



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

College of Arts and Sciences  
Department of Government  
Political Science, Public Administration,  
Paralegal Programs  
859-622-5931  
Fax 859-622-8019

Paralegal Programs  
113 McCreary Building  
521 Lancaster Ave  
Richmond KY 40475-3102  
859-622-1025  
paralegal@eku.edu  
www.paralegal.eku.edu

Dear Prospective Intern:

Congratulations on your achievements to date in the Paralegal Program! We have compiled this packet of information to assist you in planning your upcoming internship. Although the process may seem a bit daunting at first, I assure you that the experience will be worth the effort. Most students find their internship to be the most exciting and challenging component of the LAS curriculum.

Enclosed you will find the following documents: a guide of suggested steps to take to secure an internship position, a letter which you can photocopy and give to any prospective supervising attorney, a memorandum of understanding that must be signed and returned **prior** to beginning the internship, a syllabus for LAS 399 that lists the course requirements of the internship, a sample student report, and an evaluation form that your supervising attorney must complete at the end of the internship. Please read the materials carefully.

Please be advised that **before you commit** to an internship site, it **must** be approved by the Director of the Paralegal Programs. Once approved, please update your internship application in McCreary 122. You may also contact the paralegal programs office by phone 859-622-1025 or by email [paralegal@eku.edu](mailto:paralegal@eku.edu).

Please do not hesitate to contact me if you have any questions or concerns.

Wishing you a successful internship,  
Lynnette Noblitt, Esq.  
Director of Paralegal Programs

Enclosures: as noted