

## Paralegal Internships

Since 1979, the Paralegal Program has been providing Interns to local law firms, government agencies, corporations, and the court system within the Northwest Ohio area. A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

## What is an Internship?

The Internship is a practical on-the-job experience for the paralegal student while at the same time providing paralegal service to the attorney. The student is required to work a minimum of 180 hours during the 15-week semester. The manner in which these hours are structured is flexible to accommodate the supervising attorney's needs and the student's schedule (i.e. two days a week, all mornings, or all afternoons).

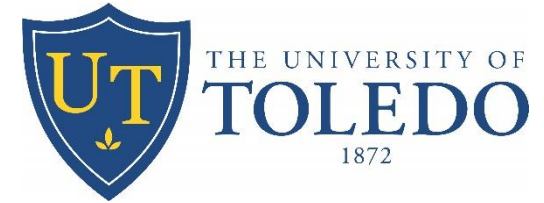
## What is the Procedure?

An attorney interested in the Internship Program should contact Director Schlageter. While meeting the needs of the attorney, Director Schlageter will make every effort to make a placement that most fully meets the desires of the student in regard to type of law practice, geographical location, and size of the law office.

Once the appropriate student has been selected, the supervising attorney and the student will meet to coordinate a work schedule and discuss the student's responsibilities. At that time, a three-part agreement is signed, which lists the types of paralegal tasks that the student will do. In the agreement, the supervising attorney agrees that the student will do these tasks, that the student will be supervised, that the attorney will assume responsibility of the completed work, and that the attorney will evaluate the student. The student agrees to complete the tasks for the purpose of an evaluation, and to preserve case and client confidentiality. Director Schlageter agrees to be available should any type of problem arise.

## How Is Student Performance Evaluated?

During the term of the Internship, the supervising attorney will complete two evaluations,. These evaluations consist of printed forms on which the attorney evaluates the student in several different areas. Several open-ended questions are asked.



## **Paralegal Studies Internship Program**

*John J. Schlageter, III, J.D., Esq.*  
*Program Director*  
*Paralegal Studies Program*

**(American Bar Association  
Approved)**

<http://www.utoledo.edu/hhs/legal/>



## What is Tile Cost To The Attorney?

The bottom line is that these are free Internships. However, most attorneys do pay the parking for the Intern; and should the Intern run errands around town, the gas mileage is paid. Additionally, some attorneys pay a small stipend to help with lunches and incidentals as most of the Interns function on a very "bare bones" budget.

The internship offers a fantastic opportunity for employment. Students are able to claim 180 hours of field experience upon completion of their internship and many students turn their internship into a job. Students are also provided opportunities to network with professional paralegal organizations and are provided career resources on paralegal employment.

## Employment Opportunities

In addition to working in private law firms and private industry and government agency law offices, there are many other alternative legal careers you might explore in your search for a career path including claims specialist, employee relations specialist, property manager, congressional staff, mortgage officer, consumer advocate and many others!

## Additional Opportunities

The University of Toledo believes that a superior education is founded on five key pillars: a challenging, yet caring environment; state-of-the-art learning facilities; access to the latest technologies; opportunities to learn outside the classroom; and faculty members who take a personal interest in you. You'll find more than 100 computer labs on campus, many of which are open 24 hours a day, as well as high-tech capabilities bringing Web access and network technology into classrooms, residence halls, and offices.

## How Can The Attorney Become Involved?

The attorney should contact Director Schlageter at the University of Toledo (419- 530-7748) in August to arrange for a Fall Intern, in November to arrange for a Spring Intern, and in April to arrange for a Summer Intern and complete a Paralegal Intern Request Form



## For More Information Contact:

If you would like additional information about Mediation please contact:

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