

**Montclair State University  
Justice Studies Department  
Student Application for Paralegal Internship Placement**

**The Paralegal Internship/Co-Op Program and Accompanying Seminar  
The Paralegal Minor – PALG 497 or 498  
The Post B.A. Certificate in Paralegal Studies – PALG 497 or 498**

**Deadlines for Submission of Application**

- March 15th for the fall semester
- October 15th for the spring semester

**Academic Requirements for PALG 497/498**

- You must have an overall GPA of 2.75. or higher
- You must have a Paralegal GPA: 2.75 or higher

**Appeal Process: Students with an Overall G.P.A. Under 2.75**

- Refer to the Legal Studies Handbook: Paralegal Program Appeal Requirements and Instructions.
- Attach your appeal to this document.

**Please Note:**

- Students ***will not be permitted to register for the Internship or Coop*** if your Paralegal GPA is below a 2.75.
- You ***cannot appeal*** if your Paralegal GPA is below 2.75.

**Instructions**

- Submit *the completed application* and ***two copies of your resume*** to:  
Ms. Vicki Toffler  
Department Secretary  
DI 348
- ***Phone*** Professor Raguso, the Applied Learning Specialist, at *ext. 7702* for a placement meeting ***within one week*** of filing your application.

**Please Note:**

- Students who file their application after the deadline dates are ***not guaranteed*** a placement.
- Students who do not call Professor Raguso within a week of filing their application ***are not guaranteed*** a placement.
- A ***prior arrest or conviction*** may exclude students from certain placements.
- Placements requiring ***background checks*** can take as long as *8 weeks* for clearance.
- Some placements such as the Office of the Prosecutor cannot accept students who ***serve alcoholic beverages*** in paid positions.
- Students who are ***not U.S. citizens*** may not be eligible for certain placements.

**I have read and understand the terms stated above.**

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**I am applying for PALG 497:** Paralegal Internship for three credits. \_\_\_\_\_

**I am applying for PALG 498:** Cooperative Education for (check one):

\_\_\_\_ 4 credits    \_\_\_\_\_ 5 credits    \_\_\_\_\_ 6 credits    \_\_\_\_\_ 7credits \_\_\_\_\_ 8 credits. \_\_\_\_\_

Students interested in the Cooperative Education Option

- must satisfy both the Justice Studies and Co-op Office Requirements.
- must have department approval to register for this course.
- must *follow the same application process* and deadlines as students taking PALG 497
- must *meet with the Applied Learning Specialist* after filing their application.

\_\_\_\_\_ **I am applying for a Waiver** and understand that I must:

- be working as a Paralegal for *one year*
- submit a letter written and signed by employer on letterhead stating my hire date and my current job responsibilities.
- meet with the Justice Studies Chairperson for *approval of my waiver*
- register for *one additional Paralegal course* in lieu of PALG 497/498

\_\_\_\_\_ **I am seeking approval to use my place of employment** as my site placement and I will attend the accompanying seminar class.

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**CORE COURSES**

**GRADE**

Law and Litigation

\_\_\_\_\_

Foundations of Legal Research

\_\_\_\_\_

Legal Writing

\_\_\_\_\_

Research and Writing for Paralegals

\_\_\_\_\_

*Effective fall 2007, the core required course will be Law & Litigation (PALG 210) and Research and Writing for Paralegals (PALG 312). Foundations of Legal Research (LSLW 312) and Legal Writing (LSLW 362) will no longer be required for Paralegal minors and Post B.A. Certificate students.*

\* Students must have earned a minimum of a C- in the Foundations of Legal Research or Research and Writing for Paralegals to be eligible for placement

***Paralegal Electives Completed (PALG)***

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***List the Paralegal Electives You Are Taking This Semester***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***List the Paralegal courses you intend to take during your placement semester.***

\_\_\_\_\_

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