



College of Health and Human Services  
Paralegal Studies Program  
Mail Stop #119  
Toledo, Ohio 43606-3390  
<http://www.utoledo.edu/hhs/legal/>

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**RE: Spring 2019 Internship Seminar Sessions Instructions:**

Thursday, October 25, 2018 from 5:30 to 6:30 p.m. in Suite 1300 Conference Room (1300F)  
*or*  
Friday, October 26, 2018 from 8:30 to 9:30 a.m. in the McQuade Courtroom (HH 1419)

**TO: Paralegal Students interested in completing their internship in the Spring 2019 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 for this meeting. You may simply show up. *However*, if you wish to complete your paralegal Internship during the Spring 2019 semester you must also meet all of the following criteria and 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/hhs/legal/Internship\\_Assignments.html](http://www.utoledo.edu/hhs/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:

Internship Placement Memo: Complete a placement memo (posted on the Paralegal Studies website under “Internship-Student Resources.” **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.

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

**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 (HH 1300A). 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: [http://www.utoledo.edu/hhs/legal/Internship\\_Assignments.html](http://www.utoledo.edu/hhs/legal/Internship_Assignments.html)

**The following must be completed before the first Internship class:**

- a) **Complete the Take Home Essay Assignment.** This assignment will be made available at the *Required Internship Seminar*.
- b) **Review the other Internship material** located on the Paralegal Studies website at: [http://www.utoledo.edu/hhs/legal/Internship\\_Assignments.html](http://www.utoledo.edu/hhs/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 spring 2019 semester, both LGL: 4940 (for Bachelor Degree students) and LGL 2940 (for Post-Bacc, Nurse and Associate Degree students) will be offered.

**Class time and location for Spring 2019 (Jan 14, 2019 - May 03, 2019):**

Day: Wednesdays – Time: 8:30 to 9:25 a.m. – HHS 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)