PURPOSES

1. To gain practical law office experience.
2. To gain insight into the daily functioning of the law office and its interpersonal relationships.
3. To apply the knowledge and skills learned in the classroom.
4. Become thoroughly acquainted with business, legal, or governmental work environments.
5. Gain an understanding of attitudes and work habits that ensure a successful career.
6. Develop professional-level skills in oral and written communications.
7. Acquire a sound, contextual understanding of legal and professional ethics, such as regarding client confidentiality, conflict of interest, and the unauthorized practice of the law.
8. Learn to interact effectively with supervisors, co-workers, clients, and professionals outside of the internship office.
9. Develop a first-hand understanding of law-related office organizations and their internal systems, such as for timekeeping, billing, and file management.
10. Gain first-hand insights into current career options.
11. Acquire a wider range of professional contacts for future career development.
12. Create a portfolio of work samples (or writing samples) for the students job search.
13. Learn to manage time effectively and to account for time worked in an office setting.
14. Obtain a professional reference and recommendation for future employment.

ASSIGNMENTS

1. Keep a daily journal about the internship commenting on:

   A. Activities assigned - what they involved - degree of difficulty - whether or not previously done in Legal Assisting course work - whether or not you liked disliked the work.

   B. Personal feelings about the internship and about specific tasks (feelings of inadequacy, apprehension, confidence, etc.)

   C. Specific problems confronted and how dealt with. Example: Mr. Parks asked me to type again today. I tactfully informed him that paralegals are not trained to be
typists and that I would not get credit for my internship if my assignments were largely secretarial in nature.

D. Ways the Paralegal program has properly prepared you for the law office and ways it might better prepare you.

2. Submit reports after the completion of every 40 hours to your program coordinator summarizing your journal entries for that period. In narrative form, summarize high points and low points for the reporting period.

3. Due dates for reports: Reports should be submitted no later than 5 days upon completion of the requisite hours. Penalties will be assessed for late reports.

4. Final Report: Submit a well written summary of the entire internship experience based on your daily journal. This paper should be well organized, thoughtful, and about four typewritten pages in length. It is due no later than one week before the end of the semester or summer session.

CREDIT

A total of 200 hours of on-the-job work is required for the internship. You will receive a letter grade for this course.

THINGS TO REMEMBER

1. It is a rare student who is not nervous and anxious about starting an internship. Take some comfort from nearly all the previous students who have reported that their anxieties are quickly remedied and that they find they are capable of much more than their doubts warranted.

2. A thorough orientation conference with your supervising attorney in the first week of the internship can be very worthwhile. Such a conference should address the expectations of both parties.

3. It is also important that you be very sensitive to the ethical standards expected of law office employees. These include but are not limited to the following:

   CLIENT CONFIDENTIALITY: It is of utmost importance that the names of the office's clients and the subject matter of their legal concerns be held in the strictest of confidence. Refrain from discussing such matters with your friends, relatives, or others. A breach of such confidence could cause very serious consequences for yourself and especially your supervising attorney.

   CONFLICT OF INTEREST: When a situation arises in the office where you are asked to perform a task that creates for you either the appearance of or an actual conflict in personal allegiance to the client, you should immediately discuss this with
your supervising attorney. The client expects and the law requires zealous allegiance to the client's case.

LEGAL ADVICE: Under no circumstances are you to give legal advice of your own to clients or others. To do so is a criminal violation in Ohio and Kentucky and the giving of such advise could place your supervising attorney in breach of significant ethical requirements.

ATTORNEY SUPERVISION: Initially all legal documents and correspondence prepared by you should be reviewed by an attorney prior to mailing. Eventually your supervisor may authorize you to send out correspondence under your signature. However, all legal documents must be reviewed and signed by the attorney.

YOUR TITLE: While interning you should identify yourself to clients and others as a student paralegal intern. It should be made clear that you are not an attorney.

4. Should any problems, either ethical or otherwise, arise to which the resolution is unclear, you should be very cautious and discuss the matter with an attorney in the office just as soon as possible.

5. Toward the end of the internship, your supervising attorney should complete the evaluation of your job performance. It is due by the last day of classes for the semester. It is the student’s responsibility to verify receipt by Professor Walter.

6. You will not receive a response to your reports unless there is a significant deficiency or other matter requiring appropriate communication.

7. If you have any questions or comments requiring immediate attention, please call or email me separate from your regular reports. Unfortunately, it is too easy for an important question to get lost in a pile of reports.

8. The university in no way guarantees completion of the internship or the course. The University reserves the right to terminate the internship and no credit will be received by the student if this occurs. Grounds for termination include insufficient performance by the student, violation of the supervising attorney's or University's policies, or unprofessional behavior by the paralegal. In rare instances, it has been necessary to terminate an internship because of no fault of the student. In these cases, other arrangements are sought to provide the student with a meaningful opportunity to complete the internship.

9. Should any problems develop during the internship, please inform me as soon as possible so that I can be of help.

GOOD LUCK!