



***SUNY/WESTCHESTER
COMMUNITY COLLEGE***

Valhalla, New York 10595-1698

Russell J. Ippolito, Esq.
Associate Professor

Supervising Attorney

Re: Intern:
Internship Requirements

Dear Supervising Attorney:

Thank you for taking the time and effort to supervise a WCC Paralegal Studies intern. We take pride in our students and hope you will utilize their full potential by assigning experience appropriate work to them.

For your information, I have enclosed the Requirements for the Internship form given to the students. I have also enclosed for your attention the Internship Evaluation form. At the end of the internship, please complete this form and return it by fax (914-631-0363) to my law office.

If you have any questions or concerns over the course of the semester, please feel free to call me at either at the law office (914-631-9090) or at the college (914-785-6218).

Very truly yours,

Russell J. Ippolito

Enclosures