



Dear Prospective Internship Partner,

Thank you for your interest in hosting a Hamline intern. As you may know, Hamline University's undergraduate legal studies department offers a legal studies major and an ABA-approved paralegal certificate. Students may choose to complete a law-related internship as their capstone experience in the legal studies major. The internship experience is critical to preparing students for law-related work, and benefits the internship partner by both easing workload and introducing an excellent, entry-level paralegal candidate.

Hamline students receive classroom instruction in legal concepts and paralegal skills and are exposed to up-to-date technology used in legal settings. In addition to performing general law office tasks, Hamline students supervised by legal professionals can conduct basic legal research and writing; cite legal documents according to Bluebook guidelines; prepare pleadings, correspondence, and other legal documents; interview and communicate with witnesses, clients, counsel and courts; assist with discovery, disclosure and trial preparation; organize case files and develop practice systems; and work comfortably with common law-office technology. Interns should be able to work with increasing independence and at higher levels of responsibility.

Student Responsibilities: As part of the four credit practicum capstone course, the student is required to intern in a law office or law-related setting during a regular semester or the summer term under the supervision of an attorney "site supervisor." The intern provides competent, professional, and ethical entry-level legal service to the site; keeps a daily journal of experiences during the internship; and submits reports on concepts and skills encountered and practiced.

Internship Partner Responsibilities: The internship partner provides opportunities for the students to perform and observe a variety of legal work and the Hamline intern works under the guidance of an attorney site supervisor. The site supervisor completes an internship agreement with the student, reviews the intern's work through periodic written evaluations, and provides feedback to Hamline through an online survey. There is additional information about the internship process on Hamline's [website](#).

Thank you for taking time to consider hosting a Hamline University intern. If you have any questions about our program, students, or future internship partnership opportunities, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Leondra Hanson
Associate Professor of Legal Studies
Chair of Legal Studies
Director of Graduate Legal Programs
Paralegal Program Director

651-523-2678
Lhanson18@hamline.edu