

**EDMONDS COMMUNITY COLLEGE
PARALEGAL INTERNSHIP PROGRAM**

**STUDENT INTERNSHIP PACKET
SPRING QUARTER 2013**

**PLEASE READ THE INFORMATION IN THIS
PACKET. IT IS THE STUDENT'S RESPONSIBILITY
TO MEET THE REQUIREMENTS AND
DEADLINES SET FORTH IN THIS INTERNSHIP
PACKET. PLEASE CONTACT THE INSTRUCTOR
IF YOU NEED ASSISTANCE OR CLARIFICATION:**

**Anne Kastle
Internship Instructor
Paralegal Department**

Thank you for your interest in the Paralegal Internship Program at Edmonds Community College. Internships provide opportunities to:

- Gain practical work experience in a chosen career field.
- Explore various career options.
- Develop important job-search skills.
- Apply classroom knowledge to "real-world" situations
- Acquire new skills from the workplace

The information included in this packet outlines the requirements for participating in the Paralegal Internship Program and details the application process involved.

We recommend that students set up their internship before the quarter begins. Paralegal faculty are available to advise you on the requirements for paralegal internships. You will need a current resume and cover letter in both electronic and print form. Paralegal faculty can assist you in resume/cover letter development. Legal 297 Job Placement Seminar is offered all quarters and we recommend you take this class the quarter before you do your internship (recommended but not required).

The EdCC Career Action Center (CAC) also provides assistance to all students in preparing resumes and cover letters, interviewing tips, and job/internship searches. Paralegal internship opportunities are listed at <https://collegecentral.com>.

Students may consider the following sources to locate an internship:

- Job listing on local paralegal associations websites (Washington State Paralegal Association WSPA; National Association of Legal Staff NALS) or the state or local county bar associations
- Volunteering at a legal clinic (www.advocateresourcecenter.org)
- Volunteering in a law firm's pro bono department
- Pursuing opportunities in the public sector (Attorney General's Office, Prosecuting Attorney, other federal or state agencies)
- Pursuing opportunities in a law library or courthouse
- Using *Martindale-Hubbell* or other legal directory to locate law firms (State bar website– check Sections for different practice areas and names of attorneys)
- Using referrals from previous program interns (network with other students; attend local paralegal association seminars/monthly meetings)
- Shadowing a working paralegal (networking) (check the mentoring/job shadowing program through Washington State Paralegal Association)

Once you find your internship, you should meet with the faculty internship coordinator to approve the sponsoring firm/organization.

- *May the student intern at the office of a friend or relative?* Yes, but the student must be supervised by an attorney (or senior paralegal); perform at least 50% paralegal work; meet all requirements for paperwork, hours, class meetings, and assignments.
- *If the student is already working in a legal setting, is this setting acceptable for internship credit? Should the student be required to work in another department, for another supervisor, or perform other duties?* A student may earn internship credits for the law firm/organization where they already work, and is not required to work for a different department or supervisor. However, the student should arrange with his/her supervisor to perform new or other duties since the internship is intended as an on-the-job learning experience.

- *What if the student arranges on his or her own to be compensated for the internship?* There are no restrictions on receiving compensation for your internship work.

If you have any questions regarding this program, please contact me at akastle@email.edcc.edu.

Thank you once again for your interest in the Edmonds Community College Paralegal Internship Program.

PLEASE READ THIS

To: All Paralegal Intern Students
From: Anne Kastle, Instructor

I look forward to working with you this quarter. I hope your internship meets all your needs. An internship has been found to be the best course students can take to obtain on-the-job skills and experience and to make contacts toward employment. The internship program is an independent program of learning and studying in a legal office (large or small), government agency or corporate law department setting.

We meet as a class two times: Friday April 12th and Friday June 7th from 12:30-2:30 p.m. in SNO 332. You must attend BOTH class sessions to earn academic credit for your internship! Note that students arriving more than 20 minutes late will not receive credit for attending the class.

You are responsible for:

- Properly registering for the class for the appropriate number of credits (one to five);
- Contacting the instructor before the beginning of the internship to confirm that it qualifies;
- Reading this internship packet thoroughly and asking for clarification of the course requirements if necessary;
- Completing the Paralegal Internship Agreement and the Position Description and Training Plan forms and submitting them to the instructor **within one week after beginning your internship, or by April 12th, whichever is earlier.** If you have registered for the class but do not have an internship by April 12th, contact me before we meet as a class on April 12th;
- Using all the forms included in this packet and totaling weekly and monthly hours worked on the forms;
- Submitting the monthly time sheets and monthly supervisor's evaluation by the deadlines noted in this packet.
- Meeting all designated deadlines. It is your responsibility to get all materials to me, including those requiring a supervisor's signature and evaluation. Students usually have a difficult time getting these sheets signed when waiting until "the last minute." Also,

supervisor evaluations are often very late. Make sure you get the forms to your supervisor early enough so that the forms will reach me by the designated dates. **Plan ahead!**

Remember, it is your responsibility to arrange your internship and to meet the course requirements to earn credit. **If you have not turned in all your internship papers by June 14th, at the very latest, you will receive a "V" grade which means no credit!**

Please contact me in person or e-mail if you have any questions. Please note I prefer email communication and will try to respond to you as soon as possible.

akastle@email.edcc.edu.

**LEGAL 291 AV
PARALEGAL INTERNSHIP COURSE SYLLABUS
SPRING QUARTER 2013**

Instructor: Anne Kastle
Office: SNO 249
Phone: (425) 640-1688
E-mail: akastle@email.edcc.edu
Office Hours: Monday through Thursday, 10:00 – 11:05 a.m. (in office)

Course Description:

Receive on-the-job experience as a paralegal intern. Earn one credit for every 30 hours of work. Students set up internship & pick up internship forms before quarter begins. Class meets twice during quarter; must attend both classes to receive credit. S/U grade only.

Course Objectives:

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in goals developed for the internship. [REASON]
2. Demonstrate proficiency in skills developed in the internship in conjunction with substantive knowledge learned in other paralegal courses. [REASON]
3. Describe at the end of the quarter how they developed those skills. [COMMUNICATE]
4. Describe and demonstrate the knowledge and skills necessary to work in a law firm, corporate legal department, or public agency in a paralegal or law-related position under the supervision of an attorney. [ACT]

Methods of Instruction:

Students should meet with **and** submit written information to the instructor and design their internship with approval of their internship sponsor. The student develops and executes employment-related goals and learning objectives with the direct assistance of the internship supervisor. The course instructor serves as an additional resource for accomplishing job skills and to assist the students if other internship-related problems arise.

Method of Evaluating Student:

Students are evaluated on several bases: written evaluations by their internship supervisor; evaluation by the college instructor based on the student's assignments and performance; student's self-evaluation; and student's timeliness in meeting deadlines for returning materials. Students will also be required to complete several learning and assessment modules online.

Grading:

A student is eligible to receive up to five internship credits per quarter at the rate of one academic credit for each 30 hours of internship work. A student will receive fewer credits than the number for which s/he is enrolled if the student does not work the number of hours during the quarter required for the credit sought. An S or U grade will be given. Students who receive an unsatisfactory evaluation from their supervisor will receive a "U" grade for the quarter, unless otherwise arranged with the instructor. Students who fail to turn in the required documentation/forms, or who fail to complete the assigned learning assessments, will receive a "U" grade.

Note: In order to receive credit, students are required to attend and participate in the two class meetings, complete the class assignments **and** meet all deadlines **promptly**. The student internship sponsor contract and goals must be received immediately after the student begins work. They are

subject to my approval. A new contract and goals must be completed each quarter that you register for Legal 291.

SPRING QUARTER DATES

<u>Activity/Document</u>	<u>Time/Date of Activity or Turn in Paperwork</u>	
ATTEND CLASS	April 12, 2013	12:30 P.M. – 2:30 P.M. SNO 332
Agreement & Goals	April 12, 2013	Send by email as a .pdf file or bring to class
April Time Sheet & Monthly Evaluation	MAY 8, 2013	Send by email as a .pdf file
May Time Sheet & Monthly Evaluation	JUNE 7, 2013	Send by email as a .pdf file or bring to class
June Time Sheet & Monthly Evaluation	JUNE 7, 2013	Send by email as a .pdf file or bring to class
ATTEND CLASS	JUNE 7, 2013	12:30 P.M. – 2:30 P.M. SNO 332
Intern's End of Quarter Evaluation		By June 7, 2013
Supervisor's End of Quarter Evaluation		By June 14, 2013

Remember, all student paperwork must be submitted by **JUNE 7, 2013**.
The Supervisor's **End of Quarter Evaluation** is due no later than **JUNE 14, 2013**.

Paperwork may be submitted prior to deadlines. You must scan and email forms as pdf documents that require signatures. You may also fax signed forms. Please do not send multiple copies of the forms to me. One copy is sufficient.

My phone number is: (425) 640-1688.

FAX: 425-640-1239

My office number is: SNO 249.

My e-mail address is: akastle@edcc.edu.

My mailing address is:

**Anne Kastle FT
Edmonds Community College Paralegal Program
20000 68th Avenue West
Lynnwood, WA 98036-5999.**

**EDMONDS COMMUNITY COLLEGE
INTERNSHIP AGREEMENT OF RESPONSIBILITIES**

PLEASE TYPE FORM.

SUBMIT BY APRIL 12, 2013

Summer Fall Winter Spring Year 20_____

Student Information

Student Name_____

Address/CityStateZip_____

Phone () - _____ E-Mail Address_____

Position Title _____

_____ Paid _____ Unpaid Salary_____

Internship Learning Site

Supervisor Name & Title_____

Site Name_____

Site Address_____

_____ City_____ WA_____ ZIP_____

Phone () _____ - _____ Fax () _____ - _____

Supervisor's E-Mail_____ Firm's Email_____

Student Responsibilities:

1. Register for internship credits through program advisor.
2. Keep regular attendance at the college and on the job, notifying the employer and instructor of any anticipated absences.
3. Abide by all state, federal, business site, and college rules and regulations.
4. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
5. Submit verified documentation of hours at the work site to the program instructor and complete the required coursework related to the work-base learning units.
6. Immediately inform the work site supervisor and program instructor of any problems, concerns, and accidents/injuries.
7. Abide by the dress code of the work-based learning/training site.

Internship Site Responsibilities:

1. Comply with Federal and State Labor and Industries regulations.
2. Provide orientation (i.e., safety policies and procedures) and job-specific training.
3. Conform to federal laws prohibiting discrimination on the basis of race, color, national origin, sex or disability.
4. Provide a safe working environment and report any student accidents and/or injuries.
5. Consult with the program instructor concerning the student's learning plan. The student shall be given the opportunity to gain as broad an experience in tasks as possible.
6. Verify attendance and/or time records and provide evaluations to student and college representative regarding performance and skill attainment. Interns, upon request, may review their internship files including supervisor's evaluation.

College Representative Responsibilities:

1. Provide coordination and support for the students in the work-based learning experience.
2. Confer with the work-based learning site supervisor.
3. On an appointment basis, a program representative may visit the supervisor and student to evaluate the student's progress.
4. The student will be awarded 1 (one) credit per 30 (thirty) working hours in Internship Course for satisfactory completion of work experience included in this training agreement.
5. Document all reported injuries/accidents.

Indemnification Clause

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

Statement of No Supplanting

The student will not reduce or replace the hours of any regular employee at the work site.

EEOC Statement

The College as an educational institution and as an employer does not discriminate on the basis of race, religion, ethnicity, national origin, age, disability, gender, and marital or veteran status. This is a commitment made by the College in accordance with federal, state and local laws and regulations.

This agreement may be amended or terminated if responsibilities are not met.

Student Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Program Advisor Signature _____ **Date** _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

EDMONDS COMMUNITY COLLEGE INTERNSHIP PROGRAM
POSITION DESCRIPTION AND TRAINING PLAN

DUE BY APRIL 12, 2013

PLEASE TYPE FORM

	STUDENT INFORMATION		ATTORNEY/HOST ORGANIZATION
	Intern Student's Name:		Supervisor's Name and Title:
	Student's Email:		Email (provide supervisor's email and law firm/organization's email):

Description of Position & Supervision (provide sufficient detail of position and the supervision you will receive):

Learning Objectives:

Development of Learning Objectives distinguishes internships from regular employment and volunteer positions. Objectives should be measurable goals that can be accomplished through your work experience. Appropriate learning objectives can be developed in the following areas: 1) career exploration; 2) demonstration and development of current skills; 3) acquisition of new skills from the workplace; and 4) development of human relations skills, such as communication, group interaction, conflict management, etc. Each student's learning objectives will be unique for her/his program and work site.

Student Learning Objective #1

What? _____

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How? _____

Student Learning Objective #2

What? _____

How? _____

Student Learning Objective #3

What? _____

How? _____

Student Learning Objective #4

What? _____

How? _____

Student's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Faculty Signature _____

Date _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

MONTHLY TIME SHEET FOR APRIL 2013
Due by May 8, 2013

PLEASE TYPE YOUR SUMMARY AND HOURS.

Intern _____ Firm _____

Supervisor _____

Hours of supervised work related to learning objectives: HOURS

Week 1 Summary of type of work: _____

Week 2 Summary of type of work: _____

Week 3 Summary of type of work: _____

Week 4 Summary of type of work: _____

Supervisor's Signature _____

TOTAL _____

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MONTHLY EVALUATION FOR APRIL 2013

Due by May 8, 2013

STUDENT: _____

ATTORNEY OR ASSISTANT EVALUATING STUDENT: _____

For this evaluation period the student's performance deserved the following grades:

1. **TIMELINESS / PUNCTUALITY** (did the student regularly show up for work at the scheduled time and was she/he punctual in performing work assignments?)

A B C D or F

2. **ATTITUDE / COOPERATION** (did the student display a positive attitude toward their work and cooperate willingly with her/his supervisor(s) and other office employees?)

A B C D or F

3. **QUALITY OF WORK** (did the student perform her/his work in a manner that demonstrated the competency and professional skills of a trained legal assistant?)

A B C D or F

4. **Overall, how would you evaluate this student's performance during the month covered in this evaluation?**

A B C D or F

Comments:

ATTORNEY OR ASSISTANT PREPARING THIS EVALUATION:

Name (typed or printed)

Name (signed)

Date: _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

MONTHLY TIME SHEET FOR MAY 2013

Due by June 7, 2013

PLEASE TYPE YOUR SUMMARY AND HOURS.

Intern _____ Firm _____

Supervisor _____

Hours of supervised work related to learning objectives: HOURS

Week 1 Summary of type of work: _____

Week 2 Summary of type of work: _____

Week 3 Summary of type of work: _____

Week 4 Summary of type of work: _____

Week 5 Summary of type of work: _____

Supervisor's Signature _____

TOTAL _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

MONTHLY EVALUATION FOR MAY 2013
DUE BY JUNE 7, 2013

STUDENT: _____

ATTORNEY OR ASSISTANT EVALUATING STUDENT: _____

For this evaluation period, the student's performance deserved the following grades:

1. **TIMELINESS / PUNCTUALITY** (did the student regularly show up for work at the scheduled time and was she/he punctual in performing work assignments?)

A B C D or F

2. **ATTITUDE / COOPERATION** (did the student display a positive attitude toward their work and cooperate willingly with her/his supervisor(s) and other office employees?)

A B C D or F

3. **QUALITY OF WORK** (did the student perform her/his work in a manner that demonstrated the competency and professional skills of a trained legal assistant?)

A B C D or F

4. **Overall, how would you evaluate this student's performance during the month covered in this evaluation?**

A B C D or F

Comments:

_____.

ATTORNEY OR ASSISTANT PREPARING THIS EVALUATION:

Name (typed or printed)

Name (signed)

Date: _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

MONTHLY TIME SHEET FOR JUNE 2013

Due by JUNE 7, 2013

PLEASE TYPE YOUR SUMMARY AND HOURS.

Intern _____ Firm _____

Supervisor _____

Hours of supervised work related to learning objectives: HOURS

Week 1 Summary of type of work: _____

Week 2 Summary of type of work: _____

Week 3 Summary of type of work: _____

Week 4 Summary of type of work: _____

Week 5 Summary of type of work: _____

Supervisor's Signature _____

TOTAL _____

PARALEGAL INTERNSHIP PACKET
SPRING QUARTER 2013 (KASTLE)

MONTHLY EVALUATION FOR JUNE 2013
DUE BY JUNE 7, 2013

STUDENT: _____

ATTORNEY OR ASSISTANT EVALUATING STUDENT: _____

For this evaluation period, the student's performance deserved the following grades:

1. **TIMELINESS / PUNCTUALITY** (did the student regularly show up for work at the scheduled time and was she/he punctual in performing work assignments?)

A B C D or F

2. **ATTITUDE / COOPERATION** (did the student display a positive attitude toward their work and cooperate willingly with her/his supervisor(s) and other office employees?)

A B C D or F

3. **QUALITY OF WORK** (did the student perform her/his work in a manner that demonstrated the competency and professional skills of a trained legal assistant?)

A B C D or F

4. Overall, how would you evaluate this student's performance during the month covered in this evaluation?

A B C D or F

Comments:

_____.

ATTORNEY OR ASSISTANT PREPARING THIS EVALUATION:

Name (typed or printed)

Name (signed)

Date: _____

PARALEGAL INTERNSHIP PACKET
 SPRING QUARTER 2013 (KASTLE)

SUPERVISOR'S END OF QUARTER EVALUATION OF STUDENT INTERN

PLEASE EMAIL AS PDF ATTACHMENT TO akastle@edcc.edu NO LATER THAN JUNE 14, 2013

STUDENT INTERN: _____

FIRM/ORGANIZATION: _____

INTERN SUPERVISOR: _____

Please complete this evaluation for your Edmonds Community College intern using the following scale. Please provide any comments you have regarding your experience working with your paralegal intern.

- 5 Superior
- 4 Above Average
- 3 Average
- 2 Below Average
- 1 Unsatisfactory
- 0 Not Applicable

CATEGORY	NUMERICAL SCORE AND COMMENTS
Quality of Work: Produces work that is accurate and neat; displays a conscientious concern for details.	Score _____
Technology: Demonstrates grasp of word processing and other computer skills necessary to complete tasks; shows ability to learn new applications used in office; demonstrated appropriate skills in email communications.	Score _____
Organization: Plans and executes tasks logically and efficiently. Can be depended upon to complete assignments in a timely and thorough manner. Can function at an appropriate level in both normal and high stress working conditions.	Score _____
Attendance / Punctuality: Shows a commitment to hourly requirements and office protocol.	Score _____
Attitude: Demonstrates an ability to work well with others in a professional office setting.	Score _____

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Adaptability: Can grasp instructions and information with appropriate direction and support. Receptive to critique of work product.	Score _____
Legal Problem Solving: Can analyze problems; has ability to question and think critically. Demonstrates knowledge of substantive and procedural skills needed to perform assigned tasks.	Score _____
Ethics: Demonstrates understanding of basic work-related ethical considerations including the need for confidentiality; demonstrates understanding of the role of paralegals/legal assistants as part of the legal team.	Score _____
Further comments:	Total Score _____

ADDITIONAL QUESTIONS FOR THE HOST ORGANIZATION:

1. Will you host future interns from Edmonds Community College? ____ Yes ____ No
2. If yes, in what capacity or area? _____
3. To whom should we direct inquiries about future internship placements (please give name, email address and phone number):

Name _____
 Email _____
 Phone _____

 SUPERVISING ATTORNEY'S SIGNATURE

 DATE

 PLEASE PRINT NAME OF SUPERVISING ATTORNEY

PLEASE RETURN THIS FORM BY EMAIL ATTACHMENT TO akastle@edcc.edu.

THANK YOU.

Anne Kastle, Paralegal Instructor

STUDENT END OF QUARTER EVALUATION OF INTERNSHIP EXPERIENCE

PLEASE SUBMIT THIS EVALUATION IN CLASS ON JUNE 6, 2013

Information from this evaluation will be used to assess the training and types of work performed by our paralegal students during their internships. All information is confidential.

STUDENT'S NAME: _____

INTERNSHIP SITE: _____

1. Are you currently employed by your internship sponsor, or have you been offered a position? Yes _____ No _____ If yes, in what position do/will you work?

2. Will you be continuing your internship after this quarter? Yes _____ No _____
If yes, please explain:

3. What was the most significant benefit you gained from your internship experience (earning credits is not acceptable)?

4. What would have improved your internship experience?

5. Would you recommend this internship to other students? Yes _____ No _____
Why or why not?

Please circle the number that most accurately reflects your experience at your internship site. The term "supervisor" includes any person to whom you were accountable or assigned to work with as an intern. Provide an explanation or comment with your rating.

1= Poor

4 = Very Good

2= Needs Improvement

5 = Excellent

3= Satisfactory

NA=Not Applicable

Please rate the following aspects of your internship.	Score and Comments				
The supervisor provided training on office technology/software.	1	2	3	4	5
The supervisor's training on technology/software was helpful and applicable.	1	2	3	4	5
The supervisor provided clear explanations of his/her needs and goals for your work as an intern.	1	2	3	4	5
The supervisor provided clear explanations of your role and responsibilities as an intern.	1	2	3	4	5
The supervisor provided training on timekeeping and billing procedures.	1	2	3	4	5

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The supervisor provided training on record-keeping procedures.	1	2	3	4	5
The supervisor discussed rules of professional conduct and ethics with you.	1	2	3	4	5
The supervisor was accessible and visible.	1	2	3	4	5
The firm's staff accepted you as a welcome addition to the legal team.	1	2	3	4	5
The internship experience was meaningful and enjoyable.	1	2	3	4	5

Please circle the number that most accurately reflects your service experience at your internship site.

1= None of the work

2 = Some of the work

3 = Half of the work

4 = Most of the work

5 = All of the work

Please rate the following aspects of your internship.	Scoring and Comments				
The work performed included legal research.	1	2	3	4	5
The work performed included drafting pleadings, motions and/or discovery.	1	2	3	4	5
The work performed included attending hearings and/or trials.	1	2	3	4	5
The work performed included drafting correspondence.	1	2	3	4	5
The work performed required knowledge and use of databases.	1	2	3	4	5
The work performed included meeting with clients.	1	2	3	4	5
The work performed included "clerical" tasks such as filing, copying, answering phones.	1	2	3	4	5
The work performed required knowledge and use of word processing.	1	2	3	4	5
The work performed required knowledge and use of spreadsheets.	1	2	3	4	5
The work performed required knowledge and use of PowerPoint.	1	2	3	4	5
The work performed required knowledge and use of rules of civil procedure.	1	2	3	4	5
The work performed was interesting and varied.	1	2	3	4	5

**PARALEGAL INTERNSHIP PACKET
 SPRING QUARTER 2013 (KASTLE)**

Please rate the following aspects of your internship placement on the basis of this scale:

1 = No Observation

2 = Poor

3 = Fair

4 = Good

5 = Excellent

Please rate the following aspects of your internship experience.	Score and Comments				
Work experience relates to my area of study	1	2	3	4	5
Adequacy of employer supervision	1	2	3	4	5
Helpfulness of supervisor	1	2	3	4	5
Acceptance by fellow workers	1	2	3	4	5
Opportunity to use my training	1	2	3	4	5
Opportunity to develop my skills working in a team	1	2	3	4	5
Levels of responsibility consistent with my ability	1	2	3	4	5
Opportunity to develop my communication skills	1	2	3	4	5
Cooperativeness of fellow workers	1	2	3	4	5
Opportunity to problem solve	1	2	3	4	5
Orientation to the organization or law office	1	2	3	4	5
Feedback given on my progress and abilities	1	2	3	4	5
Effort to make it a learning experience for me	1	2	3	4	5

How did you find your internship position?

- _____ 1. CollegeCentral.com or listing on Snoh. 2nd floor bulletin board
- _____ 2. Instructor or other on-campus connection
- _____ 3. Friend or other off-campus connection
- _____ 4. Intern site already current workplace
- _____ 5. Other connection or source _____

STUDENT SIGNATURE & DATE _____