

South Suburban College
Patrick T. Deane, J.D., LL.M.
15800 S. State Street, S. Holland, Illinois 60473
(708) 596-2000 X2538

Dear Supervising Mentor:

Thank you for your involvement in the South Suburban College Paralegal Internship Program. I believe that the internship program is mutually beneficial to both you and the Internship Student and trust that your experience will bear that out.

Enclosed in triplicate are documents for your signature. Please sign and return two of the documents to me by giving them to the Internship Student.

Please note that the internship time frame is 210 hours. This is approximately 15 hours per week during the regular semester or 26.25 hours per week during the summer semester. The exact hours are to be determined by agreement with the Internship Student (so long as a total of 210 hours are served within the time frame of the semester).

The Internship Student will want to discuss with you the "Competencies" expected of him or her during the Internship. Working in conjunction with the Internship Student, a reasonable number of activities should be chosen as the internship goals. Thereafter, the Internship Student will summarize these activities on a page or two and submit them to me.

There will be two grading periods for which appropriate forms will be provided. The first grading period is for the mid-term and will account for 30% of the Internship Student's final grade. The second grading period is for the final and will account for 30% of the Internship Students's final grade.

Thank you for your willingness and support in serving as a Supervising Mentor. Without people like you the internship program would be impossible. I truly appreciate your involvement in the Paralegal Program and please feel free to contact me with any questions or concerns.

Again, thank you for your interest and support.

Sincerely,

Patrick T. Deane, J.D., LL.M.
Internship Instructor