

PARALEGAL PROGRAM

Dear Prospective Supervising Attorney:

The purpose of this letter is to provide you with some background information on our paralegal internship and to encourage you to participate in that program. Based on information gathered since 1980, it has become clear that the internship has proven to be an outstanding success for both the employer and the student paralegal.

U.C.'s Paralegal Program, which is approved by the American Bar Association, requires students to intern in a law office or closely related setting for a minimum of 200 hours either during a regular semester or the summer session. The student will have had extensive classroom instruction in legal concepts and terminology and specific paralegal skills in addition to their general education courses. Although like any new employee, the student will need a reasonable time to adjust to the office routine, he or she should soon be able to assume an increasing amount of responsibility.

A student from our program should be prepared to perform a variety of legal tasks helpful to you. Although by no means all-inclusive, the student can be expected to do a vast majority of the following:

1. Analytical legal research
2. Draft pleadings and numerous other legal documents
3. Draft memoranda
4. Interview witnesses and clients
5. Work on discovery, disclosure, and trial preparation
6. Assist the attorney in court
7. Prepare for real estate closings
8. Keep client up to date on progress of case
9. Tasks related to probate, incorporation, administrative procedures, subrogation files, collections, bankruptcy, and others
10. File and task systemization (for example, a system of forms, documents, procedures, statutory deadlines, etc. for a real estate closing or incorporation)
11. Draft correspondence and other professional level tasks

The employer should realize that paralegals are typically good students, eager for a variety of challenging tasks, and are ready to assume a number of tasks traditionally done by attorneys. It is also important to note that paralegals are a member of the law office legal team, quite distinct in function from that of legal secretaries and clerical workers.



The student is generally not paid by the employer since it is part of their education and they receive three semester hours of academic credit for successful completion of the internship. Employers often do reimburse students for actual costs incurred ie. parking.

The student will provide you with an evaluation form for your completion at the end of the student's internship.

U.C. would sincerely appreciate your participation in this program. Not only will it help a student make that significant transition from academia to the working world of the professional, but it will also help ease the workload for the attorney while providing additional insights into a more efficient delivery of legal services.

Thank you for taking the time to meet with one of our students and if you have any questions, I would be most happy to hear from you.

Best regards,

Janis Walter

Janis Walter, J.D.
Professor/Program Coordinator
Paralegal Program
513-556-1731
Janis.Walter@uc.edu

