



**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: \_\_\_\_\_

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

How has this internship contributed to your professional development?

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 TIME SHEET

This time sheet should be filled in each day contemporaneously with the work done. You may have several entries during a single day. Describe fully and with specificity the tasks completed. You may use as many time sheets as necessary.

[illegible]

**INTERNSHIP PROGRAM  
TIME SHEET**

TOTAL		

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  
(Supervisor may sign electronically or in hard copy)

State Bar No.

Date



**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  
(Supervisor may sign electronically or in hard copy)

\_\_\_\_\_  
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.