

# TWEN® for Clinics and Internships

The West Education Network® (TWEN) is a Web-based communications platform that can be used to coordinate clinics and manage the placement of interns, exchange students, and externs. With TWEN you can communicate with program participants, post news and announcements, and set up discussion forums. This quick reference guide introduces you to the communication and management possibilities TWEN provides.

Westlaw®

**Category:**

TWEN

**Ideal for:**

Faculty coordinating clinics and internship programs

**Related materials:**

Professor's Guide to TWEN

Professor's Quick Guide to TWEN

TWEN for Moot Court

TWEN for Student Organizations



# TWEN for Clinics and Internships

Westlaw® is available  
on the Web at  
[lawschool.westlaw.com](http://lawschool.westlaw.com).

For assistance, call  
**1-800-850-WEST**  
(1-800-850-9378).

For technical support  
you can also send  
an e-mail message to  
[west.support@thomson.com](mailto:west.support@thomson.com).

Coordinating legal clinics and internship/externship programs and advising the participants can be time-consuming. Take advantage of The West Education Network (TWEN) Web pages to maximize your time and manage your programs.

## Communicate with Your Participants on TWEN

- Use the calendar to schedule meetings and deadlines.
- Post news and announcements.
- Post contact information, employment opportunities, project materials, and legal resources.
- Respond to questions and stay in touch with e-mail options.
- Hold live discussions, using live-chat windows, with organization members. For example, you can hold a virtual meeting to answer questions about internship opportunities.
- Create online forums for all participants or create private, password-protected forums for specific student teams.
- Use customized polls to survey participants and then view the results as a bar graph or pie chart.
- Create TWEN guest passwords for observers or participants outside of your law school.
- Find tips for conducting legal research in primary and secondary sources using Legal Research and Writing Tools.

## Use TWEN to Provide Secure Access to Clinic and Internship Resources

- You can set up password protection for your TWEN clinics and internship page. You can distribute this password to only the program participants.
- You can set up a second layer of security for individual forums, document pages, or live discussions within your clinics and internship page. Only participants who have the required password will be able to access these resources.

## **Allow Students to Access Valuable Software Used by Attorneys**

- WestCiteLink® allows participants to automatically link citations in word-processing documents to full-text documents on Westlaw. For example, you can link to forms, briefs, court rules, and practice guides on Westlaw.
- WestCheck® automatically extracts citations from a document and verifies their accuracy by checking them in KeyCite® and other Westlaw resources.

## **TWEN Is Easy to Use**

- Anyone can manage a TWEN page—you do not have to be a webmaster.
- You already have free access to TWEN as part of your school's Westlaw subscription.
- Technical support is available 24 hours a day, seven days a week, at 1-800-486-4876.

## **Create Your TWEN Page Today**

To create a course or obtain more information about TWEN, please contact your school's Westlaw account manager. The user-friendly TWEN Creation Wizard guides you through the design of your site in just a few minutes. You can also call a TWEN team expert at 1-800-306-9378 or send an e-mail message to [west.academic@thomson.com](mailto:west.academic@thomson.com).



Updated 6/06. Export #1-5708-5.  
© 2006 West, a Thomson business L-322079

The trademarks used herein are the trademarks of their respective owners. West trademarks are owned by West Publishing Corporation.



For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378). For other reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).