

PALG497 Paralegal Seminar & Internship Application (Deadline: March 1)

This is the online application for PALG497 Paralegal Seminar and Internship. We are no longer accepting applications in hard copy. You must submit your application by March 1, 2024 in order to be eligible for PALG497 in the fall 2024 semester.

PALG497 is for Paralegal Studies Minors and Post-BA students ONLY. If you are a Justice Studies Major you need to fill out the application for JUST497.

Please review the program website (<https://www.montclair.edu/justice-studies/student-resources/internship-process-info/>) to ensure you meet the requirements to complete this application.

PLEASE NOTE: This application cannot be saved and returned to later, you must complete and submit in one sitting. You will need to refer to your current degree audit in Degree Works on NEST to answer some sections in this application.

If you have any questions before starting the application, please contact Prof. Nicole A. Fackina, Paralegal Studies Program Director (fackinan@montclair.edu or 973-655-7759).

* Indicates required question

1. Email *

Student Information

You will need to access your degree audit in Degree Works on NEST to fill out some parts of this section.

2. First Name *

3. Last Name *

4. CWID *

5. Mailing Address: Number and Street Name *

6. Mailing Address: Town/City *

7. Mailing Address: State *

8. Mailing Address: Zip Code *

9. Cell Phone Number *

10. Alternate Phone Number

11. MSU Email Address *

12. Alternate Email Address *

13. Select your program *

Mark only one oval.

☐

Paralegal Studies Minor

Skip to question 14

☐

Post-BA Paralegal Studies Certificate

Skip to question 18

For Undergraduate Paralegal Minors

Students in the minor must have a 2.75 GPA overall and in the minor to be eligible for PALG497.

14. Please list your major(s) *

15. Overall GPA *

16. Paralegal Studies Minor GPA *

17. Expected graduation date *

Mark only one oval.

☐ January 2025

☐ May 2025

☐ Other: _____

Skip to question 21

For Post-BA Certificate Students

18. Please list your prior Institution. *

19. Please list the degree obtained and the year you completed it. (Ex: BA in History, 2019) *

20. Current Paralegal GPA (put N/A if you do not have a GPA yet) *

Skip to question 21

Academic Qualifications

You will need to access your degree audit in Degree Works on NEST to fill out some parts of this section.

Please enter your final grade for completed courses.

Enter "IP" for courses you are currently taking that are in progress.

PALG312 requires a C- or better prior to the placement semester.

21. Enter your final grade for PALG210 Law and Litigation *

22. Enter your final grade for PALG312 Research and Writing for Paralegals *

23. In addition to PALG210 and PALG312, have you completed at least two (2) Paralegal Studies elective courses OR do you have at least two Paralegal Studies electives in progress? *

Mark only one oval.

☐ Yes

☐ No

☐ Other: _____

Placement Preferences

24. Are you seeking approval for self-placement or requesting to use your current place of employment? *

Mark only one oval.

☐ Yes

☐ No

25. If yes, please provide the following information: Name of the Agency/Firm, Name, Title, and Contact Information of your Supervisor, and a brief statement of how the position relates to your concentration.

26. Are you seeking assistance from the Applied Learning Specialist for internship placement? *

Mark only one oval.

☐ Yes

☐ No

27. If yes, SELECT THREE (3) placement options below. These are just initial preferences, at your placement meeting, you will have the opportunity to discuss additional options.

Check all that apply.

- ☐ General Law Office
- ☐ Real Estate
- ☐ Criminal
- ☐ Immigration
- ☐ Family
- ☐ Personal Injury
- ☐ NJ Office of the Public Defender
- ☐ Legal Services
- ☐ Legal Aid Society - NYC
- ☐ Prosecutor's Office
- ☐ Superior Court
- ☐ Office of the Attorney General/NJ Division of Criminal Justice
- ☐ Other: _____

28. If you are seeking assistance to be placed by the Applied Learning Specialist, please list some geographic preferences. (Ex: Morris, Passaic, Essex, New York)

29. You may use the space below to provide any additional information.

Very Important Information

- There are no exceptions to the deadline date.
- You must complete PALG210, PALG312 and two (2) Paralegal electives before your internship semester.
- You must obtain a C- or better in PALG312.
- You must have a 2.75 GPA Overall and in the Paralegal Studies Program to be eligible for PALG497.
- Placements requiring background checks can take as long as eight weeks for clearance.
- You may be responsible for finding your own placement if you are arrested during the placement process, have a juvenile/adult arrest or conviction, or do not pass a background check. Please advise the Applied Learning Specialist of any charges or arrests you have incurred at your placement meeting.
- Students who are not U.S. citizens may encounter difficulties in securing certain placements.
- Some placements do not accept students who work as bartenders or who serve alcoholic beverages.
- The Internship Coordinator cannot guarantee placement at any site, or at a specific location.
- Final decisions are made by the site based on background clearance, strength of your resume, and interview.
- At all times students are encouraged to remain vigilant about finding a placement, as PALG497 is a requirement, and it is ultimately your responsibility to complete all requirements (at all stages) for this course.
- When your application is approved, you must schedule a placement meeting with the Applied Learning Specialist within five (5) business days.
- You will need to bring a copy of your resume and Degree Audit to your placement meeting.
- Permits for PALG497 are not entered until the end of the semester once grades are posted and your GPA is calculated.
- 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.

30. I understand and agree to the statements above. *

Mark only one oval.

☐ Yes

31. I understand that once my application is approved, I must schedule a placement meeting with the Internship Coordinator within five (5) business days and send a copy of my resume prior to the meeting. *

Mark only one oval.

☐ Yes

32. By typing my name below, I certify that the information submitted in this application is true and accurate. *

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