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 one (1) copy of your resume to:
  Prof. Nicole A. Fackina, Paralegal Studies Program Director
  Dickson Hall Room 330
• STEP 2: You will receive email confirmation that your application has been received and processed. Once the email is sent, you will then have five (5) business days to contact the Applied Learning Specialist, Ms. Amanda Choo at chooa@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 Ms. Choo within five (5) business days of receiving the confirmation email 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: _____________________________________________________________

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**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”.*

<table>
<thead>
<tr>
<th>CORE COURSES</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>(Core courses consist of PALG210 and PALG312)</td>
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<tr>
<td>PALG210 Law and Litigation</td>
<td></td>
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<tr>
<td>PALG312 Research and Writing for Paralegals</td>
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<tr>
<td>(Students must obtain a C- or better in PALG312 to be eligible for placement.)</td>
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</tbody>
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**PARALEGAL ELECTIVES**

*Paralegal electives COMPLETED*

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

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*Paralegal electives you are CURRENTLY ENROLLED in this semester*

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*Paralegal Electives you intend to take during your placement semester.*

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**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, Ms. Amanda Choo:
I am seeking assistance from Ms. Choo to be placed at a site provided by the Department.

PLEASE NOTE: Students must meet with Ms. Choo 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/Self-placement:
I am seeking approval for the use of my current place of employment or my own self-placement 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 Ms. Amanda Choo for approval of their place of employment as the internship site.

ALL STUDENTS MUST MEET WITH MS. AMANDA CHOO TO COMPLETE FORMS AND GET FINAL APPROVAL.

If you are requesting to be placed by Ms. Choo, 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>
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<tr>
<td>Personal Injury</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</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 Ms. Amanda Choo 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: ___________________