TWEN for Clinics and Internships

Coordinating legal clinics and internship programs and advising the participants can be time-consuming. Take advantage of the TWEN web pages to maximize your time and manage your programs.

Following are ways you can use TWEN to help manage a clinic or internship program. For more in-depth instruction on how to use TWEN, refer to the *Student's Guide to TWEN* or online Help.

Communicate with Your Participants on TWEN

- Use the calendar to schedule meetings and deadlines.

- Post news and announcements.

- Respond to questions and stay in touch with email 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.

- Respond to questions and stay in touch using email options. You can email individuals, groups, or entire organizations.

- 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 Internships page. You can distribute this password to the program participants only.

- You can set up a second layer of security for individual forums, document pages, or live discussions within your Clinics and Internships page. Only participants who have the required password will be able to access these resources.

For research assistance 24 hours a day, seven days a week, call the Reference Attorneys at 1-800-850-9378, click **Live Chat** on WestlawNext® or **Help** on Westlaw® Classic for a live help session.

For technical support, call **1-800-486-4876**.

You can also send an email message to **west.twensupport@thomson.com**.

Allow Students to Access Valuable Software Used by Attorneys

- Citation markup links citations in word-processing documents to full-text documents on WestlawNext. For example, you can link to forms, briefs, court rules, and practice guides on WestlawNext.

- WestCheck® automatically extracts citations from a document and verifies their accuracy by checking them in KeyCite® and other WestlawNext 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 WestlawNext subscription.

- Technical support is available 24 hours a day, seven days a week, at **1-800-486-4876**. You can also send an email message to **west.twensupport@thomson.com**.

Create Your TWEN Page Today

To create a web page or obtain information about TWEN, please contact your school's account manager. You can also call a TWEN team expert at **1-800-306-9378** or send an email message to **west.academic@thomson.com**.

For assistance using WestlawNext, call 1-800-850-9378.
For free reference materials, visit **store.westlaw.com/westlaw/guides**.

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