LAW OFFICE

**STUDENT INTERNSHIP SKILLS GRID**

**\_\_\_\_\_\_\_\_\_\_\_ DISTRICT**

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can. Note: All material you come in contact with is sensitive and confidential. It is **very important** that you do not discuss a case with anyone.

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| **PROCEDURES OR SKILLS** | **DATE/ INITIAL** | **DATE/ INITIAL** | **DATE/ INITIAL** |
| 1.Alphabetize/file |  |  |  |
| 2.Gather memorandums for a case |  |  |  |
| 3.Copy documents |  |  |  |
| 4.Deliver documents to appropriate office or building |  |  |  |
| 5.Alphabetize law library |  |  |  |
| 6.Add new books to law library |  |  |  |
| 7.Type letters/memos |  |  |  |
| 8. Type depositions |  |  |  |
| 9.Learn terminology:   * Deposition * Affidavit * Exhibit * Litigation * Plead * Plea bargain * Probate * Subpoena |  |  |  |
| 10.Organize cases |  |  |  |
| 11.Shred old cases |  |  |  |
| 12.Organize exhibits |  |  |  |
| 13.Type documents |  |  |  |
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Mentor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability.