

**INTERNSHIP PLACEMENT MEMO-Spring 2019**

**Basic contact information**

1. Name (first, middle, last): \_\_\_\_\_
2. Maiden name (if different than last name) \_\_\_\_\_
3. Rocket Number: \_\_\_\_\_
4. Current Address: \_\_\_\_\_
5. Permanent Address: \_\_\_\_\_
6. Home Phone Number(s): \_\_\_\_\_
7. Cell Phone Number: \_\_\_\_\_
8. UT Email Address: \_\_\_\_\_
9. Other email address: \_\_\_\_\_
10. Currently I am in my \_\_\_\_\_ (e.g. 2<sup>nd</sup>) semester of my \_\_\_\_\_ (e.g. 4<sup>th</sup>) year of school.
11. I will graduate with a:
  - a) Bachelor of Science in Paralegal Studies.
  - b) Associate of Applied Science in Paralegal Studies.
  - c) Nurse Paralegal Certificate.
  - d) Post-Baccalaureate Certificate
12. If you are a post –baccalaureate student, describe your bachelor’s degree (institution, discipline, etc.)  
\_\_\_\_\_  
\_\_\_\_\_
13. My plans after graduating from UT are:
  - a) To attend law school
  - b) To attend graduate school
  - c) To transfer to a four-year college (or other educational institution).
  - d) To seek employment as a paralegal
  - e) To seek employment as a legal administrator
  - f) To consider employment in one or more of the law-related fields referenced on the attached Exhibit “A” such as \_\_\_\_\_
  - g) I don’t know what my plans are
  - h) Other: \_\_\_\_\_
14. How many credit hours do you plan to take (not including the internship) this Spring 2019 semester?  
\_\_\_\_\_
15. What classes do you plan to take (not including the internship) this Spring 2019 semester?  
\_\_\_\_\_

16. On what days of the week and during what times do you anticipate being able to work as an intern?

\_\_\_\_\_

17. Are you hoping that your internship will result in a paralegal job? \_\_\_\_\_

If not, why not? \_\_\_\_\_

18. I prefer to work in (select one or more) \_\_\_\_\_ a private law firm  
\_\_\_\_\_ small to medium  
\_\_\_\_\_ medium to large  
\_\_\_\_\_ a corporate or business legal department  
\_\_\_\_\_ a government agency

If you have no preference, write "None". \_\_\_\_\_

19. I would like to work in the following area(s) of law: \_\_\_\_\_

\_\_\_\_\_

If you have no preference as to area of law, write "no preference". \_\_\_\_\_

20. Do you have any special skills such as speaking a foreign language that could be utilized during your internship?

\_\_\_\_\_

Do you plan to stay in this area after graduation? \_\_\_\_\_

How far away are you willing to travel for your internship? \_\_\_\_\_

Do you prefer to be within a certain city or locale for your internship? \_\_\_\_\_

Do you have access to your own transportation? \_\_\_\_\_

Is there anything else you would like for me to know relative to your internship placement? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
/s/

\_\_\_\_\_  
date

# Alternative Legal Careers

- Affirmative Action Officer
- Child Support Enforcement
- Claims Specialist
- Contract Administrator
- Corporate Affairs Administrator
- Customs Inspector
- Employee Relations Specialist
- Environmental Compliance Officer
- F.B.I. Agent
- Human Resource Manager
- Insurance Underwriter or Examiner
- Law Firm Administrator
- Mediation Specialist
- Mortgage Officer
- Planned Giving Administrator
- Property Manager
- Risk Manager
- Tax Specialist
- Border Patrol Agent
- City Planner
- Congressional Staff
- Consumer Advocate
- Court Administrator
- Development Officer
- Environmental Affairs Officer
- Estate Planner
- Government Affairs Officer
- Industrial Relations Officer
- Internal Revenue Officer
- Lobbyist
- Mergers & Acquisitions Manager
- Pension Specialist
- Probate Administrator
- Regulatory Affairs Officer
- Strategic Planner
- Trust Administrator