



Legal Office Assistant Internship Learning Objectives

Student Intern: _____ Internship Site: _____

Working with your supervisor, choose from the following learning objectives OR submit others which are specific to the position or internship assignment:

- Create, save, and print a spreadsheet.
- Create and/or utilize a database.
- Perform a mail merge.
- Use attributes (bold, italic, underline), centering and indenting commands to enhance the appearance of text.
- Create documents which include graphics, charts, and clip art.
- Manipulate text within and between documents.
- Demonstrate the ability to initiate a file search on a data file.
- Demonstrate proficiency in defining legal terms.
- Edit and rewrite correspondence to produce documents of mailable quality.
- Analyze problems involving legal issues, principles, and rules.
- Type letters or documents at 50 words per minute with no errors.
- Operate designated word processing, dictation, and transcription equipment.
- Transcribe, proofread, and correct transcribed legal office documents.
- Key legal paragraphs at a minimum of 45 words per minute.
- Effectively utilize a Windows environment through the use of function and control keys, memory, storage, and problem-solving.
- Demonstrate proficiency in integrating various software applications.
- Demonstrate an understanding of common torts and business torts.
- Demonstrate an understanding of personal and real property.
- Demonstrate an understanding of common, statutory and constitutional law.
- Demonstrate efficiency in management of business records, files, and storage systems.

- Other: _____.

- Other: _____.

To receive Credit at the end of the semester, I agree to submit the following:

1. Final Summary Portfolio
 - Written overview (minimum of 2-3 pages typed) of your internship experience including challenges you faced and how you overcame them, results of your work, reaction to your performance from other team members, description of business relationships with co-workers, how your degree assisted you in your work, and how your work benefited the company
 - Descriptions, samples and examples of the projects and tasks completed during your internship based on your list of learning objectives.
2. Supervisor Evaluation Form (provided to the supervisor by the Internship Coordinator).

Student Signature

Date