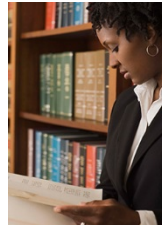
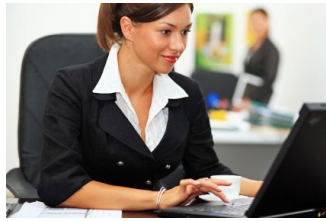

Legal Studies Internship

Information Packet and Required Forms

Revised August 2021



Dear Legal Studies Interns:

Congratulations on making it to this stage of your academic career! The Legal Studies internship is an essential learning component of the Legal Studies concentration. I hope the experience of working in a legal environment will be not only educational, but also exciting and challenging. At this point, your coursework has prepared you academically for this challenge, and you understand the principles of legal ethics and confidentiality. So, approach this endeavor with confidence. Embrace the opportunity to apply what you have learned and gain valuable experience in the field.

Included in this packet are the following documents:

- **FORM 1:** Legal Studies Internship Contract – Submitted at the START of the semester
(Please note: The Legal Studies Internship Contract is different from the general internship contract for students outside of Legal Studies.)
- **FORM 2:** Log of Hours – Submitted at the END of the semester
- **FORM 3:** Legal Studies Intern Supervisor’s Report (and cover letter) – Supervisor’s Report is submitted at the END of the semester

The first thing you should do is meet with your internship host/supervisor before the semester begins. At that meeting, complete **FORM ONE**, have your supervisor sign it, and upload the form when you request your internship permit using our online permit request form. Without this completed form, you will not be permitted to register for the internship course. Note that you will also be required to upload a PDF of this form to eCourseware (with all required signatures) once the semester begins. **FORM TWO** is provided for your convenience as a means of keeping track of the hours you work and the tasks you are assigned throughout the internship. That, too, will have to be submitted via eCourseware throughout the semester. The last four pages of this packet (**FORM THREE** and its cover letter) are for your internship supervisor. At the end of the internship, please have your supervisor complete and sign **FORM THREE** and return it to you. Supervisors may also complete this form online if they wish (details will be provided on eCourseware).

By the end of the semester, you must have submitted all of the following documents: (1) **Form 1** contract; (2) **Form 2** hours log; (3) **Form 3** supervisor’s report; (4) **three work samples**, redacted as necessary; and (5) a typed, double-spaced **reflective paper**, at least two pages long. All documents must be submitted on eCourseware as Word documents or PDFs. Submission deadlines will be specified early in the semester. No late submissions, no hard copies, and no email attachments will be accepted. We will discuss all these requirements in more detail on the Discussion Board.

If you have any questions or concerns, please do not hesitate to email me at dmhale@memphis.edu. You are also welcomed to call CPLS at 901.678.2716. Have a great semester!

Sincerely,



Dr. Dorothy Moss Hale
Legal Internship Instructor

SYLLABUS

UNIV 4110 – Legal Studies 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 the student's work.

Prerequisites/Co-requisites:

Successful completion of LEGL 3150 and 4150 (Legal Research & Writing I and II). LEGL 4150 may be taken concurrently with the internship, but LEGL 3150 must be completed beforehand. Students who took these courses at another institution must also obtain the approval of the Legal Studies Coordinator.

Course Objectives:

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

Procedures:

The intern's work schedule is determined by the intern and the intern's supervisor to afford a minimum of 150 clock-hours on the job roughly coinciding with the 15-week fall or spring semester or the 10-week full summer session. Since the student is interning for academic credit, internship compensation is allowed but not required. Supervising offices may in their discretion elect to provide stipends, paid parking, mileage reimbursement, or other incidental benefits. The intern must 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 submit the following documents prior to the deadlines designated on eCourseware:

- (1) **Form 1:** Legal Studies Internship Contract;
- (2) **Form 2:** Log of hours showing at least 150 hours of work completed;
- (3) **Form 3:** A favorable Legal Studies Intern Supervisor's Report;
- (4) Samples of at least **three work products** (redacted as necessary); and
- (5) A typed, double-spaced **reflective paper** discussing the internship experience (at least two pages long).

There are no traditional letter grades issued for this course. Instead, 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.

PERMIT REQUIREMENT

Students: You **MUST** get a permit from CPLS **before** you begin your internship to be eligible for course credit. You may request a permit online from the Legal Studies webpage. If you start your internship without prior approval from CPLS, you will **NOT** receive credit. There are no exceptions. Please contact your academic advisor *in advance* for more information. Otherwise, you will risk delaying your graduation.

FORM 1: Legal Studies Internship Contract

Instructions to the Student-Intern: Please complete this form, have your internship supervisor sign it, and upload the signed form with your online permit request (available on the Legal Studies website) in order to register for UNIV 4110.

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

Intern's Name: _____

University ID Number: _____

Internship Semester (*please check one*): Fall Spring Summer Year: _____

Law office, agency, or business where intern will be working:

Business Name: _____

Business Address: _____

City, State, Zip: _____

Intern's Supervisor (attorney, judge, paralegal supervisor, etc.):

Supervisor's Name: _____

Supervisor's Title: _____

Phone Number: _____

Email: _____

Description of types of work the intern will undertake (please attach additional pages if necessary):

Work Schedule: Start Date: _____ End Date: _____

DAY:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
HOURS:							

Intern Supervisor's Signature

Date

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	UM Legal Studies Coordinator's Signature:	Date:
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FORM 2: Log of Hours Worked

To the Intern: Please keep this log current throughout your internship. **Do not wait until the end** and then fill out the entire form all at once. You should be making entries after every day of work. Make copies of this form as necessary, but please be sure to number the pages in the space provided in the top right-hand corner of this sheet.

Date	Number of Hours Worked	Specific Tasks Completed	Supervisor's Initials



Legal Studies Program
College of Professional
and Liberal Studies (CPLS)
218 Brister Hall
Memphis, TN 38152
Office: 901.678.2716
Fax: 901.678.4913
memphis.edu/cpls/programs/lgst.php

Dear Internship Supervisor:

Please accept the sincere thanks of The University of Memphis Legal Studies program for allowing our student-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 we hope you will consider allowing more Legal Studies students to intern with you in the future.

We want the internship to be a productive, beneficial experience both for the student and for you. Here are some suggestions to help reach that goal:

- (1) Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions.
- (2) Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
- (3) Communicate your priorities, so the intern can complete the most important tasks first. Set clear deadlines and hold interns accountable.
- (4) Give specific, clear instructions for the work to be performed. Sample documents are always helpful as a reference.
- (5) Give constructive feedback that will assist the intern in developing professional skills.
- (6) While all staff members must occasionally do non-legal work, we ask that any assigned clerical tasks or receptionist duties be kept to a minimum (not to exceed 10% of the intern's work hours).

If any questions or concerns arise at any time during the internship, please do not hesitate to email me at dmhale@memphis.edu. You are also welcomed to call CPLS at (901) 678-2716. Have a great semester, and thank you once again for supporting the Legal Studies at the University of Memphis!

Sincerely,

Dr. Dorothy Moss Hale
Legal Studies Internship Instructor

FORM 3:
Legal Studies Intern Supervisor's Report
(to be completed by the supervisor at the end of the internship)

Internship Supervisors:

Before Legal Studies interns can receive academic credit for completing the internship, we need your considered responses to the information requests and evaluation factors on the pages that follow. Please use this form to evaluate the intern. Once completed and signed, please give this form to the student-intern, or scan it and email it directly to Dr. Dorothy M. Hale at dmhale@memphis.edu.

Student-Interns:

Please fill out this general information for your supervisor and then give all three pages to your supervisor for completion.

Student-Intern's Name: _____

Intern's Start Date: _____ End Date: _____

Internship Host & Supervisor:

Firm/Agency: _____

Street Address: _____

City, State, Zip: _____

Intern's Supervisor: _____

Supervisor's Title: _____

Phone Number: _____

Email Address: _____

Practice Area(s): _____

Student Intern's Total Number of Hours Worked:

EVALUATION FACTORS

I. Duties Assigned

On what duties did the student-intern spend at least five percent of her/his time while under your supervision over the course of the internship?

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

Other Tasks (please explain below):

II. General Comments / Overall Impressions of the Intern (Optional):

III. Student Performance Ratings		N/A	Unacceptable	Below Average	Average/Adequate	Very Good	Exceptional
Please rate your student-intern on how well he/she...		0	1	2	3	4	5
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

IV. Supervisor Recommendation

Now that you have worked with your student-intern for several months, do you recommend that he/she receive academic credit for this internship?

YES

NO

Supervisor's Signature

Date