

## Pre-Legal Internship Policy

Karen Swenson, Pre-Legal Internship Instructor/Coordinator (kbswenson@eiu.edu)  
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### Receiving Credit

- Credit is available for PLS 4275 (undergraduates) and PLS 5980 (graduate students) only after completion of the Internship Agreement Form with signatures of approval from the student, the instructor, and the department chair.
- Priority is given to students with better G.P.A.s and with at least a 2.5, and students with at least junior level status. The decision as to whether a student is eligible for credit is at the discretion of the instructor.
- Requirements for credit are:
  - \**Completion of requisite hours* (40 hours per each credit hour for undergraduates; 80 hours for graduate students)
  - \**Weekly e-mail logs* (Activities, hours worked, and cumulative hours)
  - \**Letter of evaluation from supervisor* (This will be requested of the supervisor by the instructor by letter, but a reminder by you at the end of your hours is sometimes needed)
  - \**Summative paper* (This 3-5 page paper should make some astute observations about the law office, the legal system, or the criminal justice process. It should also contain your analysis of the value of the experience for guiding your views on your career goals.)
  - \**Completion of all requirements by date specified* (usually the end of finals week)
- If you do not have all of your work completed by the due date specified by the instructor (this includes instructor receipt of the letter from your supervisor) you will receive a 'NC' (no credit) grade for the course. 'Incompletes' or 'DC' (deferred credit) grades will be assigned only under extraordinary circumstances.
- Logs of your activities are due weekly. Pick a day of the week to prepare and submit your log, and be consistent. Also list the number of hours completed that week, and the cumulative hours put into the internship. Late logs will be accepted only upon prior approval with good explanation.
- Your instructor is pleased to offer credit for internships performed in your home county over the summer. However, if at all possible, meet with your instructor at least once prior to beginning the internship.

### Sites

- Students have had excellent internship experiences in Charleston with the Coles County State's Attorneys' Office, the Public Defender, and private law firms, particularly A Citizen's Law Office. Interested students are encouraged to initiate contact with these offices and obtain internship applications from them. If applicable, your instructor can verify that you are eligible to receive college credit for the internship.
- Students are encouraged to seek out additional opportunities in Coles County from private firms in Charleston and Mattoon. Firms' needs for interns fluctuate. Sometimes firms will communicate their needs with the instructor, but often they do not. Firms are sometimes impressed with students that demonstrate initiative on their own and who make contact in a professional manner. If you would like assistance with your resume

and cover letter, your instructor is glad to provide it, as is the Office of Career Services. The Yellow Pages is a good source for a list of firms and their specializations.

- You are encouraged to explore additional internship site ideas through you own personal connections. Do you have a friend or family member who is an attorney, or who works for a law firm in another capacity? Ask them about available internships. Also, your home county State's Attorneys' Office and Office of the Public Defender may have internships set aside for local undergraduates.

### Professionalism

- Part of the internship experience is to practice professional behavior. The professionals at the internship site, and your instructor, expect you to be reliable in working the days and times agreed to with your supervisor; to be dependable in performing the work assigned; to display a deferential attitude towards your supervisors and cordial demeanor to all; to keep personal information about clients and office staff confidential; to have neat, clean professional attire and appearance. A student who lapses in his or her professionalism damages the opportunity of using his or her supervisor as a reference. He or she may also jeopardize the internship site for future students.