



Internship Guidelines

INTERNSHIP OBJECTIVES:

- ✓ Provide the intern with a practical work experience in a professional law setting.
- ✓ Assist the intern in clarifying career goals and assess readiness to enter the law profession.
- ✓ Develop a first-hand understanding of law-related office organization and internal systems, such as timekeeping, billing, and file management.
- ✓ Obtain a professional reference and recommendation for future employment.

COMPONENTS OF A SUCCESSFUL INTERNSHIP:

- ✓ Student works at least 20 hours per week
- ✓ Regular communication between the student and his/her supervisor
- ✓ Student given tasks appropriate to skill levels
- ✓ Student given opportunities to build on/improve skills
- ✓ Student formulates learning objectives

LIST OF VARIOUS TASKS THAT THE INTERN MAY BE QUALIFIED TO HANDLE:

Legal Research:

- Draft legal memoranda
- Summarize changes in case law or procedure
- Cite check and Shepardize cases
- Review of advance sheets for pertinent cases

File Organization:

- File documents
- Organize and index legal documents and files
- Review and summarize documents

Trial Assistant:

- Organize trial exhibits
- Assist in preparation of jury instructions
- Assist in preparation of trial book

Investigative Research:

- Examine public records and dockets
- Take notes during client interviews or conferences
- Collect information from government agencies, clients, and insurance companies
- Obtain police and fire reports



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INTERNSHIP RESPONSIBILITIES:

There is no mandatory compensation associated with this internship. As a structured educational experience, a successful internship relies upon cooperation and coordination between the Skyline Career Center, the Skyline Center for Legal Studies (CLS), the hosting agency and the intern. Each has special responsibilities in the internship process to ensure a successful outcome.

Skyline Career Center and Skyline CLS	Hosting Agency	Intern
<ul style="list-style-type: none"> • Guides and advises the intern on his/her type of placement depending upon major interest. • Evaluates the quality of the student's legal work experience and performance by following up with the student and the host agency at the completion of the internship. • Evaluates the host site for future placements. 	<ul style="list-style-type: none"> • Communicates professional standards and performance expectations with the intern. • Conducts orientation to the office and an introduction to co-workers and equipment. • Monitors the intern's working hours to ensure that no intern is assigned work that is considered unsafe or hazardous. • Contact the Skyline Career Center and Skyline CLS if the intern is not performing satisfactorily. • Completes the progress report at the end of the internship. 	<ul style="list-style-type: none"> • Meets with his/her Career Advisor or Intern Instructor to go over areas of interest and identify the type of legal environment in which he/she wants to work in. • Reviews the hosting agency's information and contact the hosting agency for an interview. • Complete the Internship Proposal and receive approval from his/her Internship Instructor to begin the internship. • Register in the internship class. • Complete the Internship Progress Report at the end of the internship term.

FOR STUDENTS:

The below chart outlines action steps that must be completed in order to receive full credit for your internship course.

Semester prior to intended internship	Start of Semester of intended internship	During Semester of intended internship
<ul style="list-style-type: none"> • Schedule an appointment with Career Services to discuss internship search strategies and application procedures • Prepare Job Application Documents • Search for Internship Openings 	<ul style="list-style-type: none"> • Register for LEGL 671 • Meet with LEGL 671 Instructor • Secure Internship • Complete all Internship Paperwork as directed by LEGL 671 Instructor 	<ul style="list-style-type: none"> • Discuss Employer Responsibilities with internship site supervisor • Successfully participate in internship and complete learning objectives • Submit timesheets, learning objectives, and other documents as required

Students interested in obtaining an internship should complete the following steps:

- 1) Schedule a phone and in-person interview with your sponsoring employer.**
 Once students have identified a potential internship opening, the students should contact the sponsoring employer directly to set up a phone and in-person interview.
- 2) Determine the work hours.**
 Students are expected to work a minimum of 20 hours per week at their internship site.
- 3) Meet the deadline for submitting the proposal.**
 The Proposal form will be automatically sent to your advisor/instructor for approval. Both the completed Internship form and your advisor/instructor's approval of the proposal are due by the following deadlines.

Fall and Spring semester: the last day of the first week of classes.
Summer semester: the first day of classes of the session.
- 4) Submit the site confirmation letter.**
 At the same time as submitting the Internship Proposal Form, students should contact the onsite-supervisor to request a confirmation letter (on official letterhead), detailing the student's internship responsibilities and work schedule. The letter should be submitted directly to the Career Advisor or the Internship Instructor.



5) Register for the Internship.

Once the Career Advisor/Internship Instructor approves the internship, students may register for their internship course to receive credit.

Please note: The student is responsible for registering for the internship course after receiving approval. Registration should occur before the end of the drop/add period.

6) Make the tuition payment.

Students should be reminded that because internships are credit-bearing non-classroom courses, tuition and fees for an internship course are generated in the same way as those for a classroom course. This means tuition and fees for an internship are based on the number of units for the internship course.

7) Submitting the Progress Report.

By the end of internship term, students should submit a Progress Report, which is an evaluation of the goals and activities, and the overall internship experience.

8) Remind the Sponsoring Employer to Submit the Intern Performance Evaluation.

By the end of the internship term, the students' sponsoring employer should submit the Internship Performance Evaluation, which is an assessment of the goals and activities, and the overall performance of the intern.

9) Reminder about grading.

All internships are graded Pass/Fail. The advisor/instructor assigns the final grade, which is based on the students' and the sponsoring employer's completion of the Progress Report and Performance Evaluation prior to the end of the semester.