

# PARALEGAL INTERNSHIP, LA 495 | Student Application Form



*The University of Mississippi*

## THE UNIVERSITY OF MISSISSIPPI DEPARTMENT OF LEGAL STUDIES

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### PARALEGAL INTERNSHIP, LA 495

#### INTERNSHIP LEARNING AGREEMENT

Please complete the following information. If handwritten, please block print.

THIS AGREEMENT, dated \_\_\_\_\_, by and between  
\_\_\_\_\_, (Site Supervisor/  
Supervising Attorney) and

\_\_\_\_\_, (Student Intern),

shall constitute the general terms of the internship at:

\_\_\_\_\_ (Business/Agency Name)

Located at: \_\_\_\_\_  
\_\_\_\_\_

(Proposed Internship Site).

#### THE TERMS OF THE INTERNSHIP SHALL BE AS FOLLOWS:

1. Student Intern agrees to work for Site Supervisor/Supervising Attorney for approximately \_\_\_\_\_ hours per week for approximately \_\_\_\_\_ weeks, for a total of at least one hundred thirty-five hours (135 clock hours).
2. The practicum/internship student will begin work on \_\_\_\_\_ (date) and will complete their work by \_\_\_\_\_ (date).
3. The actual work hours shall be arranged between the parties at mutually convenient times.
4. Student Intern agrees to perform tasks, with input from Site Supervisor/Supervising Attorney, to the best of his/her ability.
5. Student Intern agrees to hold any and all information concerning the business confidential. The Student Intern affirms that he/she will maintain the highest level of care to insure that he/she does not divulge, disclose or in any way reveal any confidential information.



## RESPONSIBILITIES OF ALL PARTIES

### STUDENT'S RESPONSIBILITIES DURING THE INTERNSHIP

1. Prior to the internship semester, the student intern must meet with a Legal Studies Advisor/ Internship Professor who will:
  - a. Explain the internship, including the application and prior approval requirements;
  - b. Help answer any questions you may have;
  - c. Confirm your internship arrangements and provide permission to allow you to register for LA 495.
2. During the first week of the semester, the student must receive the following information from the Criminal Justice Internship Professor:
  - a. Provide you with the required meeting dates, times, and locations;
  - b. Provide you with the due dates for the journal and paper; and
  - c. Explain the requirements for Louisiana 495 and how they will be graded.
3. Submit the course assignments to the Internship Professor by the stipulated deadline dates.
4. Be responsible to an assigned field supervisor in the internship agency/organization. *Students may not be supervised by a relative.*
5. Discuss with the field supervisor all planned activities or client contacts before proceeding.
6. Report to the agency dressed and groomed in an appropriate manner.
7. Be punctual and reliable; always contact the agency in advance if you will be late or absent.
8. Complete work assigned by the agency.
9. In all instances, confidentiality of clients' relationships with the agency is to be respected as well as the confidentiality of agency records.
10. Ensure that no commitments are made which will conflict with the internship. Specifically, students enrolled for internship credit are prohibited from taking

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courses that meet during the hours when the student has made a previous commitment to his/her internship agency.

### RESPONSIBILITIES OF THE CRIMINAL JUSTICE INTERNSHIP PROFESSOR

1. Approve/disapprove the requested internship agency or agencies.
2. Set the number of meetings with interns during the course of the semester. Also determine the dates, times, and locations of these meetings.
3. Explain the requirements for enrolling in and completing the internship class.  
  
Maintain contact with the internship agency and/or field supervisor to develop adequate guidelines and responsibilities for the student. Maintain the confidentiality of any information received pertaining to the records of the agency.
4. Provide the *Field Supervisor's Evaluation of Student Intern* forms to, and receive the completed evaluation from, participating agencies and/or field supervisors.
5. Maintain records of internships.
6. Assist the participating agencies in developing a meaningful field internship experience for the student.
7. Recruit new field internship agencies as the need arises. Maintain contact with inactive agencies.
8. Recruit students for the internship program/course.

### RESPONSIBILITIES OF THE INTERNSHIP AGENCY/ORGANIZATION

1. Allow the student to begin the internship during the first week of classes of the semester enrolled in Louisiana 495 or as close to the first week of the semester as possible.
2. Develop a formal or informal training program to familiarize the student with the function and operation of the agency. Allow the student sufficient exposure to other aspects or departments within the agency.
3. Select and assign a qualified staff member as the student's field supervisor to provide supervision for the student during the internship. The staff member should have at least **5** years of experience in the profession. The student is to provide the name of this person and

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contact information to the Criminal Justice Internship Professor. *Students may not be supervised by a relative.*

4. Determine, through mutual agreement, the student's hours of work so as to meet the minimum of 135 hours at the internship agency to meet the requirements for three (3) credit hours of CJ 490,
5. Allow the student to become sufficiently involved in the agency so as to enhance his/her learning experience. Allow the student to participate in meetings and to assume to the extent possible, responsibilities of the type carried out by regular employees.
6. If an internship is unpaid, this should be made explicitly clear to the student, and the internship should adhere to Fair Labor Standards Act guidelines.  
<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
7. Orient the student as to the agency's expectations of appropriate dress, policies pertaining to the confidentiality of records, and any other types of significant behavior which are appropriate in the respective agency.
8. Contact the Internship Professor when it is felt that problems are disrupting the student's work performance.
9. Complete a mid-term evaluation of the student's performance after the student has completed half of their internship hours (3 academic hours: 68 hours). After completing the midterm evaluation form the agency supervisor should verbally review with the student, and sign by both parties before submission. Submit as hard copy, as fax, or electronically via e-mail as pdf file after scanning signatures.
10. Complete a final evaluation of the student intern's performance. The agency field supervisor is to review the contents of the performance evaluation with the student and discuss areas in need of improvement and suggest steps to meet these standards.
11. The students receive a portion of their final grade based upon the mid-term and final evaluations you provide. If the supervisor is uncomfortable with the department's evaluation forms or refer to use your internal agency forms, please contact the Internship Professor as soon as possible.