

REQUIREMENTS FOR WCC PARALEGAL INTERNSHIP

COURSE CATALOG DESCRIPTION:

“This course provides students with an opportunity to apply their paralegal theory and skills in an actual legal setting, working eight hours per week and completing a portfolio which describes what has been learned. A faculty mentor monitors the work experience. Prerequisite: permission of the curriculum or department chair to register for this course.”

COURSE BOOK:

Paralegal Internships: Finding, Managing and Transitioning Your Career, by Ruth-Ellen Post, Delmar Learning, ISBN: 0766803945

HOURS:

The internship requires students to work in a law environment for 120 hours over the course of the semester. The work schedule is left to the discretion and convenience of the intern and supervising attorney.

MEETINGS:

The interns need to meet as a group four times over the course of the semester. Each meeting will be held at noon on Saturdays. The first meeting will be held on the second Saturday of the semester. All meetings are in C-50 of the Classroom Building. The dates will be announced at the beginning of each semester. In addition to the meetings, interns are expected to be in contact with Professor Ippolito on a regular basis to monitor progress.

At the first meeting, the interns shall bring their résumés for review.

EVALUATIONS:

The supervising attorney will complete an evaluation form at the end of the semester and send it by fax (914-631-0363) to Prof. Ippolito.

ASSIGNMENTS:

(1) Writing Assignments:

The student is to keep a weekly journal of activities, thoughts, lessons, ideas, and comments. This may be in any form, narrative or bullet. This journal will become the framework for the term paper. All documents actually prepared by the intern shall be copied, except that legally, privileged information must be deleted. Those documents are to be added to the intern's portfolio.

The student must complete a ten-page term paper covering the following topics:

1. What did the intern learn (or not learn) in the Paralegal Studies Curriculum that helped (or would have helped) in the internship?
2. What is the organizational structure of the office, agency, or court in which the intern was placed?
3. What roles did paralegals play in the office, agency, or court in which the intern was placed?
4. What did the intern learn of the substantive law with which the firm, agency, court dealt?
5. How the Paralegal Program prepared or didn't prepare intern for the internship.
6. Did the intern find the internship beneficial to his/her education?

(2) Reading Assignments:

In your course book, you should read Part I (Chapters 1-4) by the first meeting of the semester. Part II shall be read prior to the second meeting of the semester. Part III shall be read prior to the third meeting. Prior to the third meeting, I expect each intern to search the web to find an article on “Interviewing” techniques. The article is to be turned over to the instructor and highlights of the article shall be summarized to the group. Part IV shall be read prior to the last meeting of the semester. Prior to the fourth meeting, I expect each intern to search the web to find an article on “Résumé” writing techniques. The article is to be turned over to the instructor and highlights of the article shall be summarized to the group.

ON-SITE VISIT:

One on-site visit must be scheduled over the course of the internship. The student will arrange a convenient time for both the supervising attorney and Prof. Ippolito

GRADING:

There are three, equal parts to the student’s grades: 1. Term paper, 2. attorney evaluation, and 3. attendance and participation at intern meetings.