University of Cincinnati
Paralegal Program
Paralegal Internship Contract
Program Commitment

STUDENT COMMITMENT

I, _______________________________, hereby agree to participate in an internship at the above-referenced office. I will commence work on the _______ day of __________, 20___ and continue until the completion of 200 hours.

I understand that I am required to:
1) report to this office as agreed to:
2) notify the office if I am unable to attend:
3) complete a minimum of 200 hours on site for three hours credit;
4) provide the site supervisor with a copy of this contract, a copy of the course syllabus, and a copy of the responsibilities of the site supervisor:
5) complete all other required work, and
6) maintain complete confidentiality regarding any and all affairs of said office and its clients
7) abide by the ethical rules of conduct

I further understand that my failure to complete any item may result in my removal from the internship site and my failure in the course.

DATE: __________ ________________________________
STUDENT’S SIGNATURE

Site Supervisor Commitment

I, __________________________________________, a member of the firm/legal department:________________________________________
agree to accept the following UC Paralegal Student: _____________________________ as an intern in our office. I acknowledge receipt of the course syllabus and site responsibilities information.

I further agree to:
1) provide an internship based on duties a paralegal might perform;
2) supervise the student for a minimum of 200 hours for three hours credit;
3) be available for consultation with the student and the program coordinator;
4) evaluate the student at the end of the internship;

DATE:_________ ________________________________
SUPERVISING ATTORNEY
Internship Student Agreement Form

In consideration of the participation by my assigned legal internship site in the University of Cincinnati Paralegal Internship Program, and their affording to me the opportunity to work in their office, I hereby agree to the following:

1. I will at all times obey and conform my behavior to the Code of Professional Responsibility as currently adopted by the State Bar of Ohio/Kentucky.
2. I will follow the directives and instructions of my internship Site Supervisor and perform assigned tasks to the best of my ability and in accordance with any and all policies and procedures at the site with regard to conflict, confidentiality, general conduct, or other office matters.
3. I will strictly observe the requirements of my confidentiality in preserving any secrets or confidences of clients to which I may be exposed and hereby arrest that I have read, am familiar with, and understand the requirements of confidentiality as stated in the Code of Professional Responsibility.
4. I will strictly observe the rules regarding conflict of interest and will promptly notify my internship Site Supervisor of any potential conflicts.
5. I understand that the site is not responsible in any special way for any injury or other harm suffered by me while at the site.

Agreed to by the Student: _____________________________________

Signature    date

Name of Site: _________________________________________________

Program Director: ______________________________________________

Signature    date