RE: **Summer and Fall 2016 Internship Seminar Sessions Instructions:**

Thursday, April 7th 2016 from 3:30 to 5:30 p.m. in the McQuade Courtroom (HH 1419)
Friday, April 8th 2016 from 8:00 to 10:00 a.m. in the McQuade Courtroom (HH 1419)

TO: Paralegal Students interested in completing their internship in the Summer, 2016 or Fall 2016 semester

FROM: John J. Schlageter, III, J.D., Esq.
Paralegal Studies Program Director

You are embarking on the exciting capstone to your paralegal education! By attending one of the Internship Seminar sessions referenced above, you will meet the first pre-requisite for the Internship. You do not need to register. You may simply show up. *However*, if you wish to complete your paralegal Internship during the **Summer 2016** or **Fall 2016** semester you must also meet all of the following criteria ad pre-requisites and do all of the following before you can register for the Internship course:

1. **You must be ready to graduate** at the end of the semester in which you plan to do your Internship, OR (if not graduating) have no **law** courses remaining to be taken after the semester in which you plan to do your Internship (“law courses” includes the required law courses and the law electives for those in the associate degree and post-baccalaureate certificate programs). Any exceptions to this requirement will be made on case-by-case bases by the Program Director. If you are asking that an exception be made, you **must** detail in the memo described below any law courses you will be taking in the same semester as your internship, or law courses you would be taking in semester(s) after your Internship.

2. **You must have at least a 2.0 accum** in both your accumulative GPA and in your Paralegal Studies major to take the Internship. Also, you must have satisfied/removed any Incompletes (“I’s”).
3. **The following must be submitted before the student will be placed in their Internship work experience.** Email the following information to the Program Director as soon as possible. Note that the information you submit must be free of typos and grammar errors and in the appropriate format before the student will be allowed to register for the Internship course and placed in their Internship work experience:

   a. **A current resume.** The Paralegal Studies Program’s website contains four different sample resumes. (Go to the website at [http://www.utoledo.edu/csjhs/legal/Internship_Assignments.html](http://www.utoledo.edu/csjhs/legal/Internship_Assignments.html) and select “Resumes”)

      **Your resume must be in this basic format.** Keep your resume to one page, if possible. The sample resumes set out correctly the four different paralegal degree titles, the appropriate categories for students with and without prior legal experience, as well as how your resume will look once you have completed your Internship. Remember that your individual resume may be a combination of all of the four sample resumes.

   b. **A current, professional-looking photo.** Take with a digital camera/phone and send electronically with the rest of your information to the Program Director. This photo is used for office purposes only.

   c. **A memo to the Program Director.** The memo must include at least the following and it must be typed:

      1. **Internship Placement Memo:** Complete a placement memo. See me if you have not received a form for this purpose. PLEASE NOTE: if you are already working in a law office, or if you and the Program Director have already spoken and agreed that you can complete your Internship in a particular setting, you still need to provide complete information on this – including contact information such as the lawyer’s/firm’s name, address, e-mail, and phone and fax number. Also, you need to list the exact types of paralegal responsibilities you have already arranged to be assigned to you by the law firm or attorney.

      2. **Student Release and Consent For Access to Education Records (Optional):** Students may choose to complete and submit this form allowing the Program Director/faculty to release their education records (grades/GPA, registration, student ID number, academic progress, enrollment status, student ID or Social Security number grade point average, grades, courses taken, student’s schedule and the like) to third parties for the purpose of allowing the Program Director and/or faculty members in the Paralegal Studies Program to answer questions and give recommendations for purposes of employment or admission to an educational institution. Please note that while this form authorizes the Program Director/faculty to release education records to third parties, it does not obligate the Program Director/faculty to do so. The Program Director/faculty reserve the right to review and respond to requests for release of education records on
a case-by-case basis. (NOTE: You must personally contact the Program Director to okay using him as a reference. If you anticipate that this might ever be the case, this form must be on file before any information can be released to a future or prospective employer).

3. **Transcript:** Not an *official* transcript. You may cut and paste degree audit into word.

4. **The following may be required at the discretion of the Program Director before the student will be placed in their Internship work experience:**

   a. **Interview with Program Director:** An appointment sign-up sheet will be posted on the door to the Department offices (HHS 3017). Each student will come to their appointment dressed as they would for a professional employment interview. The Program Director will conduct a mock employment interview with each student to help them work on their interviewing skills and technique. Sample interview questions are located on the Paralegal Studies website at:

   https://www.utoledo.edu/csjhs/legal/Internship_Assignments.html

5. **The following must be read before the first Internship class.**  
   **NOTE:** There will be a quiz on this material in the first Internship class session:

   a. **Complete reading** the three books on the list (“Required Reading”) on the Paralegal Studies website under the Required Reading link at:

   http://www.utoledo.edu/csjhs/legal/Internship_Assignments.html

   Copies of these books are available for checkout.

   b. **Complete reading** the information on ethical conduct (titled “Internship Workplace Etiquette”) located on the Paralegal Studies website at

   http://www.utoledo.edu/csjhs/legal/Internship_Assignments.html

   This material may be on the quiz the first day of class.

   c. **Review the other Internship material** located on the Paralegal Studies website at

   http://www.utoledo.edu/csjhs/legal/Internship_Assignments.html

After reviewing your resume and other information the Program Director will begin working to set up your Internship. You should note that it takes considerable time to finalize the Internship placements (sometimes up to 5 hours per student). It takes this length of time so that you can be placed in the type of Internship experience that meets your preferences and needs. So, don’t be concerned if you do not hear about your
placement until the semester begins. It is even possible that you might not hear about your Internship placement until the first day of class.

**FINAL NOTES:**

**Which Internship course number should I register for?**

For the summer and fall 2016 semesters, both LGL: 4940 and LGL 2940 (*for Post-Bacc, Nurse and Associate Degree students*) will be offered.

**Class time and location for Summer/Fall 2015:**

**Summer 2016:**
Day: *Wednesdays* – Time: 5:30 to 7:30 p.m. – HSHS 1419 (The McQuade Courtroom)

**Fall 2016:**
Day: *Wednesdays* – Time: 8:00 to 8:50 a.m. – HSHS 1419 (The McQuade Courtroom)

*Please put this day and time on your calendars. The Internship attendance policy will be strictly enforced.*

**Textbooks Required for the Internship Class:**

- *Ethics for the Legal Professional* by Deborah Orlik (most recent edition)