

Hamline University  
College of Liberal Arts  
1536 Hewitt Avenue  
Saint Paul, MN 55104-1284

## PARALEGAL INTERNSHIP

Dear Prospective Intern Sponsor:

Hamline University's Paralegal Certificate Program, which is approved by the American Bar Association, requires students to intern in a law office or law-related setting for a minimum of 150 hours during a regular semester.

This letter is intended to provide you with background information on our internship program. The internship program is a critical component in preparing the students for eventual work in the field. At Hamline University, students receive classroom instruction in legal concepts and paralegal skills and exposure to up-to-date technology used in legal settings. As a result, the intern should be able to work with increasing independence and at higher levels of responsibility.

The intern should be prepared to perform a variety of legal tasks helpful to you. Although by no means an all-inclusive list, the student can be expected to do a majority of the following:

1. Perform analytical legal research.
2. Draft pleading and numerous other legal documents.
3. Draft memoranda of law.
4. Interview witnesses and clients.
5. Assist with discovery, disclosure and trial preparation.
6. Provide support services to an attorney in court.
7. Keep clients up-to-date on progress of case.
8. Organize case files and develop practice systems (i.e. system of forms, documents, procedures, statutory deadlines for real estate closings, or incorporations).
9. Draft correspondence and other professional-level tasks.
10. Work comfortably with common law-office technology.

The site supervisor is expected to review the intern's work and provide guidance as needed. Additionally, the site supervisor will be asked to complete a couple of short evaluations of the intern's work as well as have one telephone conversation with the intern's faculty supervisor.

The student receives four semester hours of academic credit for successful completion of the internship as well as a classroom component. To receive academic credit, students must demonstrate that they have learned and/or practiced paralegal-level skills. In

addition to performing tasks for your organization, interns are required to keep a daily journal and submit reports on concepts and skills they have encountered.

Hamline University would sincerely appreciate your participation in this program. Not only will it help a student make the significant transition from academia to the legal profession, but it will also help ease the workload for the attorney while providing additional insights into a more efficient delivery of legal services.

Thank you for taking time to meet with one of our students. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

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