, cyber crimes, offences against persons and property.
- **Wills, Trusts & Probate:** Personal and commercial trusts, grants of probate and letters of administration, transmission of property.

CORPORATE & COMMERCIAL PRACTICE GROUP

- **Mergers & Acquisitions:** Due diligence, take-overs, joint ventures, private equity, venture capital, restructuring, schemes of arrangement.
- **Company Law:** Directors' duties, shareholder rights and disputes, restructuring, capital reduction, insolvency, derivative actions.
- **Competition Law:** Compliance, dawn raids and enforcement.
- **Conveyancing & Real Estate Transactions:** Acquisitions and disposals, perfection, financing, tenancy, leases.
- **Corporate & Regulatory Compliance:** Anti-corruption, anti-money laundering, data protection, environmental, e-activity and fundraising.
- **Corporate & Commercial Transactions:** Supply and distribution, service, consultancy, E-commerce, breach, termination.
- **Immigration & Citizenship:** Visas, PR, citizenship.
- **Technology & Communications:** Compliance, media and entertainment, IT, intellectual property, e-commerce.