

## COLLEGE OF DUPAGE PARALEGAL STUDIES PROGRAM

### INTERNSHIP/PRACTICUM PROGRAM FACT SHEET

As part of the Paralegal Studies program at College of DuPage, all paralegal students are required to complete the paralegal practicum course, which includes an internship component. During the paralegal practicum, the students perform entry-level duties at a law office. The students perform these duties under the supervision of an attorney, who is known as the “site mentor”. Below is a fact sheet describing the main features of the paralegal internship program.

Description of internship	The internship provides students an opportunity to obtain practical paralegal experience by working at a law office under supervision of an attorney.
Types of duties performed	The students are given entry-level paralegal duties, however that term is defined at the particular law office. Examples of typical projects for students include drafting complaints and other legal documents, drafting correspondence, conducting legal research, interviewing witnesses, summarizing depositions, or reviewing medical records.
Number of hours required of interns internship	A total of 120 hours of work at the internship site are required. It is the student’s responsibility to keep track of their hours.
Number of weeks for internship by semester	Fall Semester (mid-Aug to mid-Dec) – 16 weeks – average 8 hours/week  Spring Semester (mid-Jan to mid-May) – 16 weeks – average 8 hours/week  Summer Semester (late May to mid-July) – 8 weeks – average 15 hours/week
Duties of site mentor	The site mentor assigns projects to the student, provides paralegal training to the student, reviews the student’s work for accuracy and completeness, and provides general oversight of the student’s work. If available, the site mentor participates, either in person or virtually, in an orientation session during the first hour of the first class of the semester. The class professor visits the internship site and meets with the site mentor at least once during the course of the semester to discuss the student’s progress. The site mentor remains available for consultation as to the student’s progress throughout the semester. At the end of the semester, the site mentor completes a final evaluation of the student, verifies the hours worked, and completes a program satisfaction survey.
Duties of student intern	The student follows the directions of the site mentor and performs paralegal duties for the site mentor, or for other members of the legal team, at the internship site. The student is instructed to comply with the Illinois Code of Professional Responsibility and the Illinois Code of Paralegal Ethics, including requirements pertaining to client confidentiality and conflict of interest.
Compensation	No payment of the student is required or expected. Some site mentors choose to pay their student interns, but most do not offer monetary compensation. To them.
Rules for students employed at a law office while enrolled in the practicum	Students who are employed at a law office during the internship semester may use their place of employment as an internship site, as long as they are given projects outside the ordinary scope of their duties to broaden their skill set during the internship semester.