



**INTERNSHIP PROGRAM  
STUDENT REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduation Semester/Year: \_\_\_\_\_

Place of Internship: \_\_\_\_\_

Supervising Attorney or Judge: \_\_\_\_\_

My internship was at a \_\_\_ Court \_\_\_ Government Agency \_\_\_ Law Firm \_\_\_ Legal Services Agency.

\_\_\_\_\_ attorneys work in the office.

The area(s) of law practice in this office include:

The area(s) of law I worked in included:

My work in this internship involved the following legal tasks:

	Considerable	Some	None
Legal research			
Drafting court documents			
Drafting other documents (e.g. contracts, wills, trusts, etc.)			
Client contact			
Contact with opposing attorneys			
Contact with government agencies and attorneys			
Court appearances			
Other:			

What factors influenced your decision to do this internship (rank 1-4, with 1 being most important and 4 being least important):

\_\_\_ Course Credit

\_\_\_ Learning Opportunity

\_\_\_ Contact/Reference for Potential Future Employment

\_\_\_ Other: \_\_\_\_\_

Discuss 2-3 takeaways that you learned about this area of legal work.

How has this internship influenced your sense of professional identity and your legal career goals? Having completed this internship, what are 2-3 aspects of being an effective attorney that you want to take with you?

What was your overall evaluation of the judge/attorney who supervised you?

	Excellent	Very Good	Average	Poor
Gave you constructive feedback				
Was available for your questions				
Conducts their work with integrity				
Sets good standards for work product				
Demonstrates professionalism				

How much responsibility did you have as an intern?

Substantial       Considerable       Some       Not Much

What were the most challenging and rewarding aspects of your work in this internship?

Were you paid for your work?       Yes       No

Did you become a Certified Law Student       Yes       No

Would you recommend this internship to other students?       Yes       No

Why or why not?

Do you have any feedback on the school's Internship Program?



**INTERNSHIP PROGRAM  
SUPERVISOR EVALUATION**

Supervising Judge or Attorney: \_\_\_\_\_

Firm/Agency: \_\_\_\_\_

Area of Law: \_\_\_\_\_

Student Intern Name: \_\_\_\_\_

In order for the law school to evaluate student performance in the internship program, we ask the supervising judge or attorney to complete this form.

	Excellent	Very Good	Average	Poor	Unknown or N/A
Knowledge of the law					
Research skills					
Writing skills					
Communication skills					
Quality of work product					
Professionalism					
Client relations					
Staff relations					
Taking ownership					
Working autonomously					
Meeting deadlines					
Overall ability					

COMMENTS:

\_\_\_\_\_  
Supervising Attorney Signature

\_\_\_\_\_  
State Bar No.

\_\_\_\_\_  
Date



**INTERNSHIP PROGRAM  
TIME SHEET**

	<b>TOTAL</b>	

Student Name:

Supervising Attorney or Judge:

Place of Internship:

**VERIFICATION OF TIME SHEET**

I verify that the above-named student worked a total of \_\_\_\_\_ hours under my supervision, on the dates listed above, for their internship credit.

\_\_\_\_\_  
Supervising Attorney Signature

\_\_\_\_\_  
State Bar No.

\_\_\_\_\_  
Date



INTERNSHIP PROGRAM  
STUDENT WORK PRODUCT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Place of Internship: \_\_\_\_\_

Supervising Attorney or Judge: \_\_\_\_\_

Students must submit a minimum of five (5) pages of their intellectual work product for each unit of credit. Examples include but are not limited to legal memoranda, draft pleadings/motions, or demand letters.

Please attach your work product, and briefly describe here:

The attached work is largely my own. My supervising attorney may have provided feedback, but I was responsible for integrating their feedback into this work product.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

All completed internship paperwork must be submitted to [internships@montereylaw.edu](mailto:internships@montereylaw.edu). Failure to submit complete materials will preclude the award of any credit.