

INTERNSHIP APPLICATION
PALG497 Paralegal Seminar and Internship
Paralegal Minors and Post-BA Certificate students ONLY

Application Deadlines:

- March 1st for the Fall semester
- October 1st for the Spring semester
- PALG497 is not offered in the Summer

Academic Requirements for PALG497:

- Must have a minimum GPA of 2.75 overall and in the Paralegal Studies Program
- Completion of PALG210, PALG312 and two (2) legal specialty courses/electives
- PALG312 must be completed with a minimum grade of C- or better

PLEASE NOTE:

ALL above academic requirements must be met in order to be eligible for PALG497.

Instructions (2 STEP PROCESS):

- STEP 1: Submit the ***completed application***, with your ***current Degree Audit from DegreeWorks*** and ***two (2) copies of your resume*** to:
Prof. Nicole A. Fackina, Paralegal Studies Program Director
Dickson Hall Room 330
- STEP 2: Please allow ***one (1) week*** for processing and then contact the Applied Learning Specialist, Professor Francine C. Raguso at ragusofr@montclair.edu to schedule a placement meeting.

Additional Notes:

- There are ***no exceptions to the application deadline***. Students who do not file by the designated application deadline ***will not*** be eligible for PALG497 until the next semester it is offered.
- Students who do not contact Prof. Raguso within one (1) week of filing the internship application ***will not be guaranteed*** a placement.
- A student with a ***prior arrest or conviction*** may be excluded from certain placements.
- Placements that require ***background checks*** can take up to 8 weeks or longer for clearance.
- Some placements do not accept students who ***serve alcoholic beverages*** in paid positions.
- Students who are ***not U.S. citizens*** may encounter difficulties for certain placements.

PLEASE CHECK THE BOX BELOW.

☐ I have read and understand the all of terms and conditions stated above.

Student's Name (Print): _____

Student's Signature: _____ Date: _____

SECTION ONE: STUDENT INFORMATION

Please fill out the below information completely.

Student Name: _____

Student ID Number (CWID): _____

Mailing Address: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

MSU Email Address: _____

Personal/Alternative Email Address: _____

Placement Semester: _____

Expected Date of Program Completion: _____

For Undergraduate Paralegal Minors

Academic Major: _____

Overall GPA: _____

Paralegal GPA: _____

For Post-BA Certificate Program Students

Prior Institution: _____

Degree obtained: _____

Year the degree was obtained: _____

Major(s): _____

Minor(s): _____

Current GPA: _____

SECTION TWO: ACADEMIC QUALIFICATIONS

Please fill out the below information by using your **current Degree Audit from DegreeWorks**.
If you are currently registered in a course please enter the grade as "pending".

CORE COURSES

PALG210 Law and Litigation

PALG312 Research and Writing for Paralegals

(Students must obtain a C- or better in PALG312 to be eligible for placement.)

GRADE

PARALEGAL ELECTIVES

Paralegal electives COMPLETED

Please include the full course number and name. (Ex: PALG330 Family Law)

Paralegal electives you are CURRENTLY ENROLLED in this semester

Paralegal Electives you intend to take during your placement semester.

PLEASE NOTE:

Permits for PALG497 are not entered until the end of the semester once grades are posted and your GPA is calculated. The GPA requirement for all Paralegal Studies students is 2.75.

For undergraduate minors this means you must maintain a 2.75 GPA overall and in the minor.

IMPORTANT INFORMATION FOR POST-BAs:

You must apply for graduation (completion of your paralegal certificate) in NEST by the deadlines established by the Office of the Registrar. Please visit their website for additional details.

SECTION THREE: PLACEMENT INFORMATION

PLEASE CHECK THE APPROPRIATE BOX BELOW.

☐ **Student Request to be placed by the Applied Learning Specialist, Prof. Raguso:**

I am seeking assistance from Prof. Raguso to be placed at a site provided by the Department.

PLEASE NOTE: Students must meet with Prof. Raguso for assistance finding an internship. Internship placement is not guaranteed. Final decisions are made by the site based on your background clearance, strength of your resume and performance at the interview. The Justice Studies Department may not be able to offer placements after business hours or on weekends. If you work full-time, you may need to arrange for release time with your employer. If you cannot arrange release time you may need to secure your own placement. Internship placements are for exactly 90 hours over at least 8 weeks minimum and 15 weeks maximum. Liability insurance only covers students for 90 hours.

☐ **Student Request to Use Place of Employment:**

I am seeking approval for the use of my current place of employment as my internship site and understand that I am required to attend the accompanying seminar class.

PLEASE NOTE: Students must still go through the normal application process and meet with Prof. Raguso for approval of their place of employment as the internship site.

ALL STUDENTS MUST MEET WITH PROF. RAGUSO TO COMPLETE FORMS AND GET FINAL APPROVAL.

If you are requesting to be placed by Prof. Raguso, please complete the following:

Please select at least three (3) areas of interest.

Please number your choices, with one (1) being your first choice.

Private Law Firm

- _____ General
- _____ Real Estate
- _____ Corporate
- _____ Criminal
- _____ Intellectual Property Rights
- _____ Immigration
- _____ Family
- _____ Other _____

Public Sector

- _____ Superior Court, Family Division
- _____ Superior Court, Civil Division
- _____ Superior Court, Criminal Division
- _____ Office of the Prosecutor
- _____ Office of the Public Defender
- _____ Federal Courthouse
- _____ Legal Aid Society of New York

PLEASE NOTE:

If you are pursuing an internship at an agency that is already in the Justice Studies Department Internship Databank the referral must be done through the Department. Please check with Professor Raguso before pursuing your own internship.

PLEASE CHECK THE BOX BELOW.

☐ ***I certify that all of the above information is accurate and true.***

Student's Name (Print): _____

Student's Signature: _____ Date: _____