

PARALEGAL STUDIES PROGRAM

PRACTICUM APPLICATION FORM

To apply for the Practicum, please complete this form and submit to the Program Manager by **November 20, 2009** along with a copy of your resume. **Note: You must have a 2.75 GPA in Paralegal Studies in order to be eligible for the practicum. If your PL GPA is less than 2.75, you will need to successfully complete additional PL courses in order to be eligible to enroll in PL 2851.**

Date: _____

Semester for Practicum: _____

Name: _____

Student No.: _____

E-mail address: _____

(Please note: The program manager will notify you of your placement via e-mail)

Address: _____

Telephone No.(s): _____ Office _____ Home _____ Cell _____

Law office experience? YES [] NO [] If YES, how long?

Name and address of law firm/employer:

Dates of employment/experience:

Note: You must have completed all general education requirements and all paralegal courses in order to participate. This requirement can be adjusted if you are near completion. A copy of the current student planner is enclosed. Please check off which courses you have completed to date, and indicate which courses you intend to take during the coming semester.

(note: please **complete** survey questions on reverse side)

Practicum sites have been arranged as far west as Elyria and Westlake, as far east as Chagrin Blvd. in Beachwood and north to Euclid, as far south to Medina, Brecksville, and Akron. There have been students at a corporation, at Parma City Hall and Court, at the Justice Center downtown, at large and small law firms both city and suburban. As we attempt to place students according to their interests and needs, please let us know some of your desires in regard to the practicum by answering the following questions:

1. *Where do you live?*
2. *Do you have your own transportation?*
3. *What type of schedule do you predict for yourself (i.e. three days, five hours; four days etc.)?*
4. *What type of office or setting would interest you most (i.e. large downtown firm, small suburban firm, court, etc)? Also mention a second and third office setting choice.*
5. *What location would you like for your practicum (i.e. Parma, Medina, Berea, downtown Cleveland)? Mention more than one site possibility.*
6. *Do you wish to find your own practicum site? Have you told both the Program Manager and worked out the details with the office or firm?*
7. *What special needs and/or considerations do you have?*
8. *What objectives do you have for yourself during your practicum?*
9. *What type of law (litigation, domestic, probate, etc.) interests you most?*