The Legal Studies Internship

Information Packet
And Required Forms
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’ve learned and gain valuable experience in the field.

Included in this packet are the following documents:

- **FORM ONE**: 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 TWO**: Log of Hours – Submitted at the END of the semester

- **FORM THREE**: 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 return it to me as quickly as possible (preferably by email). 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’re assigned throughout the internship. The last four pages of this packet (FORM THREE and its cover letter) are for your internship supervisor. At the end of the internship, have your supervisor complete and sign FORM THREE and return it to you.

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 to the Dropbox on eCourseware as Word documents or PDFs. Submission deadlines will be specified on eCourseware. No late submissions, no hard copies, and no email attachments will be accepted. We’ll discuss all of these requirements in more detail on the Discussion Board.

If any questions or concerns arise at any time during the internship, please do not hesitate to email me at tgiohnsn@memphis.edu or call me at 901.678.2153. You are also welcome to call University College at 901.678.2716. Have a great semester!

Sincerely,

*Tiffany Johnson*

Tiffany G. Johnson, Esq.
Internship Instructor
UNIV 4410 | Legal Studies Internship
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:

Successful completion of LEGL 3150 (Legal Research & Writing I) and LEGL 4150 (Legal Research & Writing II). Students who completed 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 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 10-week 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 incidental benefits. 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 Legal Studies Coordinator prior to the deadlines designated on eCourseware:

1. **Form 1:** Legal Studies Internship Contract (submitted before registering);
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 (submitted by the intern’s supervisor);
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).

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 University College before you begin your internship in order to be eligible for course credit. If you start your internship without prior approval from University College, 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 ONE:
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: _____________________

<table>
<thead>
<tr>
<th>DAY:</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_________________________________________________________________________________

Intern Supervisor’s Signature  Date

☐ Approved  UM Legal Studies Coordinator’s Signature:  Date:

☐ Not Approved
**FORM TWO:**
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Hours Worked</th>
<th>Specific Tasks Completed</th>
<th>Supervisor’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 that you will consider allowing more Legal Studies students to intern with you in the future.

We hope you will consider these suggestions for ways to ensure that the internship is a productive, beneficial experience both for the student and for you. Provide background information on tasks assigned to the intern, so he/she will understand their relationship to the overall work of the organization. Communicate your priorities, so the intern can complete the most important tasks first. Give specific, clear instructions for the work to be performed. Sample documents are always helpful as a reference. Additional considerations include the following:

(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) Specify the deadlines by which projects are to be completed. Set due dates to provide time for consultation with the intern.

(4) Give constructive feedback that will assist the intern in developing professional skills.

(5) 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 tgjohnsn@memphis.edu or call me at (901) 678-2153. You are also welcome to call University College at (901) 678-2716. Have a great semester, and thank you once again for supporting the Legal Studies at the University of Memphis!

Sincerely,

Tiffany Johnson

Tiffany G. Johnson, Esq.
Internship Instructor
UNIV 4110 | Legal Studies Internship
FORM THREE:
Legal Studies Intern Supervisor’s Report
(to be completed by the supervisor at the end of the internship)

In order for the Legal Studies 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:

Tiffany G. Johnson, Esq.
Internship Instructor
The University of Memphis
Legal Studies
218 John Willard Brister Hall
Memphis, TN 38152

* If it’s more convenient, you are welcome to scan the completed form and email it to tgjohnsn@memphis.edu.

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:

__________________________________________________________________________________

__________________________________________________________________________________

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

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

☐ Other Tasks (please explain below):

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

UNIV 4410 – Legal Studies Internship
Information Packet
Page 8 of 9
### III. Student Performance Ratings

<table>
<thead>
<tr>
<th>Rating</th>
<th>N/A</th>
<th>Unacceptable</th>
<th>Below Average</th>
<th>Average/Adequate</th>
<th>Very Good</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Please rate your student-intern on how well he/she...

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

### 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