

SOUTH SUBURBAN COLLEGE
15800 S. STATE
SOUTH HOLLAND, IL 60473
(708) 596-2000 EXT. 538

PARALEGAL INTERNSHIP AGREEMENT

Date: _____

I, _____ (hereinafter the "Supervising Mentor") hereby agree to accept _____ (hereinafter referred to as the "Internship Student") at _____ (the place of business or other legal environment hereinafter referred to as the "Internship Site") as an internship student from the Paralegal program at South Suburban College for a total of 210 hours (15 hours per week for a period of 14 weeks during the fall or spring semester or 26.25 hours for a period of 8 weeks during the summer semester). The following stipulations are understood and will be part of this agreement:

1. The Internship Student is enrolled in the Paralegal Internship Class and is in good standing at South Suburban College.
2. A definite schedule is planned and supervised. If the Internship Student must miss time due to illness or personal problems, the time must be made up.
3. The observation and assistance of the Internship Instructor in this related, extended classroom experience is considered a part of the educational program. An on-site visit may be made by the Internship Instructor.
4. The Internship Student is not an employee of South Suburban College. South Suburban College bears no liability for the actions or non-actions of the Internship Student.
5. The Internship Student will be reimbursed by the Supervising Mentor for expenses incurred at the request of the Supervising Mentor, including mileage, parking and phone.
6. In the event the Internship Student is not an employee of the Supervising Mentor (or the Internship Site) the Internship Student hereby recognizes that South Suburban College does not provide Workers' Compensation Insurance in the event of injury.
7. If the Supervising Mentor (or the Internship Site) wishes to employ the Internship Student, this may be done in accordance with the employment practices of the Supervising Mentor (or the Internship Site) and the laws of the State of Illinois.
8. The Supervising Mentor agrees to cooperate with the Internship Instructor to offer varied training experiences and confer with the Internship Instructor at periodic intervals and report on the Internship Student's performance at mid-term and at the end of the term in a timely manner.
9. The Internship Student agrees to perform to the best of his/her ability all duties assigned

and conform to the rules and policies of the Supervising Mentor (or the Internship Site) and South Suburban College, including, but not limited to the Student Codes of Conduct contained in the current South Suburban College catalog (which are hereby incorporated by reference into this Agreement).

10. The Internship Instructor will arrange (as needed) for related instruction, consultation and advisory service to parties concerned with this internship program.

11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

Internship Site: _____

Street Address: _____

City: _____ State _____ Zip: _____

Office Phone: _____ Fax _____

Internship Student: _____

Supervising Mentor: _____

Internship Instructor: _____

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

For South Suburban College: _____

Donald J. Manning, Vice President of Administration