Dear Supervising Attorney:

Thank you for agreeing to supervise a University of Cincinnati Paralegal Studies student in an internship setting. As you know, these work experiences are designed to provide the student with a hands-on experience in a law office or legal department. We hope that our students will work hard, learn practical office skills and will also benefit your work environment with their presence.

Following is additional information about the internship program, and some guidelines we would ask you to follow in working with the student.

A. WHAT WE WANT YOU TO KNOW ABOUT PARALEGAL STUDIES AT U.C., AND THIS INTERNSHIP PROGRAM

1. The internship experience is required for all paralegal students. Whatever track the student is on, s/he must have satisfactorily completed the majority of the required course work in the program. We anticipate that this work experience will culminate and provide useful application of the student's learning in the Paralegal Studies program.

2. Students are required to work a total of 200 hours to complete the internship. They are required to maintain a log of their hours.

3. We anticipate that this will be an unpaid experience. However, should your office want to supply remuneration for the intern's regular work, or for work under special circumstances, i.e. for working beyond the 200 hour requirement, or working "off" hours, the University has no problem with such an arrangement. In that event, the amount of compensation should be negotiated between the cooperating law office and the intern.

4. Students are encouraged to prepare a contract with you at the beginning of the semester, detailing your respective responsibilities. The contract should include, but not be limited to, hours to be worked, a mechanism for making up missed hours, tasks to be performed, office decorum, confidentiality, and specific expectations you have for the students internship. Please help them in making sure that this contract is complete.

5. Students will be required to prepare and submit to the Internship Coordinator a daily log, detailing each task given to them, what they did, the findings or results, the time
spent, and what was learned. They have been instructed not to reveal any names in their log and to always maintain confidentiality.

6. Student grades will be based on their written work detailed above and the submitted evaluations (form to be provided by student).

B. WHAT WE EXPECT AND NEED FROM YOU DURING THE INTERN'S WORK EXPERIENCE IN YOUR OFFICE: (Please read these carefully and refer to them often during the semester)

1. Meet with the intern before the beginning of the work experience to help develop goals for the intern and to establish your needs. Appropriate topics include:
   - **Job Responsibilities** and minimum performance level
   - **Hours.** The intern must complete a minimum of 200 hours working in a law office setting to receive the three hours of credit for which s/he has enrolled.
   - **Absenteeism.** Interns will be required to make up any time missed.
     Unauthorized absences should be reported to the Internship Coordinator.
   - **Appropriate office decorum**
   - **Confidentiality.** Interns study this issue and its application to a law office in several courses. However, your office procedures and special concerns should be presented for detail and emphasis.

2. Provide an attorney or practicing paralegal to act as a supervisor of the student intern. The supervisor should have the desire and ability to teach and the time to carry out the supervisory responsibilities.

3. Provide an orientation for the intern.

4. The intern supervisor designated at your workplace should schedule periodic conferences with the student intern, especially at the beginning of the work experience. In addition to reviewing the intern's work to date, we would ask that the supervisor discuss and reach an understanding with the intern about specific plans to enable the student to progress further.

5. Be willing to meet informally, if necessary, with the U.C. Internship Coordinator at a mutually convenient time.

6. Notify the U.C. Internship Coordinator when the intern is not fully meeting the responsibilities of his or her job.

7. Provide a final evaluation of the student intern to the Internship Coordinator.

I hope that this information gives you a clear sense of what you should expect from your U.C. Paralegal Intern, and of what we at U.C. expect from you, as the internship placement site. We are excited about the growth of the program, and this opportunity to further involve existing law offices in the training of future paralegals. If at any time you need additional Information about the program, or have questions, please do not hesitate to call me. I can be reached at my U.C. office at (513) 556-1731 or by email: Janis.Walter@uc.edu
Thank you again for cooperating in this program.

Sincerely,

Janis L. Walter

Janis L. Walter, J.D.
Internship Program Coordinator
Paralegal Program