EASTERN KENTUCKY UNIVERSITY

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Dear Prospective Intern:

Congratulations on your achievements to date in the Paralegal Program! We have compiled this packet of information to assist you in planning your upcoming internship. Although the process may seem a bit daunting at first, I assure you that the experience will be worth the effort. Most students find their internship to be the most exciting and challenging component of the LAS curriculum.

Enclosed you will find the following documents: a guide of suggested steps to take to secure an internship position, a letter which you can photocopy and give to any prospective supervising attorney, a memorandum of understanding that must be signed and returned **prior** to beginning the internship, a syllabus for LAS 399 that lists the course requirements of the internship, a sample student report, and an evaluation form that your supervising attorney must complete at the end of the internship. Please read the materials carefully.

Please be advised that **before you commit** to an internship site, it ***must*** be approved by the Director of the Paralegal Programs. Once approved, please send to Lynnette.noblitt@eku.edu and upload into the LAS 399 learning management system.

Please do not hesitate to contact me if you have any questions or concerns.

Wishing you a successful internship,
Lynnette Noblitt, Esq.
Director of Paralegal Programs

Enclosures: as noted