

**LEGL 4410**  
**THE PARALEGAL INTERNSHIP**



**INFORMATION**  
**AND**  
**FORMS PACKET**



Assistant Dean of Undergraduate Affairs &  
Director of the Paralegal Studies Program

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Memphis, Tennessee 38152-3440

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To the Paralegal Intern:

Congratulations on making it to this stage of your academic career! The paralegal internship is an essential learning component of the Paralegal Studies Program. I hope the experience of working in a legal environment will not only be educational for you, but also exciting and challenging. You should approach this endeavor with confidence in your own abilities. At this point, you understand the principles of legal ethics and confidentiality; and, remember, you have already successfully completed the courses which have prepared you for this opportunity.

Attached you will find a:

- Paralegal Internship Syllabus,
- Paralegal Intern Schedule (FORM ONE),
- Log of Hours (FORM TWO),
- Student Evaluation (FORM THREE), and
- Paralegal Intern Supervisor's Report (FORM FOUR).

***Please meet with your internship host/supervisor prior to beginning the internship. At that meeting, complete the Paralegal Intern Schedule (FORM ONE) and return it to me as quickly as possible. Without this completed form, you will not be permitted to register for your internship.***

As for the remaining forms, please give pages 7 through 11 to your internship supervisor at the time the Paralegal Intern Schedule is completed. You should retain and maintain the log of hours through the end of the internship when the log, the student evaluation, and your typewritten report (see Item 5 under the Assignments and Evaluation section of the syllabus found on page 3 of this packet) should be returned to me.

If any questions or concerns arise at any time during your internship, contact me immediately at 678-2716 or via e-mail at [bnichols@memphis.edu](mailto:bnichols@memphis.edu).

Have a great semester!

Sincerely,

***Broderick E. Nichols***

Broderick E. Nichols, J.D.  
Assistant Dean of Undergraduate Affairs &  
Director of the Paralegal Studies Program

# SYLLABUS

## LEGL 4410 - PARALEGAL INTERNSHIP

Credit hours:	3.0	Minimum enrollment:	1
Work hours:	150	Maximum enrollment:	12

### **Catalog Course Description:**

Students engage in supervised work experience in an appropriate legal setting. The intern's work is evaluated by an internship supervisor who reports on the quality of said work.

### **Prerequisites:**

Successful completion of *LEGL 2420 – Legal Research & Writing I* and *LEGL 3450 - Legal Research & Writing II*. Students who completed these courses at another institution must also obtain the approval of the Director of the Paralegal Studies Program.

### **Resource Materials:**

Angela Schneeman, Paralegal Careers (2000)  
Roger Miller and Mary Urisko, West's Paralegal Today (2<sup>nd</sup> Ed., 2000)  
National Association of Legal Assistants, Inc., NALA Manual for Legal Assistants (3rd Ed., 1999)

### **Course Objectives:**

The paralegal internship is a cooperative effort between the Paralegal Studies Program and the local legal community to provide qualified students the opportunity for practical application of paralegal skills in a law-related workplace. Interns should perform typical entry-level paralegal duties as assigned by the supervising attorney or designated paralegal supervisor. Purely clerical assignments should comprise no more than ten percent (10%) of assigned tasks.

### **Procedures:**

The intern's work schedule shall be determined by the intern and the intern's supervisor to afford a minimum of 150 clock-hours on the job during the 14-week fall or spring semester or the extended summer session. Since the student is interning for academic credit, no remuneration is required, although it is not prohibited. Supervising offices may in their discretion elect to provide stipends, paid parking, mileage reimbursement, or other benefits of employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies.

### **Assignments and Evaluation:**

To receive credit for the internship, the intern must ensure the completion and submission of the following documents to the Director of the Paralegal Studies Program prior to the final exams period of the semester in which the student is enrolled in the internship:

- 1) Log of hours showing at least 150 hours of work completed (FORM TWO);
- 2) Student Evaluation (FORM THREE);
- 3) Samples of work products (Confidential information may be redacted);
- 4) A favorable Paralegal Intern Supervisor's Report (submitted by the intern's supervisor) (FORM FOUR); and,
- 5) A two-page, typewritten report of the internship experience.

The intern's grade will be "S" (Satisfactory) or "U" (Unsatisfactory). An "S" grade carries no quality points and has no effect on the intern's grade point average. A grade of "U" means that no credit is awarded for the course.

# FORM ONE

## PARALEGAL INTERN SCHEDULE

**Instructions to the Paralegal Student Intern:** Please complete this form, obtain your intern supervisor's signature, and return the form to the Director of the Paralegal Studies Program.

*You will receive a permit to register for the internship only after this form has been completed and returned.*

Intern's name: \_\_\_\_\_ University ID

Number: \_\_\_\_\_

Semester of internship (*please circle one*): Fall Spring Summer Year: \_\_\_\_\_

Name and mailing address of law office, agency, or business where intern will be working:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and title (attorney, judge, paralegal supervisor, etc.) of intern's supervisor:

\_\_\_\_\_

Intern supervisor's telephone number: \_\_\_\_\_

Description of types of work the intern will undertake:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern's start date: \_\_\_\_\_

Intern's weekly work schedule (days and hours): \_\_\_\_\_

\_\_\_\_\_

APPROVED: (Permit issued \_\_\_\_\_)

\_\_\_\_\_  
Intern Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Paralegal Studies Program's Signature

\_\_\_\_\_  
Date



**FORM THREE**  
**STUDENT EVALUATION**

**To be prepared after the paralegal internship is completed.**

Intern's Name: \_\_\_\_\_

Name and Address of Internship Host:

\_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Student's description of and comments about the internship experience:

Signature of student \_\_\_\_\_ Date \_\_\_\_\_



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Dear Intern Supervisor:

Please accept the sincere thanks of The University of Memphis' Paralegal Studies Program for allowing our paralegal intern to obtain vital on-the-job experience and training under your supervision this semester. We hope this experience will be positive for you and that you will consider allowing other paralegal students to intern with you in the future.

The following guidelines are offered to make the paralegal internship an effective learning experience and to better utilize the time and talents of the intern while she/he is working under your supervision:

1. Coordinate the intern's talents and skills with the tasks to be performed, whenever possible.
2. If multiple tasks are assigned, establish priorities to ensure that the most important tasks are completed first.
3. Provide background information on the project or task assigned to the intern so she/he will understand its relationship to the overall work of the organization.
4. Give specific, step-by-step instructions of the work to be performed. Support this information with a set of written instructions and samples of the desired results.
5. Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage them to ask questions regarding any aspect of the work about which she/he is uncertain.
6. Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
7. Specify the deadlines by which projects are to be completed. Set due dates to provide time for consultation with the intern.
8. Give constructive feedback that will assist the intern in developing professional skills.
9. While all staff members must occasionally do routine tasks, we ask that the intern not be assigned routine clerical duties, personal errands, or receptionist duties as more than 10% of

her/his regularly scheduled work.

If any questions or concerns arise at any time during the internship, please do not hesitate to call me at 678-2716, or I can be reached via e-mail at [bnichols@memphis.edu](mailto:bnichols@memphis.edu).

Sincerely,

*Broderick E. Nichols*

Broderick E. Nichols, J.D.  
Assistant Dean of Undergraduate Affairs &  
Director of the Paralegal Studies Program

## FORM FOUR

### PARALEGAL INTERN SUPERVISOR'S REPORT

In order for the paralegal intern to receive academic credit for completing the internship, we need your considered responses to the information requests and evaluation factors on this and the pages that follow. Please mail the completed report by the end of the semester to:

Broderick E. Nichols, J.D.  
Assistant Dean of Undergraduate Affairs &  
Director of the Paralegal Studies Program  
The University of Memphis  
University College  
218 John Willard Brister Hall  
Memphis, TN 38152

Student Intern' Name: \_\_\_\_\_

Intern's Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Firm/agency name: \_\_\_\_\_

Primary area(s) of law that your office practices: \_\_\_\_\_

Office address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Intern's start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total hours worked: \_\_\_\_\_

**EVALUATION FACTORS**

I. Upon completion of the internship, please place an “X” next to the internship duties on which the intern spent five percent or more of her/his time under your supervision:

- |   |   |
|---|---|
| <p>___ Legal research (library)</p> <p>___ Computerized legal research</p> <p>___ Cite checking/proofing</p> <p>___ Drafting legal memoranda</p> <p>___ Drafting appellate briefs</p> <p>___ Drafting pleadings</p> <p>___ Drafting discovery documents</p> <p>___ Assisting at depositions</p> <p>___ Assisting at trial</p> <p>___ Coordinating trial witnesses</p> <p>___ Organizing file materials</p> <p>___ Drafting corporate documents</p> <p>___ Drafting bankruptcy documents</p> <p>___ Drafting testaments/trusts</p> <p>___ Updating/maintaining library</p> <p>___ Checking UCC filings</p> <p>___ Checking court records</p> <p>___ Filing court papers</p> <p>___ Ordering supplies</p> <p>___ Serving subpoenas</p> <p>___ Interviewing clients/witnesses</p> <p>___ Gathering medical records</p> | <p>___ Indexing medical records</p> <p>___ Gathering other records</p> <p>___ Summarizing interview statements</p> <p>___ Summarizing depositions</p> <p>___ Viewing accident/crime scenes</p> <p>___ Preparing trial exhibits</p> <p>___ Drafting trial subpoenas</p> <p>___ Representing agency claimants</p> <p>___ Searching titles</p> <p>___ Drafting real estate documents</p> <p>___ Assisting in real estate closings</p> <p>___ Drafting correspondence</p> <p>___ Estate accountings</p> <p>___ Keeping time/billing records</p> <p>___ Copying/collating documents</p> <p>___ Typing for others</p> <p>___ Receptionist duties</p> <p>___ Computer operations</p> <p>___ Deliveries</p> <p>___ OTHER (describe) _____</p> <p>_____</p> <p>_____</p> |
|---|---|

II. Using the following scale, please give your opinion of the intern's performance in the numbered categories below and on the following page by circling the appropriate rating for each category:

- 0 = no opinion/not observed
- 1 = unacceptable
- 2 = below average
- 3 = average/adequate
- 4 = very good
- 5 = exceptional

The student intern:

- |                                       |             |
|---------------------------------------|-------------|
| 1) arrived for work on time.          | 0 1 2 3 4 5 |
| 2) completed assignments on schedule. | 0 1 2 3 4 5 |
| 3) took and followed directions well. | 0 1 2 3 4 5 |
| 4) displayed initiative.              | 0 1 2 3 4 5 |

- |     |   |             |
|-----|---|-------------|
| 5)  | displayed a positive, cooperative attitude. | 0 1 2 3 4 5 |
| 6)  | had a professional appearance and demeanor. | 0 1 2 3 4 5 |
| 7)  | had good written communication skills.      | 0 1 2 3 4 5 |
| 8)  | had good oral communication skills.         | 0 1 2 3 4 5 |
| 9)  | exercised mature judgment.                  | 0 1 2 3 4 5 |
| 10) | was willing to undertake new assignments.   | 0 1 2 3 4 5 |
| 11) | understood legal processes and procedures.  | 0 1 2 3 4 5 |
| 12) | had a good working legal vocabulary.        | 0 1 2 3 4 5 |
| 13) | organized tasks/materials effectively.      | 0 1 2 3 4 5 |
| 14) | paid attention to detail.                   | 0 1 2 3 4 5 |
| 15) | understood the concept of confidentiality.  | 0 1 2 3 4 5 |
| 16) | understood and observed ethical standards.  | 0 1 2 3 4 5 |

III. Do you recommend that the student receive credit for this internship? *(Please circle your recommendation)*

YES NO

IV. OTHER COMMENTS (Optional)

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Intern Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_