



Division of Continuing Education

# Legal Studies Institute

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## Internship Handbook

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*“Justice, sir, is the great interest of man on earth.”--  
Daniel Webster*

[www.ce.unf.edu/legalstud.html](http://www.ce.unf.edu/legalstud.html)•904.620.4200•[unfce@unf.edu](mailto:unfce@unf.edu)

# Internship Handbook

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Division of Continuing Education  
Legal Studies Institute  
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## **Dean's Message**

Personal congratulations are in order to you for accepting the challenge to accomplish a worthy career journey. In addition to being a practical and meaningful experience, your internship will provide valuable insight. As you become more familiar with the job opportunities available during your internship, you will be able to make better informed decisions about your future.

As you take part in the daily activities where you can get a feel for the work environment, gain meaningful feedback, receive references, build your portfolio, and obtain a job offer, remember you are well worth the investment and well on your way.

Sincerely,



Robert L. Wood  
Dean of Continuing Education

## **Foundation Gift Opportunities**

Support the Legal Studies Institute at the UNF Division of Continuing Education with a foundation gift. Your tax deductible gift will ensure that those less fortunate can still participate in the pursuit of improving their quality of life through education. Please make checks payable to the UNF Foundation; reference the Legal Studies Institute. The UNF Division of Continuing Education thanks you for supporting a community where learning continues to grow. For more information on gift opportunities, contact the Division's Director of Development.

## **Paralegal Internship Timeline**

### **Semester prior to intended internship**

- Schedule pre-internship conference with Legal Studies Institute program director to discuss:
  1. Courses taken
  2. Resume
  3. Portfolio
  4. Paperwork
  5. Finding an internship site
  6. Expectations & Requirements
- Explore internship sites through:
  1. Legal Studies Institute contacts
  2. Friends
  3. Workplace
  4. Martindale/Hubbell directory

### **Semester of intended internship**

- Secure internship site
- Register for internship online or through the Legal Studies Institute
- Submit internship agreement
  1. include job description
- Submit name and contact information of internship office and supervisory attorney to Program Director

### **Sixty (60) hours completed**

- Sponsor submits mid-term evaluation

### **One hundred twenty (120) hours completed**

- Sponsor submits final progress report
- Student submits final progress report
- Student submits final paper
- Student submits Program Completion form

## **Paralegal Internship Procedures**

1. At or near the end of the program, paralegal students identify a law firm that is interested in sponsoring the student as a paralegal intern. The Legal Studies office does not arrange internships but will work with the student to identify possible sites.
2. The student submits the name, address, phone number and email address of the sponsoring firm, and the name of the sponsoring attorney to the Legal Studies Institute (LSI) office at least 2 weeks prior to start.
3. The LSI Office sends the attorney a letter explaining the procedures to follow for the internship. They include:
  - a. Scheduling a meeting with the intern prior to beginning the internship to define a challenging and valuable project for the internship.
  - b. The attorney and intern identifying goals and objectives for this project, that the intern will be held accountable, receive proper supervision and training, and determining performance evaluation measures.
  - c. The attorney's evaluating the intern at the halfway point, (60 or 75 hours completed) and sending the evaluation form to the program office.
  - d. The attorney and intern completing the internship paperwork at the end of the internship (120 or 150 hours completed) and returning the progress report, time sheets, and other deliverables to the program office.

### Note:

1. During the internship described above, it is assumed that the intern is making satisfactory progress and meeting the goals and objectives identified by the attorney. Should this not be the case, it is imperative that the attorney immediately call the program director and discuss the situation.
2. Upon completion of the internship, the student receives a grade for this experience based on evaluations and the final paper.

## **Internship Guidelines**

### **Internship Objectives**

- Provide the student with a meaningful, practical work experience in a professional law setting
- Assist the student in clarifying career goals
- Assess readiness to enter the law profession
- Provide the student an opportunity to refine professional skills and apply classroom skills and knowledge
- Acquire specific task-related skills for inclusion in the student's resume
- Develop skills and experience in conducting a job search, including identifying career goals, preparing a resume, interviewing, and gathering information on prospective employers
- Become thoroughly acquainted with business, legal, or governmental work environments
- Gain an understanding of attitudes and work habits that ensure a successful paralegal career
- Develop professional-level skills in oral and written communication
- Acquire a sound, contextual understanding of legal and professional ethics, such as client confidentiality, conflict of interest, and the unauthorized practice of law
- Learn to interact effectively with supervisors, co-workers, clients, and professionals outside of the internship office
- Develop a first-hand understanding of law-related office organization and internal systems, such as timekeeping, billing, and file management
- Gain first-hand insight into current career options
- Acquire a wider range of professional contacts for future career development
- Create a portfolio of work samples (or writing samples) for the student's job search
- Learn to manage time effectively and to account for time worked in an office setting
- Obtain a professional reference and recommendation for future employment

### **Internship Responsibilities**

There is no monetary compensation associated with this internship. As a structured educational experience, a successful internship relies upon cooperation and coordination between the Legal Studies Institute director, the cooperating host agency and the intern. Each has special responsibilities in the internship process to ensure a successful outcome.

Program Director guides and advises the student on his or her type of placement depending upon major interest. The program director communicates goals, objectives and requirements with the host agency to ensure the student is exposed to a wide variety of activities and functions and will receive appropriate supervision. The program director evaluates the quality of the student's legal work experience and performance by following up with the student and host agency at the completion of the internship. The program director evaluates the internship host site for future placements.

Host Supervisor effectively communicates professional standards and performance expectations. They conduct a thirty-minute orientation to the office, consisting of a tour of the facilities, and an

introduction to co-workers and office equipment. They arrange for a work space and “in box” for the intern so that drafts, messages, short term projects, etc., can be routed directly to the student. They assign a variety of practical tasks to ensure a well-balanced internship experience. They are available to answer questions, to provide necessary training, and to direct and supervise the intern during project assignments and day-to-day tasks. They meet once a week with the intern to assess performance and provide constructive feedback to the intern. The host agency monitors the student’s scheduled working hours. No student may be assigned work which is considered unsafe or hazardous. The supervisor must take the initiative to prevent accidents that might occur as a result of carelessness or laxity on the part of the student. If the student is not performing satisfactorily, it is the host agency’s responsibility to contact the UNF Legal Studies Institute program director to discuss the situation. The host supervisor completes the progress report at the middle and the end of the internship.

The Intern chooses a substantive area of interest and identifies the type of legal environment in which he or she wants to work. Students can research options for placement within one’s own network by talking to working paralegals and other students. They can identify possible forums and organizations in their geographical area through research using the Martindale-Hubbell Directory, telephone book and the internet. (They should discuss internship placement options with the program director and contact firms and agencies on their own to inquire about internship possibilities and availability). When contacting a host agency, students should identify themselves as paralegal students and explain that they are looking for an internship consisting of 120 hours and the area of law of interest. An interview appointment should be made. At the interview, the agency host receives an updated resume and transcript. The student should be prepared to discuss the following topics with the interviewer:

- Work schedule
- Sponsor’s practice, office decorum, policies, confidentiality and ethical standards
- Job responsibilities and performance expectations
- Supervision, training and evaluation
- Anticipated internship tasks, projects, and assignments and the time allocated to each

The student is expected to represent himself/herself and the Legal Studies Institute in a professional manner in relation to the professional setting in which he or she is serving. The student must complete 120 hours to fulfill the internship requirement. When the internship is completed, the intern will:

- Write a thank you letter to the sponsor for the internship opportunity
- Prepare a resume that clearly and concisely describes his/her background, credentials and internship experiences
- Write a final essay that describes and evaluates his/her experience while at the internship site and his/her role in the delivery of such legal services. This essay will be a part of the student’s internship grade. It should be two to four pages in length, detailing the following:
  - 1) Area of the internship that was especially effective
  - 2) Area that was dissatisfying
  - 3) Recommendations for improving the internship process
  - 4) Recommendations on this internship site for other students in the Legal Studies Institute

- 5) Overall rating of how this position provided him/her with experience that will apply to his/her career
  - 6) His/her opinion on the experience as a valuable part of his/her overall education
  - 7) Feedback he/she would like to give regarding the Legal Studies Institute
- Prepare a portfolio of at least three of his/her best writing samples from his/her internship work. Get permission from his/her office supervisor to share these samples with professionals outside of the internship office. Thoroughly review all questions of confidentiality with his/her supervisor before including these samples in his/her portfolio. Remove names and references to clients as directed by his/her supervisor
  - Evaluate the internship experience and communicate his/her thoughts to both the host agency and the program coordinator

## **Internship Site Options**

### **Conventional Law Offices**

These offices include large and medium-sized firms, small firms, sole practitioners, and publicly-funded law offices. The easiest way to find an internship in a law office is to start with the “Florida Bar Journal Directory”. You also may look in the yellow pages under Lawyers or Attorneys. Another great resource is the “Martindale-Hubbell Law Directory”.

Large law firms have thirty or more lawyers, whereas medium firms have eleven to thirty lawyers. These offices tend to have a formal, often complex organizational structure. Typically, these lawyers work in specialized fields and therefore want paralegals with specialized expertise and extensive experience within their specialization. The advantage to working in a large or medium-sized law firm is that they offer challenging work in a well-defined, respected role. These firms offer top compensation levels and a wide range of benefits. There are also significant opportunities for job offers. The disadvantage to seeking out these firms is the limited availability for entry-level paralegal positions and the strict educational requirements.

Small law offices employ two to ten lawyers. Students considering an internship in small firms may find an exciting environment consisting of a variety of experiences. Many small firms have yet to employ paralegals; for this reason, the small firm offers greater opportunity for the entry-level paralegal. The work will require the paralegal to be adaptable and flexible. The atmosphere tends to be less formal than in the larger firms.

The solo practice is the office that constitutes the largest single segment of American law offices. The advantage to interning or working in this size office is that the solo practitioner has a greater willingness to train. The work is all encompassing with the opportunity to learn all aspects of law office operations and to work in diverse subject areas. There tends to be close, personal ties to the community in this setting. On the down side, there will be more interruptions, no opportunities for promotion, limited salaries, less space and equipment.

Publicly funded law offices come under two categories: the public defender and legal aid offices. The public defender provides free legal representation to criminal defendants whose income is below certain levels. Legal Aid offices serve indigent clients in civil matters. These offices are supported by federal and state tax money. Many of these offices are turning to paralegals to carry the workload because of funding and staffing constraints. Students who intern in these offices will find dedicated and competent coworkers, active involvement with clients, and opportunities to think and work quickly.

### **Alternative Types of Legal Offices**

Nonprofit organizations rely on dues, donations, and grants for their funding. Examples of these organizations are environmental protection groups, consumer protection organizations, health and counseling associations, senior citizen centers, labor unions, teachers’ unions and organizations promoting the legal and political rights of different segments of the population. Students who are activists at heart would benefit greatly from working in this area.

To find an internship in this area, the white pages of the phone book is a good starting point. Another technique is to check the periodical section of a public library for specialty magazines, trade journals, and publications of special-interest groups. These publications frequently contain ads and news about an association's local and regional chapters and offices. The "Encyclopedia of Associations" is published annually by Gale Research, Inc., in Detroit, Michigan. This four-volume directory is a comprehensive source of detailed information on thousands of nonprofit American membership organizations.

Court offices are a great place to intern for those students who are interested in litigation. The Clerk's Office ensures that deadlines are met and that appropriate steps are taken when deadlines are missed. It organizes and maintains court documents and schedules court proceedings. Students will become familiar with all kinds of litigation documents. They will also get a clear picture of procedural strategies available to litigants. Interns may have frequent contact with attorneys. The best way to obtain information about Florida courts is through the "Florida Bar Journal Directory".

Government agencies, whether state or federal, tend to fall within two categories: regulatory agencies and service agencies. Some regulatory agencies are Environmental Regulation, Education, Taxation, Prison and Corrections, Public Utilities, Civil Rights, Labor, Workers' Compensation, and Occupational Licensing. Examples of service agencies are legislative services, child welfare, economic development, public health, human services, elder affairs, community services, cultural affairs, and drug counseling.

An intern may have the opportunity to do investigative work, monitor compliance among businesses and other groups, enforce agency regulations, make rules and adjudicate in out-of-court administrative hearings. Students with specific career goals that relate to the subject matter the agency addresses should pursue this internship avenue. The best source of information about state, county, and municipal offices in Florida is "The Florida Bar Journal Directory". This directory contains separate listings for state administrative agencies, state courts, county offices, and municipal offices. "The Lawyer's Directory" also lists federal government agencies, U.S. District Court offices, Bankruptcy Court offices, and other local federal courts. The white pages of the telephone directory also list state offices. Federal agencies and military offices are listed under United States in the white pages.

Municipal offices may use paralegals in municipal court pretrial procedures and prosecutions, corporate issues, building or planning departments, zoning and subdivision boards, property tax issues, eminent domain issues and the sale or acquisition of municipal land, and researching and drafting ordinances.

Law Enforcement Offices may employ paralegals in the State Attorney General's Office, County Prosecutor's Office, Regional Office of the U.S. Department of Justice, County Sheriff's departments, state or local police department headquarters, parole offices and corrections facilities. Students in these settings may become familiar with legal principles, terminology, research and procedures.

Students looking for an internship in law enforcement may find a copy of the “National Directory of Law Enforcement” in their library. This directory is published annually by the National Police Chiefs and Sheriffs’ Information Bureau in Steven Point, Wisconsin.

Legislative offices, located in state capitals, may use interns to work directly with elected lawmakers in researching the law, gathering data and helping to create new legislation. Students may also intern in offices of individual state senators and representatives or with the state’s Office of Legislative Services. Another possibility is to intern with a state senator or congressional representative. All U.S. legislators maintain at least one office in their home state. These offices serve the local constituency by responding to inquiries, acting on complaints, and assisting voters in their dealings with federal offices and agencies. All of these opportunities will build the intern’s organizational and problem-solving skills, as well as communication skills.

Alternative Dispute Resolution (ADR) refers to the various methods available to settle disputes out of court. One method is mediation. The parties agree to take their argument to a neutral third party for a thorough exploration of the facts and a proposed resolution. Mediation is not always conducted by lawyers or retired judges. Interning in this area will sharpen your skills in fact gathering, investigation, communications, record keeping, and problem solving. It will also provide intense exposure to the particular areas of law involved and offer a chance to interact with law offices and court personnel.

Mediation service is a growing field. Many district and municipal courts are creating mediation offices for landlord-tenant conflicts, consumer complaints, and neighborhood disputes. Family courts also offer marital mediation as a way to resolve property and custody issues.

## **Researching Law Offices on the Web**

### **Florida State's Home Pages:**

[www.state.fl.us](http://www.state.fl.us)

[www.leg.state.fl.us/](http://www.leg.state.fl.us/)

[www.doi.state.fl.us/](http://www.doi.state.fl.us/)

### **U.S. Government Agencies:**

[www.lib.lsu.edu/gov/fedgov.html](http://www.lib.lsu.edu/gov/fedgov.html)

[www.uscourts.gov](http://www.uscourts.gov)

### **State Bar Association Home Pages:**

[www.flabar.org](http://www.flabar.org)

[www.jaxbar.org/](http://www.jaxbar.org/)

[www.jaxdailyrecord.com/public/links.html](http://www.jaxdailyrecord.com/public/links.html)

[www.fla-law.com/organiza.htm](http://www.fla-law.com/organiza.htm)

### **Lawyers and Law Firms:**

[www.martindale.com](http://www.martindale.com)

[www.westpub.com/htbin.wld](http://www.westpub.com/htbin.wld)

[www.yahoo.com/business-and-economy/companies/law/firms](http://www.yahoo.com/business-and-economy/companies/law/firms)

[www.legal.net/attorney.viewlist.html](http://www.legal.net/attorney.viewlist.html)

[www.attorneyweb.net/us/fl/fl.html](http://www.attorneyweb.net/us/fl/fl.html)

### **Business and Nonprofit Organizations:**

[www.bigbook.com](http://www.bigbook.com)

<http://altavista.digital.com>

[www.yahoo.com](http://www.yahoo.com)

## **Paralegal Intern Information**

(Students should complete this form and attach it to applications and put a copy in their portfolio. You may you're your grade if you wish.)

Intern Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

The following courses have been taken by the paralegal intern:

- \_\_\_\_\_ Introduction to Paralegalism
- \_\_\_\_\_ Interviewing and Investigation
- \_\_\_\_\_ Professionalism and Ethics
- \_\_\_\_\_ Research, Writing and Analysis I
- \_\_\_\_\_ Research, Writing and Analysis II
- \_\_\_\_\_ Civil Procedure and Litigation
- \_\_\_\_\_ Criminal Law and Procedure I
- \_\_\_\_\_ Criminal Law and Procedure II
- \_\_\_\_\_ Real-estate Law
- \_\_\_\_\_ Contract Law
- \_\_\_\_\_ Legal Office Management
- \_\_\_\_\_ Torts
- \_\_\_\_\_ Legal Office Technology
- \_\_\_\_\_ Family Law
- \_\_\_\_\_ Wills, Trusts & Estates
- \_\_\_\_\_ Business Organizations
- \_\_\_\_\_ English for Paralegals
- \_\_\_\_\_ Computers I, II
- \_\_\_\_\_ Labor and Elder Law
- \_\_\_\_\_ Bankruptcy/Credit Reports
- \_\_\_\_\_ Intellectual Property
- \_\_\_\_\_ Administrative Law
- \_\_\_\_\_ Other

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

## Sample Schedule

<h3>Paralegal Internship Schedule</h3> <p><b>Start Date:</b> _____</p> <p><i>(Internship should be completed in one semester, 14 weeks. Please notify the Legal Studies Institute director if more time is needed.)</i></p>						
February						
Monday	Tuesday	Wednesday	Thursday	Friday	Weekly To	Remarks
08-1100	08-1100	08-1100			9	
					0	
08-1100	08-1100	08-1100			9	
08-1100	08-1100	08-1100			9	
08-1100	08-1100	08-1100			9	
08-1100	08-1100	08-1100			9	
					<b>45</b>	<b>Total Monthly Hours</b>
March						
Monday	Tuesday	Wednesday	Thursday	Friday	Weekly To	Remarks
08-1100	08-1100	08-1100			9	
					0	
08-1100	08-1100	08-1100			9	
					0	
08-1100	08-1100	08-1100			9	
08-1100	08-1100	08-1100		Good Fri	9	
					<b>36</b>	<b>Total Monthly Hours</b>
April						
Monday	Tuesday	Wednesday	Thursday	Friday	Weekly To	Remarks
08-1100	08-1100	08-1100			9	
08-1100	08-1100	08-1100			9	
08-1100		0800-1100			6	
08-1100	08-1100	08-1000			8	
08-1000		08-1000			4	
Dental Appt	08-1100	1-May			3	
					<b>39</b>	<b>Total Monthly Hours</b>
<b>120 Total Internship Hours</b>						
Intern: _____						
Host Agency Supervisor: _____						
Legal Studies Term of Completion: _____						
***Please return a copy of the completed form to the Legal Studies Institute Office***						





## Progress Report: Final (Intern)

*To be processed when internship is 100% complete*

### INTERNSHIP RATING SHEET

Sponsoring Organization: \_\_\_\_\_  
 Intern: \_\_\_\_\_

<i>Please circle on a scale of: 1 through 5</i>	1	2	3	4	5
	Deficient		Average		Superior
<b><i>Effective use of paralegal personnel</i></b>	1	2	3	4	5
<b><i>Rapport with intern</i></b>	1	2	3	4	5
<b><i>Attitude toward paralegal profession</i></b>	1	2	3	4	5
<b><i>Respect for intern's opinion</i></b>	1	2	3	4	5
<b><i>Clarity of assignments and objectives</i></b>	1	2	3	4	5
<b><i>Responsiveness to intern's questions</i></b>	1	2	3	4	5
<b><i>Encouragement of intern's participation in discussions</i></b>	1	2	3	4	5
<b><i>Quality of assignments</i></b>	1	2	3	4	5
<b><i>Fairness in the workplace</i></b>	1	2	3	4	5
<b><i>Overall rating of supervisor</i></b>	1	2	3	4	5
<b><i>Rating of supervisor as a teacher</i></b>	1	2	3	4	5

**All ratings 2 and below need to be explained in the comments section.**

Part of your internship is to complete an essay on your internship experience, using APA format.  
 Include:

- 1) Areas of the internship that were especially effective
- 2) Areas that were dissatisfying
- 3) Recommendations you have for improving the internship process
- 4) Recommendations on this internship site for other students in the Legal Studies Institute
- 5) Overall rating of how this position provided you with experience that will apply to your career
- 6) Do you feel this work experience was a valuable part of your overall education?
- 7) Provide any feedback you would like to give regarding the Legal Studies Institute

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to: University of North Florida, Division of Continuing Education Legal Studies Institute,  
 12000 Alumni Drive, Jacksonville, FL 32224, or fax to 620-4210, attn. Billie Lombardo*

*(This letter will be sent by the Legal Studies Institute office to the supervisory firm or attorney on UNFCE letterhead.)*

Date

Dear

Thank you for agreeing to supervise a University of North Florida Division of Continuing Education Legal Studies Institute student in an internship setting. As you know, work experience is designed to provide the student with hands-on experience in a law office, government office, law department of a corporation, legal services office or other law-related setting. We hope that our students will work hard, learn practical law office skills and also enhance your work environment with their presence.

The following information about the internship program and some guidelines are described that we ask you to consider when working with the intern:

1. The internship experience is required for the Paralegal Certificate. The Paralegal Intern Information sheet you will receive will provide the paralegal courses the intern has completed. We anticipate that the work experience will further develop the knowledge, skills, and abilities promoted in the Legal Studies Institute program.
2. Students are required to complete 120 hours of internship work during the semester. More time may be allowed to complete a specific project when both parties have agreed on the amount of time expected.
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, e.g. for working beyond the 120-hour requirement, or working "off" hours, the Legal Studies Institute 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 for the intern.
5. Students will be required to prepare and submit an essay on their internship experience and a final evaluation.
6. Student's grades will be based on their progress reports from you, their supervising attorney, and their final essay.

During the semester that the student is interning, we need the following items completed by you regarding their experience:

1. Meet with the intern before the beginning of the work experience to help develop the internship contract, including setting goals for the intern and establishing your objectives. Appropriate topics include:
  - a. Job responsibilities and minimum performance level
  - b. Scheduling of working hours. The intern must complete a minimum of 120 hours working in a legal office setting to receive the certificate of completion.
  - c. Address absenteeism. Interns will be required to make up any time missed. Unauthorized absences should be reported to the Legal Studies Institute office.
  - d. Appropriate office decorum
  - e. Confidentiality
2. Provide an attorney or practicing legal assistant to act as a supervisor to the 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 meetings 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. Notify the Legal Studies Institute director when the intern is not fully meeting the responsibilities of his or her job.
6. Using the provided forms, provide a midway (60 hours completed) and a final progress report on the intern.

I hope that this information gives you a clear sense of what you should expect from your Legal Studies Institute intern, and of what we 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 (904) 620-1159 or [billie.lombardo@unf.edu](mailto:billie.lombardo@unf.edu).

Thank you again for cooperating in this program.

Sincerely,

Billie Lombardo  
Program Director  
Legal Studies Institute

*(To be sent with introduction letter by the Legal Studies Institute office.)*

## **Internship Agreement**

### **The Program:**

The Legal Studies Institute offers a certificate program in Paralegal Studies. The curriculum provides training in legal skills and substantive areas of law. Courses are taught by attorneys and other legal professionals, all of whom have practical experience in the field. The program is a member of the Northeast Florida Paralegal Association (NEFPA), National Association of Legal Assistants (NALA) and American Association of Paralegal Education (AAfPE) requiring member programs to be in substantial compliance with nationally recognized guidelines.

### **The Purpose of the Internship:**

The internship is designed to provide practical, hands-on work experience to Legal Studies Institute students in their anticipated field(s) of interest. There is no monetary compensation associated with this internship.

### **Activities and Services:**

The primary activity of the program is to provide meaningful work experience, related training and job conditioning for the student. The host agency provides the experience, training and supervision. The host agency also provides coordination, job references and additional counseling to assist the student in his/her career development objectives.

### **Host Agency Supervisor's Responsibilities:**

It is typically helpful if you provide an orientation for your intern. At this first meeting, assign a project. It is helpful to have an "inbox" for the intern so that drafts, messages, short term projects, etc. can be routed directly to him/her.

Remember that each new task requires directions and supervision. A model, exemplar or checklist is helpful. Remember to be available for follow-up questions. If there are other attorneys and paralegals working on your team, be sure that they have met your intern and are available for questions that may arise in your absence.

Please assign a variety of tasks. It is essential to a well balanced internship to have the student use the skills they have learned in the Paralegal Program in as many different areas as possible.

### **The Profession:**

Paralegals or legal assistants are technically trained personnel who work under the supervision of attorneys in all areas of civil and criminal law. The National Federation of Paralegal Associations has recently defined a legal assistant position as follows: "Paralegal is a person, qualified through education, training or work experience to perform substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. This person may be retained or employed by a lawyer, law office, governmental agency or other entity or may be authorized by administrative, statutory or court authority to perform this work. Substantive shall mean work requiring recognition, evaluation, organization, analysis, and communication of relevant facts and legal concepts." Paralegal functions include

interviewing clients, drafting legal documents, conducting legal research, case management, computer litigation support, investigation and preparing cases for trial. The terms legal assistant and paralegal are used interchangeably, much like the terms attorney and lawyer.

**Termination:**

If a student is not performing satisfactorily, please contact the UNF Legal Studies program director to discuss the situation.

**Safety:**

1. No student may be assigned work which is considered unsafe or hazardous.
2. The supervisor must take the initiative to prevent accidents which might occur as a result of carelessness or laxity on the part of the student.

**Time and Attendance Policies:**

1. The student's scheduled working hours will be monitored by the host agency.
2. The student must work for 120 hours to fulfill the internship requirement.

It is the responsibility of the host agency to ensure that sufficient equipment and/or materials will be available to complete work assignments.

*Note:* Please sign and return this form to: University of North Florida, Division of Continuing Education Legal Studies Institute, 12000 Alumni Drive, Jacksonville, FL 32224, or fax to 620-4210, attn. Billie Lombardo.

\_\_\_\_\_  
Program Director, Legal Studies Institute

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Firm Name/Company (Please Print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Internship Starting Date

*(To be sent to the supervising attorney.)*

## **Utilization of Paralegals**

The following is a list of various tasks that the paralegal intern may be qualified to handle under your supervision:

### Legal Research including:

- Drafting legal memoranda
- Summarize changes in case law or procedure
- Cite check and Shepardize cases
- Review of advance sheets for pertinent cases

### Drafting Documents including:

- Completion and updating of legal forms
- Drafting pleadings
- Draft answers to interrogatories and/or answers to interrogatories
- Collect documents in response to motions to produce
- Digest, summarize or catalog depositions
- Prepare real estate closing documents
- Prepare estate documents

### File Organization including:

- Filing documents
- Organizing and indexing legal documents and files
- Review and summarize documents

### Trial Assistant including:

- Organize trial exhibits
- Draft pre-trial narrative statements
- Assist in preparation of jury instructions
- Assist in preparation of trial book

### Investigative research including:

- Examine public records and dockets
- Take notes during client interviews or conferences
- Collect information from government agencies, clients, and insurance companies
- Obtain police and fire reports
- Review files to suggest documents/records to obtain and identify witnesses
- Prepare fact memos on cases

# Progress Report: Interim (Supervisor)

*To be processed when internship is 50% complete*

*All ratings 2 and below need to be explained in the comments section.*

## SPONSOR'S INTERNSHIP RATING SHEET

Sponsoring Organization: \_\_\_\_\_

Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_

<i>Please circle on a scale of: 1 through 5</i>	1	2	3	4	5
	Deficient		Average		Superior

Communications skills:

<b>Oral Communication</b>	1	2	3	4	5
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*(Communicates ideas clearly with proper vocabulary usage)*

<b>Written Communication</b>	1	2	3	4	5
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*(Communicates ideas clearly with proper grammatical structure)*

<b>Quality of work</b>	1	2	3	4	5
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*(Accuracy, neatness, timeliness)*

<b>Quantity of work</b>	1	2	3	4	5
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*(Volume of accurate work not needing correction)*

<b>Job knowledge</b>	1	2	3	4	5
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*(Understands job requirements and needs minimal assistance)*

<b>Attitude</b>	1	2	3	4	5
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*(Positive, willing to learn, accepts direction)*

<b>Motivation</b>	1	2	3	4	5
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*(Seeks additional work when assignments completed)*

<b>Reliability</b>	1	2	3	4	5
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*(Dependable, gets the job done on time, acts responsibly)*

<b>Use of time</b>	1	2	3	4	5
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*(Uses time wisely and does not distract others)*

<b>Uses good judgement</b>	1	2	3	4	5
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*(Considers actions and possible effects, makes sound decisions)*

<b>Interpersonal skills</b>	1	2	3	4	5
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*(Cooperative, helps others, listens)*

<b>Technology skills</b>	1	2	3	4	5
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*(Familiar with hardware and software required for the job)*

<b>Professional appearance</b>	1	2	3	4	5
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*(Dresses appropriately for the job and conveys a professional image to customers/clients)*

## Progress Report: Interim (Supervisor)

*To be processed when internship is 50% complete*

Page 2 of 2

*All ratings 2 and below need to be explained in the comments section.*

1. What are the intern's strongest characteristics?

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2. What are the intern's weakest characteristics?

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3. Please identify what the intern did well, what he/she can improve and what may block his/her progress.

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Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to: University of North Florida, Division of Continuing Education Legal Studies Institute,  
12000 Alumni Drive, Jacksonville, FL 32224, or fax to 620-4210, attn. Billie Lombardo*

# Progress Report: Final (Supervisor)

*To be processed when internship is 100% complete*

Page 1 of 2

*All ratings 2 and below need to be explained in the comments section.*

## SPONSOR'S INTERNSHIP RATING SHEET

Sponsoring Organization: \_\_\_\_\_  
 Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_

<i>Please circle on a scale of: 1 through 5</i>	1	2	3	4	5
	Deficient		Average		Superior

Communications skills:

<b>Oral Communication</b>	1	2	3	4	5
<i>(Communicates ideas clearly with proper vocabulary usage)</i>					

<b>Written Communication</b>	1	2	3	4	5
<i>(Communicates ideas clearly with proper grammatical structure)</i>					

<b>Quality of work</b>	1	2	3	4	5
<i>(Accuracy, neatness, timeliness)</i>					

<b>Quantity of work</b>	1	2	3	4	5
<i>(Volume of accurate work not needing correction)</i>					

<b>Job knowledge</b>	1	2	3	4	5
<i>(Understands job requirements and needs minimal assistance)</i>					

<b>Attitude</b>	1	2	3	4	5
<i>(Positive, willing to learn, accepts direction)</i>					

<b>Motivation</b>	1	2	3	4	5
<i>(Seeks additional work when assignments completed)</i>					

<b>Reliability</b>	1	2	3	4	5
<i>(Dependable, gets the job done on time, acts responsibly)</i>					

<b>Use of time</b>	1	2	3	4	5
<i>(Uses time wisely and does not distract others)</i>					

<b>Uses good judgement</b>	1	2	3	4	5
<i>(Considers actions and possible effects, makes sound decisions)</i>					

<b>Interpersonal skills</b>	1	2	3	4	5
<i>(Cooperative, helps others, listens)</i>					

<b>Technology skills</b>	1	2	3	4	5
<i>(Familiar with hardware and software required for the job)</i>					

<b>Professional appearance</b>	1	2	3	4	5
<i>(Dresses appropriately for the job and conveys a professional image to customers/clients)</i>					

# Progress Report: Final (Supervisor)

To be processed when internship is 100% complete

All ratings 2 and below need to be explained in the comments section.

1. What are the interns strongest characteristics?

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2. What are the interns weakest characteristics?

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3. Please identify what the intern did well, what they can improve and what may block their progress.

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Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: University of North Florida, Division of Continuing Education Legal Studies Institute, 12000 Alumni Drive, Jacksonville, FL 32224, or fax to 620-4210, attn. Billie Lombardo



Division of Continuing Education

## Legal Studies Institute

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