

Legal Studies Internship

2015-2016

Legal Studies Academy

Internship Book for Students

**Keep this booklet until the end of summer!*

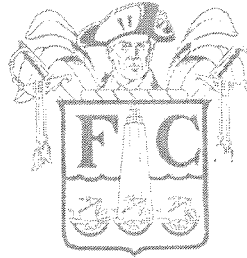
First Colonial High School

Legal Studies Academy

Dr. Nancy B. Farrell, Principal
Carlton L. Hill, Assistant Principal
Dr. David B. Judge, Assistant Principal
Beach, VA
23454

757-648-5300 FAX 757-496-6719
Ann M. Bissell, Assistant Principal
Deborah M. Shelton, Assistant Principal
Angelique Phillips, LSA Academy Coordinator

1272 Mill Dam Road
Virginia



Guidance FAX 757-496-6745

Dear LSA Junior,

Welcome to your LSA legal internship! After 2 ½ years of hard work, you will be putting your skills and knowledge to use in a professional work environment. Last year's class worked in law firms, police departments, courthouses, the City Attorney's Office and the Sherriff's Department. In addition to the mentors that assisted us last year, we have some new opportunities to offer this year. I am confident this internship will be a great experience for you.

Several students have asked if they can schedule their own internship. The answer is absolutely! I will need for you to provide the contact information for the person supervising your internship to my office no later than December 23, 2015. If you do not provide the information by the deadline, you will be scheduled into an internship placement by the academy. We will be on a tight schedule, so this deadline is firm.

The internship is a ½ credit class and will consist of 50 hours in the workplace and 20 hours of after-school seminars. The seminars will be held in the library at First Colonial from 2:20pm until 4:20pm. A detailed schedule will be provided in the internship manual provided by your internship advisors.

The internship is a required component of your legal education. Should you fail to complete the internship requirements by Wednesday, August 17, 2015, you will be removed from the Academy and returned to your home high school.

Each intern will be working under the advisement of Ms. Miekina. Your assigned advisor will schedule your internship (unless you schedule your own), monitor your progress through site visits and portfolio checks, and communicate with your mentor on a regular basis. Your advisors will also schedule a time for you to turn in all required paperwork and present your final project.

You are being provided an informational packet which carefully details all components of your legal internship. In addition, we host a parent/student meeting to discuss paperwork and expectations prior to beginning the internship program.

First Colonial High School

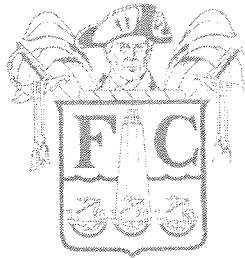
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At the bottom of this letter, you will find a signature line for yourself as well as your parent/guardian. Please execute the letter and return to the Legal Studies Academy Office no later than December 23, 2015. I encourage you to make a copy of the letter for your records.

I hope that you enjoy your experience. As always, please do not hesitate to contact me if you have any questions.

Sincerely,


M. Angelique Phillips
Legal Studies Academy Coordinator

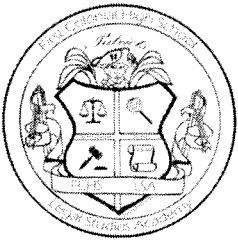
All LSA students are required to complete a 70 hour (50 work hours, 20 class hours) legal internship as part of their academy graduation requirement. The internship hours and paperwork must be completed by Wednesday, August, 17, 2015. Any student who fails to complete the internship by the sated deadline will be withdrawn from the academy and returned to their zoned high school. Please sign below to acknowledge that you have received this letter and read the contents thereof.

Student

Date

Parent/Guardian

Date



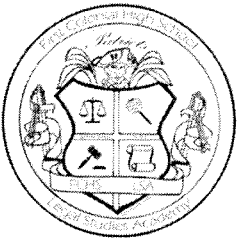
Legal Studies Internship Role of the Internship

Role of an Intern

The Legal Studies Academy Internship program exists in order to provide Legal Studies students the opportunity to explore various careers in the legal profession. The Legal Studies Internship program must function smoothly and successfully, therefore careful planning, preparation, personal organization, and commitment are required of the LSA students. Additionally, all LSA Internship participants must complete all the requirements of the program, as well as adhere to all regulations, and demonstrate integrity, honesty, and an abiding interest in career development. The student, in particular, must be ready for the internship since he or she is to represent the school in the community and have a meaningful learning experience. In addition, students should demonstrate the following:

- Adhere to dress and behavior guidelines
- Follow all safety and security policies of the workplace
- Participate in all approved activities structured by the internship advisor and the workplace supervisor
- Prepare a detailed final presentation
- Maintain a journal and complete all journal contents (including interviews) by the end of the internship period
- Communicate with the internship advisor throughout the experience, especially if problems arise
- Evaluate and share the experience with other LSA interns at the conclusion of the internship experience
- Report to the internship on time
- Call the internship advisor and the workplace supervisor if interns cannot report to work
- Complete all assigned job and classroom duties on a timely manner
- Be dependable, responsible, punctual, and have a desire to intern within a professional environment

Obviously much is expected of a student intern, more than is usually demonstrated by many high school or even college students. On the other hand, much can be gained by a student who is willing to make the effort to succeed in the internship and in a career.



Legal Studies Internship Requirements

The Legal Studies Internship, a semester long, one-half credit course, is designed to provide practical on-the-job experiences for students. Students are paired with community professionals in a one-on-one relationship to gain first-hand experience within the legal field. Students are required to work for 50 hours with a mentor and meet for seminar classes.

The seminar class dates are as follows:

Parent Meeting: December 10th

February 10

March 23

April 27 *assignments given

August 17 *portfolio collection
in the courtroom from 1 to 3

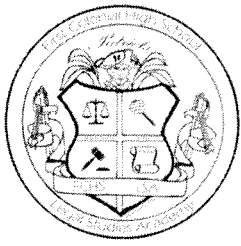
All seminars will be held at First Colonial High School in the library from 2:30 to 4:30 (with the exception of the parent meeting).

The 70 Hour course requirements include:

- 20 hours attending seminar classes
- 50 hours working with mentor

Required assignments that need to be included in the portfolio (see assignment for more details):

- | | |
|---------------------------|-----|
| • Cover Letter/Formatting | 10% |
| • Educational Resume | 10% |
| • Professional Interviews | 10% |
| • Reflection Essay | 15% |
| • Annotated Bibliography | 20% |
| • Student Evaluation | 35% |



Legal Studies Internship Grading Penalties

All students will receive ½ credit during their senior year for the internship course.

Missed Seminar	Reduction of 1 letter grade (<u>without verified excuse</u>)
Tardy to Seminar	5 percent grade reduction (<u>without verified excuse</u>)
Late paperwork	5 percent grade reduction (3 percent grade reduction per day after)
Inappropriate behavior	Reduction of 1 letter grade
Failure to complete internship	Automatic "0"
Failure to complete hours	Automatic "0"
Failure to complete portfolio	Automatic "0"

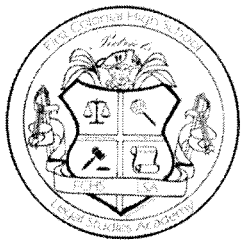
All LSA students are required to complete the Legal Internship in order to begin their senior year in the academy.

Missed Seminar Format:

All students who miss a seminar, for any reason including school related activities, must complete the following to make up for the time missed. *ALL missed seminars **MUST** be made up using the format below within 1 week.

Research the seminar topic that was missed.

1. Create a 15 slide minimum power point about the seminar topic.
2. E-mail your power point within 1 week of the missed seminar to catherine.miekina@vbschools.com
3. If your power point is received after the due date, late penalties will occur. All students who send an e-mail will receive an e-mail confirmation of receipt.



Legal Studies Internship Assignment – Portfolio

All students will complete a portfolio that will be turned in at the end of the summer before the start of senior year. The portfolio must be in a pronged folder and contain the following information, *in order*.

Portfolio Organization

Section 1: Title Page

- Includes your name, internship placement and graduation year

Section 2: Table of Contents

- Identification of each section with the documents included in each section
- The page numbers within the portfolio for each document

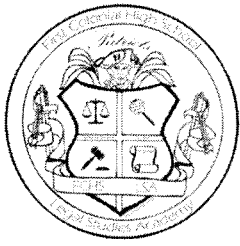
Section 3: Introduction

- Internship site name with a job description (paragraph)
- Time Sheet with supervisor's signature
- Internship Waiver and Authorization (completed, signed copy with parent signatures)
- Educational Objectives – what were your objectives for completing the internship?

Section 4: Documentation of Learning

- Cover letter to a prospective employer, seeking an internship/job (this should feature the skills and knowledge you acquired during your internship)
- Educational resume (should include your internship)
- Three professional interviews (each on a separate page)
- Reflective Essay
- An annotated bibliography that has 10 entries (each on a separate page) in APA formatting
- A copy of the thank you letter that you sent to your mentor
- Evaluation
 - If you completed the self-placement option you need to obtain the evaluation from your internship sponsor.
 - If you were placed, Ms. Miekina will obtain your evaluation.

****All of these items, except the time sheet, should be typed in size 12 font.***



Legal Studies Internship Assignment – Portfolio

Final Portfolio Checklist:

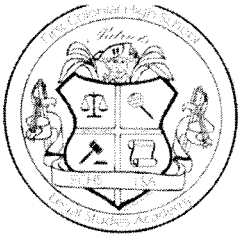
Content:

- A resume and cover letter to a potential employer
- 3 professional interviews
- A reflective essay about your internship experience
- A minimum of 10 annotated bibliographies
- Your evaluation of the workplace (ie. what did you think of your internship location)

Formatting:

- Your paperwork is in a 3-prong folder.
- Your paperwork includes page numbers, and the pages are in order.
- Your paperwork is in the following order:
 - Title Page
 - Table of Contents
 - Introduction
 - Timesheet
 - Waiver and Authorization (second copy)
 - Educational Objectives
 - Cover Letter
 - Resume
 - 3 Interviews
 - Reflective Essay
 - 10 Annotated Bibliographies
 - A COPY of the Thank You Letter that you sent to your Mentor
 - Student Evaluation
- Your paperwork is all typed – except for the timesheet, wavier and authorization and thank you letter.

Your portfolio is due on August 17th from 1 to 3 pm in the courtroom!



Legal Studies Internship Assignment – Resume Example

[FIRST NAME] [LAST NAME]

[ADDRESS]
[CITY], [STATE] [ZIP]
[EMAIL]
[PHONE]

EDUCATION

Completed [NUMBER] years at [HIGH SCHOOL].
Graduation date: [DATE].
[OTHER DETAILS OF NOTE]

RELEVANT HIGH SCHOOL STUDIES

[LIST OF CLASSES AND/OR SKILLS]

HONORS AND AWARDS

- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]
- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]
- [HONOR/AWARD/ORGANIZATION]
[DESCRIPTION]

EXPERIENCE

[TITLE/ROLE], [LOCATION]

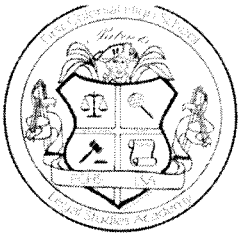
- [DATE RANGE]. [DUTIES]

[TITLE/ROLE], [LOCATION]

- [DATE RANGE]. [DUTIES]

Other

Use this category for specific activities or interests that may not fall under another heading. Examples are: Computer or other Special Skills, Languages, Travel, etc. Change the heading to reflect the content of your category.



Legal Studies Internship Assignment – Resume Example

FirstName LastName

6 Pine Street, Virginia Beach, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

First Colonial High School, Virginia Beach, VA

Overall GPA 3.8; Honor roll each quarter

Relevant High School Studies

- Introduction of Law Grade 9
- Criminal Justice/Criminal Psychology Grade 10
- Ethics and Law/Oratory and Debate Grade 11
- Forensic Science Grade 11

Honors and Awards

- Book Award Grade 11 – 12
- High School Honor Roll Grade 10 – 12
- National Honor Society Grade 9 – 11
- AP Scholar Grade 11

Extracurricular

- Student Council Grades 10 – 12
- Tennis Team Grades 9 – 12
- Kick-Off Council Grade 11 -- 12

Employment Experience

Sales Associate, The Retail Store

June 2008 – Present

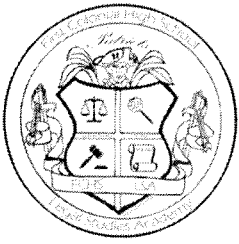
- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Community Service/Volunteer Experience

- Church Acolyte Grades 9 – 11
- Relay for Life participant Grades 9 – 11
- Big Brother / Big Sisters Grades 9 -- 12
- Arlington Literacy Program Grades 10 – 12

Interests / Activities

- Girl Scout
- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet



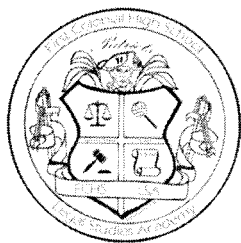
Legal Studies Internship Assignment – Professional Interviews

Professional Interviews:

During your internship you must interview THREE professionals in your field.

Requirements:

- Ask a minimum of eight (8) discussion questions of each person, preliminary questions do not count.
- Results must be typed and turned in with your final presentation.
- Plan a logical sequence of structured interview questions. Some examples are:
 - How much time have you spent in this profession?
 - Where did you receive your education?
 - Did you have early interest in this profession?
 - Did you have a mentor? Please describe that person.
 - What type of training, length, activities and background knowledge do you need?
 - How does this job differ from your original image of it?
 - What are some rewarding elements of the job?
 - If you could go back in time would you choose the same job? Why or why not?
 - What are your ultimate goals?
 - What does it take to be successful in this position?
 - Who is your current role model?
 - How do this job and its activities differ from the common stereotypes?



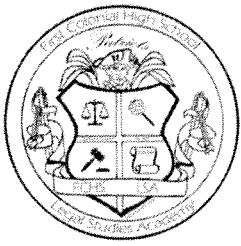
Legal Studies Internship Assignment – Reflective Essay

Students must write a reflective essay regarding their internship experience. This essay should be a minimum of five pages and must focus on the topics listed below:

1. Describe where you completed your internship, what types of experiences you had during your internship, and what your favorite and your most challenging experiences were.
2. Identify what educational objectives you had for your internship; for example, what did you hope to learn or discover during your internship.
3. Reflect on ways that you did and did not meet your educational objectives.
4. Describe at least three skills that you developed or refined while completing your internship. Explain how you learned these skills as well as what you learned.
5. Describe any issues or problems that you came across during your internship and how you resolved them.
6. Identify and discuss connections between your Legal Studies classes and your internship.

Formatting:

- Five pages minimum
- 12 pt font
- 1 inch margins
- Double spaced
- Use proper English (spelling and grammar)
- Use proper formatting (paragraphs, structure)



Legal Studies Internship Assignment – Annotated Bibliography

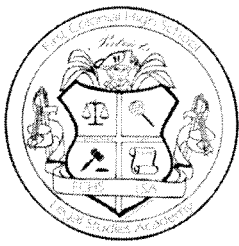
Students must research and write 10 annotated bibliography entries about current topics related to legal issues that are facing our community, nation, or world. A current topic means that the article must have been written since January of 2015.

Your annotated bibliography must include the following:

- Ten separate sources (articles) cited
- Citations in alphabetical order by first word of the entry
- Citations in correct APA format
- A 6 – 10 sentence annotation for each entry

Each entry must include:

- The citation for the source
- A summary of the article – what are the main arguments? What is the point of the article? What topics are covered? If someone asked what this article is about, what would you say?
- An evaluation/assessment of the source – is it a useful source? How does it compare with other sources in your bibliography? Is the information reliable? Is this source biased or objective? What is the goal of this source?
- A reflection regarding how you plan to use (or why you cannot use) this source. How does the information fit into your internship or legal issues? Was this source helpful to you? Has it changed how you think about your topic?



Legal Studies Internship Student Evaluation

Student Name: _____

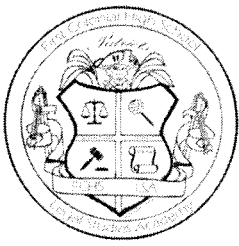
Training Location: _____ Mentor: _____

Work Traits <i>Check the most applicable:</i>	Outstanding	Above Average	Satisfactory	Needs Improvement
Ability to Work as a Team Member				
Oral Communication				
Written Communication				
Quality Work				
Directions Followed				
Care of Equipment and Materials				
Safety Practice				
Compliance with Company Policy				
Appearance/Appropriate Dress				
Attendance/Punctuality				
Acceptance of Criticism				
Enthusiasm				
Initiative				
Respect for Others				
Desire to Learn				
Job Skills/Tasks				

Evaluated by: _____ Title: _____ Date: _____

Comments: _____

This evaluation will count for 1/3 of your internship grade.



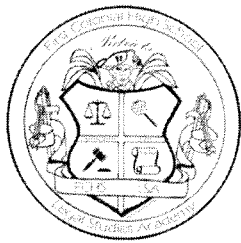
Legal Studies Internship

2015-2016

Legal Studies Academy

Internship Paperwork

Due by December 23rd, 2015!



Legal Studies Internship Student Questionnaire

Please rank the following placements (in order) that you are interested in completing. Check the box if you are planning to find your own internship and state where you are looking.

- _____ Law Office
- _____ FBI **Limited to 2 students – during the school year**
- _____ VB Courthouse
- _____ City Attorney
- _____ Office of Emergency Management
- _____ Navy JAG **Week after July 4th ONLY – no exceptions**
- _____ Fire Marshall
- _____ VB Sherriff's Department

- _____ VB Police Academy **Started in October**

I plan on finding my own internship at: _____

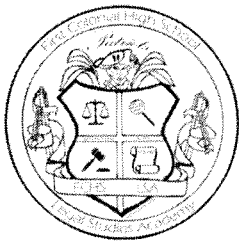
The following dates are the available times for an internship to be completed. Please circle all dates that you will be available. **If there are multiple dates you are available rank them in order of preference.**

June 20 to July 1

July 5 to 15

July 18 to 29

August 1 to 12



Legal Studies Internship Liability Waiver

Legal Studies Internship Parent Permission, Liability Waiver, and Insurance Verification Form

Student's Name: _____

Part I: Permission to Participate

I have read the information concerning the internship program and give my son/daughter _____, permission to participate in the program; I realize that each student must provide his/her own transportation to and from the internship workplace site. I also understand that my son/daughter must complete the internship in order to meet the requirement of the LSA program.

Signature of Parent/Guardian Date

Part II: Emergency Authorization

In the event that I cannot be reached in an emergency, I give permission to the Legal Studies Academy staff or the internship workplace supervisor to secure proper treatment for my son/daughter.

Signature of Parent/Guardian Date

Daytime telephone: _____

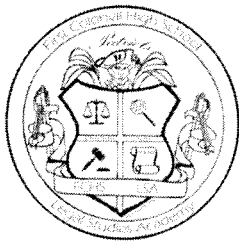
In case of emergency, contact: _____

Telephone: _____

Part III: Liability

I hereby agree to waive and release all rights that I, my child, or our representatives may have to make claim against Virginia Beach City Public Schools or their respective officers, employees, or representatives arising from injury or damages, including attorney's fees, that may result from my child's participation in the internship program. I further agree to indemnify and hold harmless the Virginia Beach City Public Schools or their respective officers, employees, or representatives from any claims, including attorney's fees, which I or my child might make or which might be made on our behalf by others, or which might be made against me or my child by others arising from my child's participation in the Legal Studies Academy internship.

Signature of Parent/Guardian Date



Legal Studies Internship Medical Authorization

Legal Studies Internship Medical Authorization Form

In order for your son/daughter to participate in the Legal Studies Academy internship experience, this form must be completed and returned to his or her internship advisor by _____.

Should it be necessary for my son or daughter to have medical treatment while participating in the Legal Studies Academy internship and I cannot be reached, I hereby give the school district and workplace personnel permission to use their best judgment in obtaining medical service for my son/daughter, and I give permission to the physician selected by the school district or workplace personnel to render whatever medical treatment he or she deems necessary and appropriate. Permission also is granted to release necessary emergency contact information and medical history to the attending physician or to the workplace, if needed.

Student's Name

Address

Date of Birth

Home Telephone

Daytime Phone Contact Information for Parent/Guardian

Contact Other Than Parent/Guardian

Relation to Student

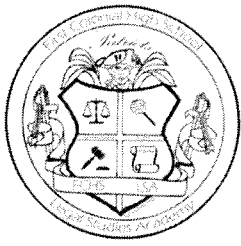
Telephone

Family Doctor

Telephone

Preferred Hospital

Telephone



Legal Studies Internship Medical Authorization

Does your son or daughter require any special accommodations because of medical limitations, disability, or other restrictions? _____ If so, please explain.

Are there medications that your son/daughter must have during the time of the internship? _____ If so, please explain.

Does your son/daughter have any allergies? _____ If so, please explain.

I hereby agree to all of the above authorizations and permissions.

Signature of Parent/Guardian

Date