Securing an Internship

1. All students must inform the program coordinator that they will be doing an internship, at midterm of the semester immediately preceding the internship.

2. The internship is composed of 200 hours. The student will work 20 hours per week for 15 weeks. If the internship is done during the summer, the number of hours a student works per week varies depending upon the circumstances of a particular law firm. The total number of hours (200) does not change, however.

3. Students will need to visit law firms to locate a prospective employer for the internship. The student must develop a personal resume to give to a prospective employer. The Career Development and Placement Office and I can offer very useful information on resume writing. Students should hopefully find a firm which is open to the idea of working with a paralegal and which will allow the student to become involved in a wide scope of paralegal skills.

4. Students should keep in mind that when looking for a law firm, the internship duties must substantially provide for the practice and/or development of paralegal skills. Credit for the course will be denied if this requirement is not met.

5. Most students are not paid by their employers but are reimbursed for actual expenses; however, if your employer is willing to pay, that’s ok.

6. Upon confirming an internship, notify the Program Coordinator's Office of the position, address of the employer, name of the firm, in addition to the starting date of the internship. The Program Coordinator must receive the Commitment form (contractual agreement) to verify that they have agreed to supervise you for the internship. This is done no later than 1 week after the internship begins. Most students should have confirmed an internship no later than mid-month, immediately preceding the commencement of the internship. Keep in mind that all placements are subject to the Program Coordinator's approval.

Registering for the Internship

1. To receive credit for the internship, a student must register as they would for any other course. The student must register for the internship at the beginning of the semester in which the internship is to take place or during appropriate priority registration periods. Consult the University bulletin for registration procedures and times.
2. Under some circumstances, an internship may begin prior to the actual registration for the course. This arrangement must be approved by the Program Coordinator.

During the Internship

1. Give the supervising attorney any necessary forms U.C. has provided you, including:
   
   A. An introductory letter (Dear Supervising Attorney)
   B. Evaluation form
   C. Syllabus
   D. Commitment Form

2. Submit your signed Commitment Form to the Program Coordinator at the beginning of the semester.

3. Keep a daily journal about your internship experiences. This would include activities assigned to you, personal feelings about the internship, specific problems you confronted during work, and how you dealt with them. In addition, include comments based on your experiences of how the Paralegal Program has prepared you for your job, and how it might better prepare you. The journal should be available for the on-site visit, if one is conducted, and might be collected at the end of the internship.

4. Submit your reports after the completion of every 40 hours. Reports are due within 5 days of completion of the hours. You will submit a total of 5 reports.

5. Discuss with your program coordinator whether a visit to your office is necessary. IF it is decided that a visit is required, the visit should include separate meetings with your supervising attorney and you. It will be scheduled at mutually convenient times.

6. Submit the following by the last day of classes (this is the student’s responsibility!). The forms for the following can be found on either Bb OR on our program webpage at ceeh.uc.edu
   
   A. The Supervising Attorney/Paralegal’s Evaluation of your work
   B. Your evaluation of your own work
   C. Exit Survey

If you have any questions concerning the internship, contact:

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