



## Internship Assignment Suggestions Paralegal Studies

Students who major in Paralegal Studies usually undertake their internship in their senior year after they have had exposure to core courses (see attached listing of sample courses).

In an internship, it is expected that the student be able to demonstrate a familiarity of the theoretical and skill foundations necessary for entry-level paralegal professions. They should also be familiar with concepts of professional ethics, be able to apply principles to ethical problems encountered in the profession, and to reflect upon their experiences with their supervisor.

Due to the diversity of students in the program it is expected that students' assignments will be based on the knowledge and skills they bring to the endeavor and the requirements and regulations governing the activities performed in the firm.

**Suggested assignments include** (the list is not exhaustive):

- Observing and/or shadowing attorneys and/or paralegals in the provision of client services (client meetings, depositions, court proceedings, etc.)
- Preparation of documents and/or letters for case records, filing of judgments, etc.
- Gathering documents for current cases, encapsulating files, electronic filing (including scanning), data entry, etc.
- Telephone follow-up with outside parties, sending notices to clients and/or creditors
- Research projects

### **Supervision**

Providing supervision is a critical component since this is where the teaching and learning occurs. Even when a student just observes a proceeding it is helpful to process the experience with the student. This allows the student to make connections between the theory s/he is learning in class and its application in actual practice.

### **Length of Internship**

Students are usually in their internship for a semester (15 weeks) for an average of 10 hours per week. Many students are able to spend more hours per week in their internship, depending on their class schedule, the semester in which they undertake their internship and the needs of the organization.

### **For more information, please contact:**

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