

Formal Agreement Professional Practice – **Legal Internship (LGS 398A20)**  
Department of Politics and Government  
Illinois State University

Student and Site Supervisor sign and return to Professor Jason Cieslik. Please keep a copy for your files.

Form must be on file prior to start date.

Student's Name: \_\_\_\_\_

Name of Organization/Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_ Supervisor's Email Address \_\_\_\_\_

Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Student's Position \_\_\_\_\_ Hours to work per week \_\_\_\_\_

Paid OR Unpaid? \_\_\_\_\_ If this is a paid opportunity, what are the pay rate? \_\_\_\_\_

Check any of the following skills the student will be applying on the job:

\_\_\_\_\_ Critical thinking      \_\_\_\_\_ Interviewing      \_\_\_\_\_ Law office management

\_\_\_\_\_ Communication      \_\_\_\_\_ Investigation      \_\_\_\_\_ Legal ethics

\_\_\_\_\_ Computer skills      \_\_\_\_\_ Legal research      \_\_\_\_\_ Legal writing

Job Description (to be completed by student and site supervisor):

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_