

Why Intern with Peritia?

We give you real work!

We do what we say, and say what we do! We are honest with our interns about what they can expect during their internship. We don't tell the intern they will be researching a project when they spend 90% of their time doing "grunt work." We believe that honesty doesn't cost us anything and we respect our interns.

We give feedback! We realize that interns are students and they may not have the business skills and experiences that we take for granted. If our intern makes an oversight, we pull him or her aside and explain how the situation should be handled in the future.

We want you to be included too! Whether it's client meetings or Court, we like including our interns. We include interns in the daily life of our workplace.

We always explain! When we assign work, we give you a detailed explanation. We believe that patience and a few extra minutes at the beginning will pay off later when our intern can produce good work independently.

We give you a mentor! We make sure that interns have a mentor to provide guidance. Normally the partners take a personal interest in the interns and guide them personally. We truly like to teach to make your internship experience even better.

Intern Toolkit

Integrity: Peritia Law Chambers interns exhibit the highest standards of professional and personal behavior. Integrity involves a commitment to be honest, trustworthy, and respectful while having the moral courage and maturity to act.

Accountability: Peritia Law Chambers interns hold themselves accountable for the duties they perform on our behalf. They assume personal responsibility for the highest standards of work quality and in seeking professional self-development. This involves a commitment to actively seek and be receptive to constructive feedback, respect for and adherence to deadlines, and fostering self and team productivity through sound organization and attention to detail.

Commitment: Peritia Law Chambers interns are committed to achieving superior work and demonstrating professionalism. They realize that their work represents not just their own efforts, but the reputation of the organization as a whole. Beyond striving to do their best work, interns are expected to demonstrate a high energy level, display pride, and have an overall sense of purpose. They also seek to impart these traits to coworkers and business affiliates.

Teamwork: Peritia Law Chambers interns recognize that the success of our organization is reliant on the way we interact and cooperate with one another. Our interns demonstrate a positive "can do" attitude. They recognize that a collaborative effort is better than an individual one and actively search for ways to involve the expertise of others to solve challenges. We maintain a friendly, courteous approach while demonstrating fairness and compassion in all our dealings.

Proactivity: Peritia Law Chambers interns always ask themselves: "What can I be doing to help my company, help my colleagues, help myself?" Taking such initiative involves actively looking for opportunities to cultivate business, assist coworkers and affiliates, and manage one's own career with a goal-oriented approach. Peritia Law Chambers interns are encouraged to develop decision-making experience and judgment to think and act independently.

Creativity: Peritia Law Chambers interns are eager to participate and share their thoughts to add value to group creativity. They are willing to challenge conformity and identify the best solutions to make active contributions on cases and other collaborative settings.

Fiscal Responsibility: Peritia Law Chambers interns conserve the organization's resources with the same mindfulness that they would use to conserve their own. They take pride in providing quality work and bear in mind that time is a currency that generates money.

INTERNSHIP

An intern, by definition, is "a professional in training." An internship is any carefully monitored work experience in which a student has intentional learning goals and reflects actively on what he/she is learning throughout his/her tenure.

Week 1

Orientation

Skills/ interests intake questionnaire

Review how to set meaningful goals

Week 2

Review intake questionnaire; discuss goals

Week 3

Ensure goals are meaningful and measurable; seek to match goals with projects

Week 6-7

Checkpoint to discuss performance, goals, and general feedback

Week 10

Checkpoint to discuss to discuss goals and match needs for remainder of internship

Week 12-14

Performance Measurement Tools

Manager intern evaluation

Interim Manager Evaluation

Intern Self-Evaluation

POST INTERNSHIP

Post internship skills outtake

Program evaluation exit survey

Note: For maximum, ongoing tracking, we may use 'Performance Evaluation' for every relevant assignment.

Intern Skills Intake Questionnaire

At Peritia Law Chambers we define an internship as a collaborative obligation. Our responsibility is to foster an intern's growth through professional experience and training. And, in exchange, we expect interns to uphold their best to help us achieve our goals.

This intake tool is the first step in this partnership. It is designed to help us better understand your career interests, to obtain a self-evaluation of your skills, to gauge your supervision preferences, and to assess your development needs. The insight from your responses will help Peritia Law Chambers customize your internship by enabling us to best match work assignments with your needs and goals and to manage your growth in the best way.

Some of these questions will challenge you to take risks, including asking you to look at your individual interests and abilities and share what you see. Please note that you will only need to submit this when you have ALREADY been selected for this internship position. The more accurate and detailed your responses are, the better we can ensure that you get the most benefit from this hands-on teaching internship.

INTAKE QUESTIONS

Below is a list of various skills. Please rate your current abilities based on the following scale:

1=POOR 2=FAIR 3=GOOD 4=VERY GOOD 5=EXCELLENT

WORK MANAGEMENT SKILLS

- organizational skills
- time management
- self motivation to complete tasks/ initiative
- listening skills
- ability to follow directions/ complete tasks
- resolving conflict/ verbal communication
- Receptiveness to feedback
- Flexibility/ adaptability

PROFESSIONAL SKILLS

- research/ resourcefulness
- creative thinking/ problem solving

- ___ drafting/ editing
- ___ interpersonal communication
- ___ computer skills
- ___ formatting skills

OPEN FEEDBACK QUESTIONS

- 1) If you were able to choose today your first job to start your career, what would it be and why?
- 2) If you had to choose one professional skill that you're best at, what would it be? Feel free to explain why.
- 3) If you had to choose one professional skill that you need help to improve, what would it be? Please explain why.
- 4) How easy/ hard would it be for you to communicate that you do not fully understand something you are asked to do?
- 5) How easy is it for you to work independently (virtually) on an assignment versus having more supervision and/or structured time in-office?

Project Performance Evaluation

We will evaluate you based on the following:
1=POOR 2=FAIR 3=GOOD 4=VERY GOOD 5=EXCELLENT

SKILLS

- Research skills
- Drafting skills
- Writing skills
- Interpersonal skills
- Presentation skills
- Formatting skills

Post project evaluation

ABILITIES
Creativity
Resourcefulness
Attention to detail
Organization
Time Management
Initiative

Attorney Feedback

Intern Feedback
Coworker Feedback
Additional Feedback

PAID VS. UNPAID INTERNSHIPS

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to the training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing associates and partners;
4. The associate/ partner that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship;
6. Peritia Law Chambers and the intern understand that the intern is not entitled to wages for the time spent in the internship.

LAW OBJECTIVES
I am interning with the Office of the Sixth Judicial District Public Defenders Office where I am receiving first hand experience of what it is like to be an attorney, paralegal, social worker, and investigator. There are several objectives I want to work on throughout the semester in my internship that would benefit my future career path. The following is a list of skills, knowledge, and personal development that I plan on obtaining during my internship.

How has Internship at Peritia Law Chambers helped other interns?

SKILLS:

Drafting- How to draft efficiently and effectively in a short time period.

The proper manner in which to send professional memos
Improve your general writing skills.

Listening- Listen to what others have to say. Listen to the answers attorneys give you concerning their careers. Learn to pick up on cues that helps you win cases.

Empathy- Develop empathy towards others, even if it is hard to picture or understand an issue through their eyes. Peritia Law Chambers believes in charitable giving. We teach our intern to look for good qualities in others, and really see their life conditions.

Communication- Learn to communicate effectively with a diverse group of people.

Leadership- Become an active member in the office, contributing to the work that needs to be accomplished. Take the initiative to ask others if they need help, and take advantage of every opportunity to get involved. Take charge of work assigned to you, figure out what needs to be done without Step-by- step instructions.
Don't be afraid to ask for help if you cannot figure something out.

Legal research- Learn the basics of legal research, its usefulness, and shortcuts of obtaining information in a relatively short amount of time. Learn what legal research is like in law school, and how to prepare for it.

Interviewing Techniques -Gathering information from individuals such as the defendants, witnesses, victims, etc. Learn how to spot cues that people are being honest or are not being honest. How to get people to tell you what you need from them.

Debate Skills- Learn how to make sound, strong arguments. Think fast on your feet with a rebuttal to an argument.

Logical Reasoning/ Analytical Thought- Develop these skills; change your thought process to see an issue from a different angle than before.

Sense of Humor- Learn to develop a sense of humor in the workplace, especially in dealing with different types of people and cases.

Stress Management- Ways to effectively cope with the stress associated with this line of work, and the different techniques the people within the office employ to help them.

KNOWLEDGE:

Understand the legal system

Gain full knowledge of the criminal justice system and how each section relates to the other.

Learn how the court systems work for adults and juveniles.

Learn new legal terms, and how to use them properly.

Learn what a cool law firm is like.

Learn what different types of lawyers do, and get their perspectives on their job.

SELF-AWARENESS:

Learn what you want to do with your future - Law enforcement, law school, or other career?

Discover your real interests and passions- is it civil, criminal or contractual work.

Learn how to fit in with lawyers or other careers within the criminal justice system.

Discover your strengths and weaknesses; areas you excel in and ones you need improvements in.

Know that when you need help with a situation do not be afraid to ask questions on information you are not clear on.

We believe in coaching our Interns

Supervising vs. Coaching

To garner the best results from our internship program, our internship managers serve as a coach rather than a supervisor. A supervisor provides oversight while a coach provides growth opportunities. As an intern coach, we use all the skills necessary in any effective supervisory relationship, to assist interns in their transition from the classroom to the work environment. Since the internship is an extension of the learning process, we provide you with opportunities to bridge the two experiences. We meet with our interns regularly to provide feedback concerning their performance.

During these meetings, the students can:

report on the status of a project

ask questions

learn how their work is contributing to the organization

participate in an evaluation of their strengths

discuss areas needing growth and development

get a sense of what kind of work lies ahead

Student Internship Quotes

Siddharth Malhotra, Class of 2014 | Interned at Peritia Law Chambers | Attending Faculty of LAW - Delhi University

“I was very well prepared for my internship. The partners immediately put me in a situation where I was researching complex topics of law and drafting. My internship solidified my desire to be a lawyer and showed me that I would love practicing law. I am proud to be an intern at Peritia Law Chambers.”

Pradeep Sharma, Class of 2012 | Interned at Peritia Law Chambers |

“Peritia Law Chambers has exceptional research and writing work and I was eager to accept any project, whether related to civil or criminal work. In fact I ended up continuing my internship with Peritia for additional weeks to gain even more experience and exposure. I would definitely intern at Peritia again when openings become available.”