



Student Legal Services Office

922 Campus Center • University of Massachusetts Amherst

Phone: 413-545-1995 • Email: slo@umass.edu

FALL 2023 Legal Assistant Internship Application

Legal assistants play a vital role at the Student Legal Services Office. Each legal assistant works under the direct supervision of a professional staff member, and has responsibilities ranging from:

- maintaining case files;
- performing legal research;
- drafting letters;
- observing court hearings; and
- assisting with legal education.

While working in our office, students have an excellent opportunity to gain skills in interpersonal communication, time management, and organization, along with developing a concrete understanding of the advocacy process and the lawyer's role in the judicial system.

Internship Requirements: Interns typically work 34.5 hours per week (between the business hours of 9AM to 5PM) and receive 12 academic credits for the internship. In addition, you will earn one extra academic credit for completing Positivity and Relaxation Training (PART) course offered as part of the SLSO internship curricular.

A UMass Amherst faculty member is required by each intern to sponsor their internship credits.

The fall 23 internship begin on Tuesday, September 5, 2023 and ends on the December 8, 2023. All interns must be available for orientation the first week of classes from 9:00 am – 5:00 pm and each Friday (from 10:00 am – 4:00 pm) during the academic semester for training sessions.

Eligibility: Applicants must have completed 45 credits, have a declared major, and cumulative GPA above a 2.0.

Application Materials: Please submit together your application and the following materials to dutta@umass.edu by the application deadline of **April 24, 2023**.

- Internship Application
- Resume
- Unofficial Undergraduate Transcript
- Faculty Letter of Recommendation (*The faculty member may email the letter directly to SLSO (dutta@umass.edu)*)

Application Deadline: Please submit your application to our office located in Room 922 of the Campus Center or by email to dutta@umass.edu by **April 24, 2023**. Qualified applicants will be contacted within one week of the application deadline for an interview.

To learn more information about the internship program please visit: www.umass.edu/slo/internship.

If you have any questions, please call (413) 545-1995 or email slo@umass.edu

Student Legal Services Office

Legal Assistant Internship Application

Please fill out each section of this application completely. Please type your answers, attach your resume, your unofficial undergraduate transcript, and a faculty letter of recommendation*(The faculty member may email the letter directly to SLSO).*

Name:

Preferred First Name:

Personal Pronouns:

Local Address:

Phone:

Graduation Year:

UMass Email:

Personal Email:

Permanent Address:

How did you learn about the internship?

Please provide three (3) references (academic, employment, or personal).

Name:	Address:
Phone:	Email:
Years known:	Relationship:

Name:	Address:
Phone:	Email:
Years known:	Relationship:

Name:	Address:
Phone:	Email:
Years known:	Relationship:

What personal or professional experience has led you to apply and/or want to be engaged in the practice of law?

(250-500 words, if you need more space, please attach sheet)

I hereby give the Student Legal Services Office permission to contact my former employees, supervisors, and other references.

Signature

Date

Please complete and return this application to:

Student Legal Services Office

922 Campus Center

or Email: PAMELA DUTTA dutta@umass.edu

(Include in subject line: Fall 2023 SLSO Internship Application)

Deadline to apply: April 24, 2023