

The Professional Experience Work-Learning Agreement Plan

Complete by the student and supervisor/mentor the first week.

Semester/year: Fall / 2008

Student

Name: Matthew Mariella

SID #: 02276133

Print Legibly

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Phone: 410 530 2964

Major/ concentration: BUAD / Legal

Sponsor Organization: _____

Department: _____

Supervisor/

Mentor name: Robert Machmachun

Title: President

Email: matech99@aol.com

Phone: 410-661-5400

FAX: 410-661-2751

Student Title: Intern

Work

Phone: 410-661-5400

Summary of expected

project or job duties: Case clerical support, client interview, phone back-up, file preparation for attorneys

Note: Attach the detailed job/position description to this Work-Learning Agreement Plan.

Position starting and ending dates: 9/2 to 11/ Total Work Hours* 120 Compensation: N/A

* Maximum hours for an unpaid position are 104

Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
	8-12	1-6	8-12	1-6	—

Summary of Learning Plan: (Discuss with your supervisor/mentor. Attach the final learning plan to this form)

Learning Objectives (What I want to Learn)	Tasks & Strategies (How I will Learn)	Evaluation (How my progress will be measured for each objective)
1. Be involved with 3 different types of cases. 2. Learn the lawyer side of an actual court case 3. Be able to speak legally and professionally to clients 4. How to prepare legal files 5. Be able to understand needs of a caller and be able to direct them to proper staff.	1. Talking to attorneys, talking to clients, researching each case 2. Go to court four times 3. Observing 6 interviews and being able to conduct my own 4. Read and understand the firm's standard policy for file creation. 5. Sit near primary phone operator and observe	1. Keep a log of each case and interaction 2. Telling supervisor about each case and asking his opinions 3. Ask supervisor how I performed 4. Prepare files for at least two attorneys 5. Ask primary operator to evaluate me.

Supervisor/Mentor: I have discussed the position duties and learning objectives with the student and will provide the student with an orientation to relevant organizational procedures and functions. I agree to assign work to the student that supports the spirit and purpose of this Work-Learning Agreement. I agree to make myself available for counsel and advice for the duration of the internship. I agree to participate in site visits by the Course Facilitator and to evaluate the student's performance at mid-semester and upon completion of the internship.

Signature _____

Date 8/20/08

Student: I agree to complete all academic and work assignments promptly and to the best of my abilities. I agree to familiarize myself with and adhere to relevant organizational arrangements, procedures and functions and uphold appropriate standards of ethical/professional conduct. I understand that failure to adhere to this agreement may result in early termination of this Professional Experience and a "fail" grade for the course.

Signature Matthew Mariella

Date 8/20/08