

# GUIDELINES FOR REQUIRED MEMORANDUM

## 2017 SUMMER INTERNSHIP FOR ACADEMIC CREDIT

Due no later than noon on September 29. Submit online using the link provided to you by email.

A summer internship becomes “experiential learning” when an intern both looks back and projects forward, reflecting upon the experience and drawing conclusions about the way in which it can be utilized. To that end, a satisfactory reflective memorandum is required in order to receive academic credit for a summer internship. Guidelines for the memorandum follow.

### SECTION 1 – SUMMARY

Summarize the work you engaged in over the course of your internship. Include the legal issues you considered as well as the form of your work products, written and oral. Your summary should give a sense of the full range of your activities, and may take the form of a narrative description or an annotated list.

### SECTION 2 – DETAILS AND ANALYSIS: ADDRESS ANY THREE OF THE FOLLOWING:

- Describe at least two ways in which your internship met your expectations, and at least two ways in which it did not (for good or ill). Discuss one of these aspects of your experience in depth.
- If you could add one element or assignment to your internship, what would it be? Why? How do you expect this would have enhanced your experience?
- Discuss a specific project or event where you felt your contribution made a tangible difference.
- Describe at least one practical skill you acquired (other than refining your research and writing abilities), and explain the process by which you acquired it.
- If you could improve one aspect of your performance as an intern, what would it be? Why?

### SECTION 3 – CONCLUSIONS

Substantive legal concepts aside, what knowledge or insight did you gain – e.g., about yourself, about the profession, about the attributes of effective attorneys, about the workplace – in the course of your internship?

How has your internship created, reinforced or changed your idea of yourself as a practicing attorney? Your career plans?

~~~~~

### NOTES:

Length: Ordinarily, five to seven double-spaced typed pages will be necessary to respond to the foregoing guidelines. Shorter submissions will be accepted and longer ones will be read in full. Each section should account for roughly one third of your memorandum; your summary section may not account for more than one third of the piece (use Word’s “word count” feature: Review tab > Proofing section). You should be less concerned with the length of your submission than with your analysis of your experience, as the requirement that your memorandum be “satisfactory” is a meaningful one.

Submission Process: Upload your memorandum using the link you received by email after submitting your Certification.