

PLGL 2600

Sample Request Letter Seeking Internship at a Law Office

Here is a form letter you can use to contact law offices where you would like to serve your practicum. Be sure to fill in the sections where there is a _____. You can send your letter using U.S. mail or email. This letter is written assuming you will use email, and that you will attach copies of your resume and the Internship Program Fact Sheet. If you use U.S. mail, instead, you should change the words "attached" to "enclosed" in the second- to- last paragraph.

Dear Mr./Ms. _____:

My name is _____. I am a student in the College of DuPage Paralegal Studies Program. The final capstone course of the program is the Paralegal Practicum, where students get paralegal experience working at a law office under the supervision of an attorney. Students earn course credit for the practicum and typically do not get paid for their work. I plan on enrolling in the Paralegal Practicum in the upcoming _____ semester, which begins _____. (Or, "I am currently enrolled in the Paralegal Practicum.") This letter is to introduce myself and request the opportunity of serving my Practicum at your law office.

The Practicum consists of 120 hours of hands-on experience in a law office, doing paralegal work, such as assisting with discovery, drafting documents and correspondence, performing legal research, and interviewing clients and witnesses, all under the supervision of an attorney. The goal of the Practicum is to be mutually beneficial to both student and employer - the paralegal student receives training and experience and the law office increases its productivity and efficiency at no additional cost.

After researching a variety of law offices in this geographic area, I am seeking to perform my Practicum at your particular law office because _____.

As a student in the Paralegal Program, I have completed courses covering a variety of legal subjects, including Civil Litigation, Introduction to Legal Research and Writing, and Legal Ethics and Law Office Organizations. Of course, as a student, I have many more things to learn about paralegal work, and it is my hope that you can provide me with knowledge and training during the course of the internship that will help me develop my paralegal skills.

I have attached a copy of my resume which indicates some of my experience and abilities. I have also attached a copy of the Internship Program Fact Sheet which gives more information about the Paralegal Practicum.

I hope that this is an opportunity that you will consider and am looking forward to your response. Thank you very much for your consideration.

Sincerely,

(Sign your name)

(Type your name)

College of DuPage Paralegal Student

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	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.
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.