STUDENT GUIDE
LAS 399
Responsibilities of the Student Intern

Securing an Internship

1. All students must complete an application form available on the website www.paralegal.eku.edu to apply for an internship. Application deadlines are: spring interns must apply by October 15th, summer by March 1st, and fall by July 1st. Once you have completed the application form, you can obtain all necessary materials under the Internship link on the EKU Paralegal Program website http://www.paralega.eku.edu. Review this packet immediately and let the director know if you have questions. Retain the materials and review the packet again prior to starting the internship.

2. You must work at your internship for a total 280 hours. If taken during the fall or spring semester, the student will normally work 18 to 20 hours per week. In summer, a student will normally work eight weeks for 35 hours per week.

3. When choosing an internship site, try to find a setting that fits your employment goals as internships may lead to full-time employment. The setting may be in the private or public sector.

4. Carefully draft a resume outlining all your relevant work and educational experiences. Do not underestimate the importance of previous non-legal experiences. The Office of Career Services offers useful information on resume writing. Career Services staff can meet with students individually to review resumes and to conduct mock interviews. Please take advantage of these services. A few hours of work with Career Services can save you weeks of frustration later in the process.

5. Once you have located possible internship sites and have perfected your resume, start visiting law offices with your resume in hand. It is often helpful to call prior to visiting to confirm that the appropriate individuals are in the office. Be tenacious! Attorneys and other individuals in law offices are often quite busy and it is difficult for them to find time to speak to prospective interns. You may have to visit more than once in person to get their appropriate time and attention. Remain dogged throughout your search! Do not let early obstacles frustrate you. While one office may have no time for interns, another may be so busy they are desperate for an intern.

6. When you meet with prospective internship supervisors, make sure that they realize that they must provide you with practice in developing paralegal-level skills. Course credit cannot be rewarded if this requirement is not met.

7. It is not essential that you be paid to receive credit for the internship. However, many interns receive compensation for the services. Paid interns should receive a fair hourly wage, in keeping with state and federal employment laws.

8. All internships must receive **prior approval** of the Director. Once the internship is approved, provide the program office with the name and address of the attorney, name of the office, and the starting date of the internship. You should confirm the internship well in advance of starting the internship.

Registering for LAS 399

1. To receive credit for the internship, register for LAS 399 as you would for any other course. Obtain the course section number from your advisor.

2. Under some circumstances, an internship may begin prior to registration. The Director must approve this arrangement.

3. The Memorandum of Understanding included in this packet must be signed and turned in to the paralegal office before starting the internship.

During the Internship

1. Provide your supervising attorney a copy of the introductory letter if you have not previously done so. Also include a copy of the evaluation form.

2. About half-way through the internship your faculty supervisor will contact you to arrange a visit to your office or a phone conference with your supervisor(s), followed by a separate in-person meeting with you. Office visits should include separate meetings with your supervising attorney and you. The visit normally takes about an hour and requires only 10-15 minutes for your supervisor. Phone conferences also usually take 10-15 minutes for your supervisor. Such phone conferences will be followed by a in-person meeting with you. You are required to keep a daily journal about your internship experiences (see syllabus). Please have the journal available for the onsite visit or in-person meeting.

3. Your must turn in regular biweekly progress reports. (see syllabus). You must also submit your daily journal at the end of the internship.

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If you have any questions regarding the internship, contact:

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