

IUPUI PARALEGAL STUDIES CERTIFICATE PROGRAM INTERNSHIP FACT SHEET

What is an Internship?

Interns complete a total of 140 hours in a legal environment under the supervision of an attorney at the internship site provider location. The site provider may be a law firm, prosecutor's office, government agency, public defender's office, or legal department of a corporation. The 140 hours are completed within a time period agreed upon by the Paralegal Studies Program Manager, the site provider, and the intern. Please be aware that most internships are not paid.

Am I eligible to take the internship course?

A Paralegal internship is available for those certificate students who fulfill the following criteria:

- 1) have completed at least ten (10) of the legal specialty courses in the certificate program, including Legal Research & Writing I and Litigation I;
- 2) have a GPA (grade point average) of 3.0 or higher; and
- 3) have received approval by the Paralegal Studies Program Manager following submission of the enclosed application form.

How do I enroll for the course?

If you wish to apply for an internship, the first task is to complete the application and submit it to the Program Manager via Sherry Carter, Administrative Assistant, at Continuing Studies, 620 Union Drive, Room 142, Indianapolis IN 46202-5171. If you wish to take the internship for credit, you should also contact Professor Blomquist in the Political Science Department to obtain department approval which is forwarded to the Registrar's Office allowing you to register for the internship course numbered POLSY481. The Program Manager will contact you with further instructions.

When can I begin the application process? You may apply for an internship at any time during the calendar year.

How much does the internship course cost?

The fee for the noncredit internship is \$200.00 for the course K15 (fees subject to change) and \$343.50 (in-state status) for 3 credits of POLS Y481 (fees subject to change).

Where are the internships located?

The Program Manager will work with you to find a suitable placement in conjunction with the areas of law in which you are interested. The Program Manager will contact potential internship site providers for your placement. You may request a particular placement if you have identified one; every effort will be made to honor your request though such placement cannot be guaranteed.

The Program Manager will negotiate an agreement (the Internship Structure Agreement) between the intern, the site provider, and Continuing Studies, specifying the work schedule and duties the internship will cover. Finally, the agreement is signed by the student intern, the internship site provider, and the Program Manager. If all parties are unable to reach agreement on a suitable placement, your tuition will be refunded.

How am I graded in this course?

Both the supervising attorney at the site and the intern are to complete a midterm and a final internship evaluation. The four evaluations allow the Program Manager to monitor and document your progress. They are the principle documentation used in determining the final course grade for the intern. You will not be able to receive credit for the internship unless we have received all of the completed evaluation forms.

As you approach the midterm point of your internship (70 hours) and again at the completion of your internship (140 hours), you are to contact our office and we will forward the applicable evaluations to you and the supervising attorney. The evaluations are to be completed upon receipt and returned to the Program Manager in a timely manner. You, the intern, are responsible for seeing that the forms are completed and returned to the Program Manager at the appropriate times.