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 and two (2) legal specialty courses/electives
• Completion of PALG312 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:
  Professor Nicole A. Fackina
  Director, Paralegal Studies Program
  Dickson Hall Room 330
• STEP 2: Please allow one (1) week for processing and then contact the Instructional Specialist, Professor Peter A. King at kingp@montclair.edu for 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 following semester.
• Students who do not contact Prof. King 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 Academic Analysis of Progress. If you are currently registered in a course please enter the grade as “pending”.

CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALG210 Law and Litigation</td>
<td></td>
</tr>
<tr>
<td>PALG312 Research and Writing for Paralegals</td>
<td></td>
</tr>
</tbody>
</table>

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

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 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.
SECTION THREE: PLACEMENT INFORMATION

PLEASE CHECK THE APPROPRIATE BOX BELOW.

☐ Request to be placed by the Instructional Specialist, Prof. King:
I am seeking assistance from Prof. King to be placed at a site provided by the Department.

PLEASE NOTE: Students must meet with Professor King 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.

☐ Request to use current place of employment OR self-placement:
I am seeking approval for self-placement.
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 Professor King for approval of their self-placement OR place of employment as the internship site.

If you are requesting to be placed by Prof. King, please complete the following:
Please select at least three (3) areas of interest.
Please number your choices, with one (1) being your first choice.

<table>
<thead>
<tr>
<th>Private Law Firm</th>
<th>Public Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ General</td>
<td>____ Superior Court, Family Division</td>
</tr>
<tr>
<td>____ Real Estate</td>
<td>____ Superior Court, Civil Division</td>
</tr>
<tr>
<td>____ Corporate</td>
<td>____ Superior Court, Criminal Division</td>
</tr>
<tr>
<td>____ Criminal</td>
<td>____ Office of the Prosecutor</td>
</tr>
<tr>
<td>____ Intellectual Property Rights</td>
<td>____ Office of the Public Defender</td>
</tr>
<tr>
<td>____ Immigration</td>
<td>____ Federal Courthouse</td>
</tr>
<tr>
<td>____ Family</td>
<td>____ Legal Aid Society of New York</td>
</tr>
<tr>
<td>____ Other</td>
<td></td>
</tr>
</tbody>
</table>

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 King 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: ________________