

Community Internship Collaboration

Spring, 2017
Internship Posting

Organization name	Dabney and Griffith Law Office
Mentor/Contact name	Philip J. Dabney
Address	555 Oppenheimer Drive, Suite 105, Los Alamos
Phone number	662-3911
E-mail address	Phil@reidgriffithlaw.com
Organization website	Click here to enter text.
Describe your organization	Small, general practice law firm
Internship title	Legal clerk
Specific days/hours (if applicable)	Flexible, the firm hours are M-Th, 9-5, F 9-3
What will the student learn from the internship?	How a law practice operates, some basic legal principals
What does your business need that a student intern can impact?	General clerking duties, assist with trial or deposition prep, assist with pleadings prep.
What project(s) will the intern work on?	General clerking duties, assist with trial or deposition prep, assist with pleadings prep.
What skills are required for this internship?	Typing, organizational skills, people skills
What final deliverables will the student produce?	Exhibit packages, organized files, completed briefs and other communications
How would you describe the primary purpose of this project? (Select one)	Computer Science/IT Science (Biology, Chemistry, Environmental) Marketing/Communications Project Management Accounting/Finance Other
If "Other", please specify	Legal/paralegal
Any additional information you would like to share?	Click here to enter text.