

TRIBAL ADVOCATE/PARALEGAL INTERNSHIP

Dear Possible Supervisor:

This letter provides you with background information on our Legal Studies Department- tribal advocate/paralegal program at Turtle Mountain Community College (TMCC); we encourage and appreciate your participation.

TMCC's Tribal Advocate/Paralegal Program requires students to intern in a law office or closely related setting for a minimum of 40 hours during the summer semester. Our students have received intensive classroom instruction in legal concepts and numerous tribal advocacy/paralegal skills.

The intern should be prepared to perform a variety of legal tasks helpful to you. Although by no means an all-inclusive list, the student can be expected to do a majority of the following:

- Demonstrate a basic understanding of tribal, state, and court systems, as well as civil and criminal jurisdictions.
- Understand how to analyze tribal, state and federal statutes
- Identify legal issues and remedies
- Prepare legal Memoranda and briefs using logical analysis and proper citation forms
- Thoroughly research legal issues using primary and secondary legal research tools.
- Prepare and conduct a trial in a professional manner including the use of interviews, records, photos and ethical behavior

The student will receive three semester hours of academic credit for successful completion of the internship. To receive academic credit, the student must demonstrate that he/she has learned and/or practiced tribal advocate/paralegal skills. In addition to performing tasks for your organization, an intern is required to keep a daily journal and submit weekly reports on concepts and skills he/she has encountered.

TMCC would sincerely appreciate your participation in this experience. It will help students make the important shift from the academic world to the legal profession and it will help relieve the workload of your agency.

Thank you for taking time to meet with one of our students and if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,
Terri Martin-Parisien
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