

## Internship/ Paralegalship – FAQs

### 1. What are the working hours and weekly schedule?

Interns / paralegals are expected to work from 8:30 AM to 6:30 PM, Monday to Friday.

### 2. What is the expected dress code at the office?

Monday to Thursday: Formal attire

Friday: Smart casuals

### 3. Will you need to bring your own laptop?

No. The firm will provide you with a work laptop for the duration of the internship / paralegalship.

### 4. How to enter the premises?

Please download the Spark app for entry. We will share the Spark QR code on the first date of your internship / paralegalship. After that, you will have access to use the app independently to enter the premises.

### 5. Will there be an orientation or induction session?

Yes. Interns / paralegals will attend a brief orientation on Day 1 to get acquainted with the firm, its culture, and its policies.

### 6. What are the expectations regarding attendance and punctuality?

While there is no strict attendance criterion, interns / paralegals are expected to be punctual, disciplined, and professional.

### 7. Will you receive an internship / paralegalship certificate?

Yes. Interns / paralegals will receive the certificate upon successful completion of their internship / paralegalship.

### 8. What should you read before the internship / paralegalship?

No pre-reading is required. However, having a basic understanding of the Contract Act and the Companies Act would be helpful.

## **9. How will you be evaluated?**

Evaluation is a continuous process throughout the internship / paralegalship. While your tasks and presentations on approved topics carry the most weight, your proactiveness is equally important. Anticipating next steps for your tasks, taking initiative, seeking clarification from associates, and independent thinking will also strengthen your evaluation.

## **10. What guidelines should interns / paralegals follow when preparing presentations?**

When preparing a presentation, interns / paralegals should ensure clear contrast, relatable examples, and a commercial, practical approach rather than a purely theoretical one.

Maintain uniform formatting throughout the slides and let your own analysis and perspective come through – do not follow the law or court decisions blindly. If your view differs, state it clearly and justify it. Always be thoroughly prepared with all supporting documents and materials (even if they are not included in the slides), and do a dry run with your mentor before the presentation.

## **11. Is there a possibility of a full-time position?**

Yes, all internships / paralegalships are assessment opportunities for full-time opportunities with Resolüt Partners.