

## Paralegal Studies Program Internship Application Information:

The paralegal internship with the TAMUC Paralegal Studies Program allows students to gain paralegal experience by working in an approved internship placements such as a District or County Attorney's office or private law firm.

Students must register for PLGL 426 and work 160 hours performing paralegal tasks at an approved internship placement. You will need to contact the internship instructor for qualification verification prior to registration.

### **Qualification for Internship:**

Paralegal students must complete at least 18 semester hours of paralegal specialty credit in order to qualify for the internship course.

### **Applying:**

Students must submit:

- A cover letter of application indicating their qualifications and interest in an internship before registering for the internship course.
  
- A current resume (be sure to include an e-mail address and a phone number where you can be reached during the semester).

### **Selection Process:**

After the letter of application and resume have been submitted, the internship instructor will verify the student's qualifications for the internship. If qualified, the student will meet with the internship instructor to discuss the internship. The student will then be given a permit to register for the internship course.

After the initial meeting with the internship instructor, students will begin the search for an internship sponsor. Students will be responsible for contacting the individual organizations and scheduling interviews with potential sponsors. All interviews must be completed no later than the first week of university classes. If after a diligent search, a student is unable to find an internship placement, the internship instructor will assist the student with securing a placement.

Students will submit the contact information of potential sponsors to the internship instructor for approval. Within one week, the internship instructor will contact the potential sponsor to discuss the internship policy and program expectations. The instructor will notify the student of the final approval status of the potential sponsor. If the sponsor is approved, the student will meet with the internship instructor to

review internship documents. The program's internship training agreement is then sent to the approved sponsor for signature.

## **Evaluation and Monitoring**

The student must attend class meetings at predetermined days and times during the semester for which they are enrolled in the paralegal internship course. The intern must be present at all class meetings. The student must convey an oral summary of the internship experience at each meeting in order for the program director to evaluate progress, assignments, and to identify any problems. Practical skills assignments are also due and evaluated at the class meetings.

Student interns are evaluated by consideration of the following:

- Weekly timesheets (signed by the supervising attorney or supervising paralegal)
- Weekly journals
- Participation in mock interview
- Resume and Cover Letter
- Final Paper
- Final Oral Presentation
- Internship Sponsor Evaluations

The students and sponsors are encouraged to contact the internship instructor any time throughout the internship placement. If there is a problem that cannot be corrected, the internship instructor will place the student with another internship sponsor.