

Student Legal Services Office

University of Massachusetts
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To: Spring 2012 Legal Assistant Internship Applicants

From: Laura Sylvester, Outreach Coordinator

Date: November 1, 2011

Thank you for your interest in our legal assistant internship program. Our office has been providing a learning experience for students for over thirty years. Throughout our internship program, legal assistants learn critical skills to better prepare themselves for professional positions in the legal field, or any field of their choice. Many of our former interns are lawyers or paralegals; some work as social workers, business professionals, or continue their education in a variety of fields. Please read the attached brochure thoroughly and feel free to call the office with any questions.

Interns earn 12 credits (32 hours per week) for this internship while taking one class. All interns must be available each Friday for afternoon training sessions and full week for orientation/training sessions on Tuesday, January 17 - Friday, January 20, 2012.

In order to be considered for our **Spring 2012** Legal Assistant Internship Program, you should complete the attached application and include the following:

- Resume
- Unofficial Undergraduate Transcript
- 3-5 page writing sample (e.g. a graded paper)

Please return this information to our office located in room 922 of the Campus Center by **November 21, 2011**. We will review your application and the staff committee will determine which applicants will be interviewed. We will be contacting those applicants for interviews within one week of the application deadline.

Thank you for your interest,

Laura Sylvester
Outreach Coordinator

Student Legal Services Office

Legal Assistant Internship Application

Please fill out each section of this application neatly and completely. Please type or if using a pen, print your answers.

Name:

Local Address:

Phone:

Permanent Address:

Permanent Phone:

Please list any law-related courses you have taken, where you took them, and who taught them.

Please describe your three most recent jobs (most recent first):

Position Title		Dates	
Organization			
Duties			
Reference		Phone	

Position Title		Dates	
Organization			
Duties			
Reference		Phone	

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Organization			
Duties			
Reference		Phone	

Student Legal Services Office

Lawyers fighting for students' rights since 1974

LEGAL ASSISTANT INTERNSHIP



BENEFITS OF AN SLSO INTERNSHIP:

An SLSO internship will help you in many ways. In addition to receiving up to 12 credits toward graduation, you will gain the kind of learn-by-doing experience that is so valuable in today's job market. Many legal assistants go on to law school or find jobs as paralegals or in other aspects of the law. If you are not sure whether law school or a legal career is your next step, the internship can provide you with the insight necessary to formulate a decision.

Our internships are 32 hours per week, during the hours the office is open (9-5). While work hours during the week are flexible, all interns are required to be in the office on Fridays from 11-4 for seminars and training. Most interns use the eight hours off per week to take an academic course.

During the internship students learn communication, time-budgeting, and interpersonal skills, along with a thorough understanding of the lawyer's role in the judicial system.

UNIVERSITY OF MASSACHUSETTS AMHERST
922 CAMPUS CENTER
(413) 545-1995
WWW.UMASS.EDU/RSO/SLSO
WWW.FACEBOOK.COM/UMASSSLSO



SLSO is supported through student activity fees.

WHAT DO INTERNS DO?

Legal Assistants play a vital role in the Student Legal Services Office. Each intern works under direct supervision of our attorneys and gains hands-on experience with many aspects of the law including:

- Client interviewing
- Negotiations
- Advice and referrals
- Drafting letters
- Making phone calls on behalf of clients
- Investigations
- Legal research
- Attendance at court hearings
- Participation in administrative hearings
- Examining legal documents
- Case file management
- Community Legal Education

Interns are also supervised by administrative staff in clerical and other support tasks.

WHAT DO OUR INTERNS SAY?

"I have learned many valuable lessons that I will use going forward in pursuit of my personal career path, including observing firsthand how the law applies in real life, while sitting in on client conferences." - JL, Spring '11

"I have gained a variety of critical thinking skills that I will be able to apply to law school or any career path." - AP, Spring '11

"I've learned that I want to serve as an advocate for people with some degree of need, in whichever future career I choose. I've also learned how to manage a caseload of clients, keep clients and attorneys informed about their cases, and to work in a professional environment, maintaining confidentiality and working efficiently."

- LR, Spring '11

"SLSO has taught me to be organized, how to communicate effectively with diverse groups of people, and most importantly, to have confidence in my abilities and future with the law."

- MC, Spring '11

"Working at SLSO has been an incomparable experience, one that has built my writing skills, confidence, and ability to advocate for different clients. SLSO offers a meaningful, educational internship that no classroom simulation can offer."

JM, Spring '11

"During my time at SLSO I've gotten great experience in managing a wide range of cases and files - ones that span almost every facet of the law. The work I've done here has convinced me that law school is my next step after graduation." - HS, Spring '11

ELIGIBILITY:

There are three prerequisites for UMass students interested in an SLSO internship:

- A 2.0 cumulative GPA



- 45 Completed credits
- A declared major

The SLSO also considers applications from students in the five-college community and other area colleges.

HOW TO APPLY:

To apply, send a completed application form (available on our website or from the SLSO office), an unofficial transcript, your resume, and a writing sample to our office by the application deadline. We encourage you to get these materials to us on time, as late applicants may not be granted an interview.

Once we receive your application, we will contact qualified students for an interview. You will be interviewed by a panel of SLSO staff and interns. While this may seem daunting, we encourage you to present yourself honestly and with enthusiasm. We are interested in seeing who you really are, so be yourself!