

Winding Down an Internship

Final Assignments

Make sure you are aware well in advance of your student's end date so you can tailor assignments accordingly.

Exit Expectations

Let the student know how to end the internship and handle the final assignments. Consider whether it is helpful for the student to draft an exit memo that outlines completed projects and provides information about where relevant documents and files can be found. If the student is working on an ongoing project, let the student know how to transfer information to a future intern or attorney who will continue the work. Consider whether it would be appropriate to inform the student later about the results of any ongoing project.

Collegiality

Please let others in your office know your student's end date so they can connect with the student a final time if they wish to do so. Naturally you are not required to arrange a farewell gathering for your student, but it is a nice gesture if it seems appropriate in your office culture.

Final Meeting

Hold an exit meeting with the intern during the final week in your office. Share your impressions of the student's work, providing examples of areas in which you have seen improvement and competence and areas in which the student may still need to develop. Consider offering advice about how to acquire skills and knowledge as the student moves forward. Let the intern know if you would be willing to serve as a reference in the future, and if you would be amenable to staying in touch. Our students look up to you, and knowing that you have an interest in them and their development is meaningful.