EASTERN KENTUCKY UNIVERSITY
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College of Letters, Arts, and Social Sciences
Department of Government
859-622-5931

Paralegal Programs
521 Lancaster Ave
Richmond KY 40475-3102
www.paralegal.eku.edu

Paralegal Programs
LAS 399 Internship

MEMORANDUM OF UNDERSTANDING

Student's Name: _____
Term of Internship: ____ Fall ____ Spring ____ Summer 20_____

The above-named student has expressed the intent to enroll in LAS 399, the paralegal internship requirement. This document defines the responsibilities of the student-intern, organization or individual with which the internship will occur, and Eastern Kentucky University (here in after "University") in providing this learning experience.

The student hereby agrees:

1. To adhere to all policies of the employing organization, including attendance policies, and to immediately contact the supervising attorney in case of illness or emergency.
2. To adhere to the ethics of professional conduct expected of a paralegal, including client confidentiality and avoidance of conflicts of interest.
3. To abide by all University regulations governing the internship as contained in the LAS 399 course syllabus and other University publications and documents, including the understanding that the University may terminate the internship under certain situations including but not limited to extreme employer dissatisfaction with the intern, insufficient intern supervision, or assignment of substantially inappropriate tasks to the intern.
4. To complete and return in a timely fashion, all written reports required for this pass/fail course, including the final report.

The supervising attorney agrees:

1. To give the intern at least 280 hours of paralegal work and to provide adequate resources for the intern to carry out the work assignments.
2. To recognize the intern is a student and to that end, provide varied and challenging paralegal experiences in addition to adequate supervision.
3. To complete and return within five business days of the end of the internship a brief evaluation report on the intern's performance during the internship.

4. To contact the Director of Paralegal Programs immediately if events arise that might jeopardize the student's successful completion of the internship or if any other problems arise that the attorney feels should be discussed.

The University agrees:

1. To provide proper instructions and guidelines as to the requirements for fulfilling the internship.
2. To provide guidance to the student in the event problems arise that might jeopardize successful completion of the internship.
3. To contact the organization at least once to discuss the intern's progress with both the employer and student via preferably an on-site visit or by phone when travel distance or other factors make an on-site visit prohibitive.
4. To grant academic credit to the student upon successful completion of the internship.

Failure of the student and /or supervising attorney to adhere to the above agreement may result in University refusal to grant academic credit to the student.

We, the undersigned, agree the student _____ is to
(Name of Student)

work _____ hours a week beginning on or about _____ and ending
(Date Starting Internship)

on or about _____
(Date Ending Internship

At _____
(Name of Organization)

The wage for this placement will be $ _____ an hour.

SIGNATURES

Student's Signature: _____ Date: _____

Print Name: _____ Date: _____

Director of Paralegal Program Signature: _____ Date: _____

Attorney's Signature: _____ Date: _____

Print Name: _____ Date: _____

Address: _____

_____

Telephone: (___) _____

Email: _____