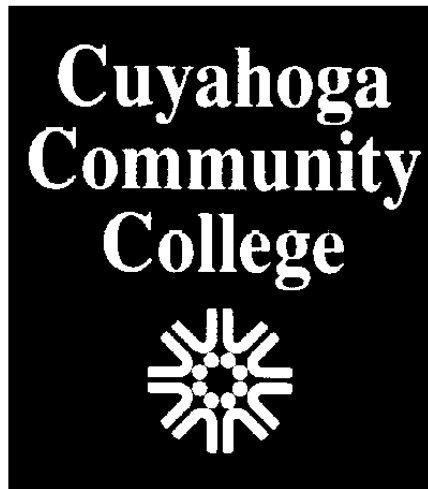


PARALEGAL STUDIES PROGRAM
HANDBOOK FOR LEGAL PRACTICUM



Spring Semester 2010

Cuyahoga Community College
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5112
Lisa O'Rear-Lassen, J.D.
Program Manager

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**Cuyahoga Community College
Paralegal Studies Program**

INFORMATION FOR STUDENT PARTICIPANT

COURSE PREREQUISITES:

The Paralegal Practicum consists of one Paralegal Studies course: PL 2851, Paralegal Practicum, and PL 2990, Capstone course. This course is a requirement for both the Associate Degree Program and for the Professional Certificate Program. In order to participate in the Paralegal Practicum, a student must have completed all program requirements (required courses, electives, and general education courses), and have the approval of the department. Students who have met the above-requirements save for one or two paralegal specialty courses may be permitted to enroll in the practicum during the semester in which they complete their remaining PL courses, at the discretion of the program manager. The student must have achieved a minimum overall GPA of 2.5, and a minimum GPA of 2.75 in all Paralegal (PL) courses.

COURSE OBJECTIVES

Goal

The Paralegal Practicum is designed to give students the opportunity to apply their formal education to actual work situations.

Supervision

The paralegal student will work either under the direct supervision of a practicing attorney or under the direct supervision of a practicing paralegal while under the overall supervision of a practicing attorney.

Schedule

Students spend 150 clock hours in a professional setting performing tasks that are typically assigned to a paralegal. The customary arrangement will be for the student to work at the Practicum site for a predetermined number of hours each week - approximately three hours to 8 hours each day worked. However, students and sponsors are free to arrange any weekly work schedule that meets their mutual needs.

Course Requirements

At the end of the Practicum, the student will hand in a term paper describing and evaluating this experience, a daily log, and a folder of work products. NOTE: Client **confidentiality** is of the utmost importance. In addition, the student will hand in an evaluation of the Practicum. No salary is paid for the Practicum work hours. The Practicum is not trial employment, and all arrangements with the practicum sponsors are made with that understanding. A letter grade is received for this course.

STEPS AND TIMETABLE FOR PARTICIPATION IN THE PARALEGAL PRACTICUM

1. All students must inform the Program Manager (Lisa O'Rear-Lassen) of their intent to participate in the Practicum by filling out an application form, which is due by Friday **November 20, 2009**.
2. The student must have completed all required courses and program requirements before enrolling in the Practicum; however, two paralegal electives may be taken concurrently with the Practicum. Exceptions to this rule must be approved by the Program Manager.
3. All Practicum sites obtained by students must be approved by the Program Manager prior to Friday **November 20**.
4. To receive credit for the Practicum, a student must register for PL 2851, Paralegal Practicum and PL 2990, Capstone course, in the same manner as for any other course.
5. All Practicum sites and sponsors are arranged through the Program Manager. Students are welcome to suggest sponsors for their Practicum. Students desiring to do so should indicate on the Practicum Application the name, address, and telephone number of their prospective sponsor. The Program Manager will visit or call the office of the sponsoring attorney to define the expectations for the Practicum, answer questions, and discuss the program. If a student is employed full time in a legal setting, that employment, with the approval of the employer and the program manager, may be used to fulfill practicum requirements. The program manager will visit the student's employer prior to the beginning of the practicum.

The Paralegal Program Manager and PL Faculty will assign students to Practicum sites. Every effort is made to match the interest and needs of students with those of their sponsors.

IMPORTANT DATES FOR PARALEGAL STUDIES PRACTICUM CANDIDATES

October 8-November 20 Work on resume writing/ check with Career Placement Services as necessary to facilitate satisfactory resume completion.

Note: *This resume must be submitted with the practicum application. This applies to everyone.*

November 20, 2009 or earlier Submit your practicum application and resume to the Program Manager. She will confer with you in person or by telephone, as needed, to discuss any resume/application issues.

Register for PL 2851 and PL 2990 after obtaining program approval from the program manager. Do not request such approval until after the November 20 deadline.

IMPORTANT DATES FOR PARALEGAL STUDIES PRACTICUM CANDIDATES (continued)

Week of December 14	The Program Manager will e-mail you practicum placement information. Please note: Every effort will be made to confirm your placement by this date. However, placement confirmation may not be possible by December 14. In that event, you will be advised. Mail cover letter and resume to sponsor upon placement.
January 2- January 9	Contact Practicum sponsor, schedule interview.
January 1 – January 16	First day of work at Practicum site.
January 9	Consult with PL 2990 instructors via Blackboard site for information regarding the submission of completed schedule and all required forms.

INITIAL MEETING WITH THE SPONSORING ORGANIZATION

When an appropriate sponsoring law firm or other organization has been identified, the student will send a copy of his/her resume to the assigned Practicum sponsor. This resume and cover letter must be approved by the program manager. Students must schedule an interview with the Practicum sponsor before beginning the Practicum experience. At this interview, students and sponsoring attorneys should discuss and arrange the following:

- A mutually agreeable and definite work schedule for the Practicum. This information must be listed on the Practicum Agreement-Student form, which is to be completed and turned in to the Capstone instructors pursuant to their directions.
- A list of proposed tasks the student may be asked to perform during the Practicum. The sponsoring organization will be provided with information which describes paralegal tasks. At this time students, might ask about any special references the attorney would consider useful background reading prior to starting the Practicum.
- Introductions to those in the office who will be responding to the student's questions and providing general office orientation.
- An understanding of the Practicum sponsor's expectations of the Practicum student and how the sponsor views your role as a student.

The Practicum interview affords an opportunity for students to suggest ways in which the skills acquired in the Paralegal Program could be incorporated into their employers' practice of law. The Practicum is designed to be a learning experience, and tasks performed should present a challenge to students. Keep in mind, however, that not all offices appreciate the capabilities of paralegals, and that many tasks, even those performed by paralegals, can be rather routine.

At the first meeting of the capstone seminar, students must submit the following required forms to the Capstone instructor, which are contained in this handbook:

- Practicum Agreement - Student
- Practicum Agreement - Participating Organization - filled out by student and signed by the Practicum sponsor. This must include a specific list of tasks to be performed, agreed upon at the initial interview;

During the course of the Practicum, the faculty sponsor will keep informed of the progress of the student by telephone calls and on-site visits. Students should not hesitate to call any time questions or concerns arise, because difficulties are more easily addressed early in the Practicum. It is the student's responsibility to report any problems early.

REQUIREMENTS FOR COMPLETING THE PRACTICUM EXPERIENCE:

1. Students must work a minimum of 150 hours. The hours worked must be in learning to do the Paralegal work of a paralegal or in actually performing paralegal functions.
2. The student must keep a daily log, written in ink, in the format provided by the Paralegal Studies Program, indicating the amount of time spent performing the various paralegal tasks. The log should be made available to the faculty sponsor at any time, and will be turned in at the end of the student work experience as part of the student's term paper. The log must contain the following information:

Date: This item should contain the date the task was performed.

Time: Indicate the number of hours (or fraction thereof) spent performing the specific tasks. Use the same format used by the site sponsor for billing (i.e. .25 for 1/4 hr., .50 for 1/2 hour).

Type of Task: Report the area of law (Probate, litigation etc.) and generally the type of task.

- Description of Task: This item should very briefly state the task performed (e.g., research, memo writing, organizing, reviewing files, drafting forms, consultations with attorneys, filing documents, interviewing witness, interviewing client, etc.).

NOTE: Remember that client confidentiality is of the utmost importance. No names or other information which will jeopardize that confidence may be reported.

3. The student must keep a folder of all work products---memos, letters, documents drafted, etc. Names and other identifying information **must** be blacked-out. If students have worked on any particularly sensitive documents, they may be omitted; but it is important that some samples of work accompany the term paper. The student will not be expected to put anything in the folder that will reveal confidential information or violate policies of the attorney or law firm for which he or she works, and documents **must be approved** by work supervisor before inclusion in the folder.
4. The student must arrange for the faculty sponsor to visit the Practicum site. The visit should include separate meetings with the supervising attorney and the student. **PLEASE NOTE: Students are responsible for arranging these visits.**

5. Each student must write a comprehensive paper describing and analyzing his or her Practicum experience. The paper should be typed, well organized, and an example of the student's best writing skills. The first page of the term paper is a cover page and should include the following information:

- Course name and number.
- Student's name, address and telephone number.
- Name of sponsoring attorney.
- Name, address, and telephone number of firm or business where the Practicum was served.
- Dates of the Practicum.

Students may choose any format for the term paper and may exercise creativity and individuality in this requirement as long as the following information is included:

- Description of the law firm or business where the Practicum was served, including the type of practice and size of firm.
- Description of the assigned tasks, including any background information that was important to understanding the assignments.
- Names of courses in the Paralegal Program that were helpful in accomplishing tasks. Identification of any instructional methods, textbooks, assignments, references, or supplemental materials that contributed significantly to doing the job well.
- Discussion of what were considered the most valuable learning experiences in the Practicum, and how the Practicum contributed to learning in ways different from the classroom.
- Evaluation of the Paralegal Program, including recommendations for individual courses.
- Personal feelings about the Practicum and about specific tasks (feelings of inadequacy, apprehension, confidence, etc.)
- Specific problems confronted and how dealt with. Example: Mr. Parks repeatedly asked me to type. I tactfully informed him that I would do so when absolutely necessary but informed him that paralegals are not trained to be typists and that I would not get credit for my Practicum if my assignments were largely secretarial in nature.

If legal research was performed, students should include for each research project:

- A description of the case and the circumstances, being ever mindful of confidentiality.
- The issue researched.
- The sources consulted.

If students observe or participate in a client interview, a courtroom proceeding, or other proceeding, the following should be included:

- Individuals involved (no proper names; simply use plaintiff, defendant, etc.)
- Purpose of the proceeding.
- Description of the outcome.

In assembling the term paper, students should be sure to attach the following items:

- Daily log.
- Work product samples. (These should be indexed and referenced in the body of the term paper.)
- Form for Student Evaluation of the Paralegal Practicum.

All parts of the term paper should be bound securely or placed in a pocket folder that will keep the paper in order.

Due Date for the Term Paper

The term paper must be submitted by the date agreed upon by the student in the Practicum agreement. If a term paper is not received by the due date, it will be assumed that the student is no longer interested in completing the requirements for the Practicum. **NO** late papers will be accepted.

A grade of "incomplete" may be given at the faculty sponsor's discretion if the student has almost finished the Practicum requirements and is likely to complete them within a short period of time after the end of the regular quarter.

At the conclusion of the Practicum, Practicum sponsors are expected to complete an evaluation form and to review it with the Practicum student. It is the student's responsibility to give the sponsor a copy of the evaluation form and to make the appointment for the interview. After the interview, the evaluation form should be mailed or delivered to the faculty sponsor. The student is responsible for following up with the practicum sponsor to ensure that the form is delivered to the program before the end of the quarter.

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ORIENTATION MATERIALS

Information for the student regarding the law office:

The Law Office: The most successful students are those who are prepared, flexible, and resourceful. Law office libraries vary considerably. Students who bring their own references, textbooks, and notes will find them useful and familiar sources of information. The Practicum is an experience in the real world of law practice. The range of tasks that might be available for students to do in a given 150 hour period will be what the law office is working on at that time.

A Practicum experience cannot cover everything learned in the program and may expose students to unfamiliar material or areas of law. Courses in the program were designed to give students the tools for effective on-the-job learning, not to give students specific solutions for every problem that may be encountered. Sometimes unexpected pressures on sponsoring attorneys or staff may make it difficult for them to answer all of a student's questions. Students who can take stock of the situation, discover new sources for information, and in other ways work around the problem, will be respected for that ability.

The Practicum is as much an opportunity to learn law office procedure and policy as it is an opportunity to use the skills gained in the classroom. During the course of the Practicum, students should inquire about all aspects of the firm's operation including time keeping, tickler system, docketing, billing, file control, and information retrieval. Knowing office procedure enables students to step into the office routine smoothly and confidently, with fewer mistakes.

Developing good working relationships is another key to successful Practicum. In large firms the staff may include, in addition to attorneys, other legal assistants or paralegals, law clerks, secretaries, bookkeepers, a records department, a word processing department, an office administrator, and a receptionist. In a small firm one person may play several of these roles. Knowing each person's area of responsibility leads to more effective interactions.

Attorneys are generally pleased to have students assist them and are willing in return to teach students what is required. Students should plan their time with the sponsoring attorney carefully, making lists of questions to avoid needless interruptions. In some cases, attorneys other than the sponsor may assign tasks. Students should be sure to clarify what specific work expectations each attorney may have. Many attorneys are not aware of all the ways a paralegal might function in their practice of law. Students should be prepared to suggest other tasks they can do that do not require legal expertise. Attorneys will assign more challenging tasks when they begin to trust that the tasks assigned can be completed efficiently by the Practicum student with a degree of competence.

Paralegals in the firm perform tasks similar to what students will be asked to do and are a valuable source of help and information. Frequently, paralegals will have tasks to delegate to Practicum students.

Secretaries assist the attorney in a multitude of ways including typing, filing, and taking and transcribing dictation. Students can expect to work with secretaries to some degree and will find them an excellent source of practical legal knowledge. On occasion, secretaries have felt the traditional attorney/secretary relationship threatened by the presence of a paralegal. This is particularly true with the first paralegal employed by the firm. It is important, therefore, that students understand and respect the role of the secretary and at the same time acquaint the secretary with how the paralegal can be part of a team whose goal is the efficient and effective delivery of legal services.

Bookkeepers will probably not have much contact with students. Typically they are in charge of all aspects of timekeeping and billing. When time sheets are late or inaccurate, the bookkeeper is responsible for obtaining the correct information.

Records Department is responsible for files, their locations, and their retrieval.

Office Administrator is responsible for the internal procedures of the firm such as supplies and equipment maintenance, and staff scheduling. Students will probably find the office administrator an excellent source for practical information about the firm's operation.

Word Processing Department is generally responsible for tailoring long standardized documents to a specific need.

Librarian keeps reference books in order and is responsible for updating the staff with changes in the law and procedure.

Receptionist answers phone calls, takes messages, and greets clients.

THINGS TO REMEMBER

1. Most students are somewhat anxious about starting a Practicum. Take some comfort from nearly all the previous students who have reported that their anxieties are quickly remedied and that they find they are capable of much more than their doubts warranted.

2. A thorough orientation conference with your supervising sponsor in the first week of the practicum is essential. Such a conference should address the expectations of both parties.
3. It is also important that you be very sensitive to the ethical standards expected of law office employees. These include, but are not limited, to the following:

YOUR TITLE. You should identify yourself to clients and others as a paralegal student. It should be made clear that you are not an attorney (or even a practicing paralegal!).

CLIENT CONFIDENTIALITY. It is of utmost importance that the names of the office's clients and the subject matter of their legal concerns be held in the strictest confidence. Refrain from discussing such matters with your friends, relatives, or others. A breach of such confidence could cause very serious consequences for yourself and especially your supervising attorney.

LEGAL ADVICE. Under **NO** circumstance are you to give legal advice to clients or others. To do so is a serious violation, and the giving of such advice could place your supervising attorney in breach of significant ethical requirements.

ATTORNEY SUPERVISION. Initially, all legal documents and correspondence prepared by you should be reviewed by an attorney prior to mailing. Eventually your supervisor may authorize you to send out correspondence under your signature. However, all legal documents must be reviewed and signed by the attorney.

CONFLICT OF INTEREST. When a situation arises in the office where you are asked to perform a task which creates for you either the appearance of or an actual conflict in personal allegiance to the client, you should immediately discuss this with your supervising attorney. The client expects and the law requires zealous allegiance to the client's case.

4. If any problems, either ethical or otherwise, arise to which the resolution is unclear, you should be very cautious and discuss the matter with an attorney in the office just as soon as possible.
5. The College in no way guarantees completion of the Practicum or the courses. The College reserves the right to terminate the Practicum and no credit will be received by the student if this occurs. Grounds for termination include insufficient performance by the student, violation of the supervising attorney's or College's policies, or unprofessional behavior by the student. In rare instances, it may be necessary to terminate a Practicum because of no fault of the student. If this occurs, other arrangements will be made to ensure that the student can complete the Practicum.
6. If any problems develop during the Practicum, please inform the faculty sponsor and program manager immediately.

INFORMATION FOR PRACTICUM SPONSORS

Cuyahoga Community College's Paralegal Studies/Legal Nurse Consulting Program, which offers both A.B. degree and post-degree certificate options, is designed to permit a student to acquire knowledge and skill in various areas of law. Students are encouraged to work a minimum of 150 hours during their final semester of study in a law office or other legal environment. The Practicum Student has had extensive classroom instruction in legal concepts and terminology. The student has acquired specific paralegal skills in addition to his or her general education courses.

A student from our program is prepared to perform a variety of legal tasks including, but not limited to, the following:

1. Performing analytical legal research in case law and statutory law, including Shepardizing;
2. Drafting pleadings, memoranda, and numerous other legal documents;
3. Interviewing witnesses and clients;
4. Working on discovery, disclosure, and trial preparation;
5. Assisting the attorney in court;
6. Preparing for real estate closings;
7. Performing tasks relating to probate, incorporation, administrative procedures, subrogation Files, collections, bankruptcy, tax, and others;
8. Organizing filing task systemization (for example, a system of forms, documents, procedures, statutory deadlines, etc. for a real estate closing or incorporation);
9. Drafting correspondence; and
10. Other professional-level tasks.

Our paralegal students are superior students, eager for a variety of challenging tasks, and ready to assume a number of tasks traditionally performed by attorneys. It is also important to note that paralegals are members of the law office legal team, quite distinct in function from that of legal secretaries and clerical workers.

Student Profile

There is no one typical student profile. Of the more than 260 students currently enrolled in the Paralegal Program, some are young adults seeking marketable skills to add to their college education, others are making a career change or beginning a career after raising a family. There are students with baccalaureate and graduate degrees and students with work experience in teaching, real estate, bookkeeping, business administration, law enforcement, sales, food service, secretarial/clerical work and library management.

Both men and women enroll in the program. An effect of this diversity is that a wide variety of talent and experience is brought to a Practicum experience in addition to the skills taught in the program.

Cuyahoga Community College sincerely appreciates your participation in this program. Not only will it help a student make that significant transition from academia to the working world of the professional, but it will also help ease the workload for the attorneys and/or Paralegals in your office

while providing additional insights into a more efficient delivery of legal services.

SPONSOR RESPONSIBILITIES

Cuyahoga Community College is grateful to you and your organization for your support in sponsoring Paralegal Practicum students. The Practicum offers our students an opportunity to learn skills and acquire knowledge that would be extremely difficult, if not impossible, to provide in the classroom. We know that students value this opportunity for practical experience. While the student benefits, the sponsoring attorney also benefits by obtaining helpful work at no cost to the organization. In addition, the Practicum provides an excellent opportunity---without commitment--to evaluate how a paralegal might function in a particular office setting. Although it is understood that a Practicum is not expected to lead to employment, many sponsors have found excellent employees as a result of the Practicum experience. In order to ensure these benefits and maintain a quality Practicum program, we have certain guidelines for those providing a Practicum.

Responsibilities of Sponsor Organization

1. The sponsoring organization should designate a specific person, either an attorney or paralegal, to act as a supervisor of the Practicum student. The supervisor should have the desire and ability to teach as well as the time to carry out the supervisory responsibilities. This representative of your organization should meet with the student to set up a student work schedule and proposed set of tasks to be completed by the student. [We realize that the set of tasks initially established may change. However, experience has shown that a specific set of expectations and a specific work schedule results in the most successful and beneficial Practicum experience.] The student is required to complete 150 hours in your office during a fifteen week period to receive two hours of college credit for the Practicum.
2. Please assign the student a variety of tasks, tasks which will require the student to use the knowledge and skills gained in the Paralegal program. Obviously, these tasks should be useful to the firm. Routine clerical and secretarial duties, while essential for the law office, are not appropriate Practicum tasks.
3. For each new task, some initial explanation or direction should be provided. A model, guide, or checklist may be useful. (Students learn general procedures in the classroom with a limited exposure to specialized situations.)
4. In addition to periodic feedback to the student on his or her performance, the sponsoring attorney will be provided with an evaluation form to assess the student's performance. This evaluation, near the end of the Practicum period, is to be discussed with the student and both the student and attorney should sign it.
5. While the Practicum is a non-paid experience, it is expected that the Practicum supervisor will reimburse the student for out-of-pocket office expenses. Personal expenses such as meals and transportation are the responsibility, of the student.
6. The sponsoring organization should provide orientation to the office for the student.
7. The student's supervisor should schedule periodic conferences with the Practicum student, especially at the outset of the work experience. In addition to reviewing the student's work

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to-date, please discuss and reach an understanding with the student about specific plans to enable the student to progress further.

8. The student's supervisor should be willing to meet informally with the Paralegal Studies Program Manager at a mutually convenient time.
9. The student's supervisor should notify the Paralegal Studies faculty supervisor when the student is not fully meeting the responsibilities of his or her job.
10. The student's supervisor provides a final evaluation of the student to the faculty supervisor. (Forms will be provided.)
11. There is no obligation to pay the student for this valuable learning experience. Some offices, however, have expressed a desire to supply remuneration for the student's regular work or for work under special circumstances, e.g., for working beyond the 150 hours or working "off" hours. If an office should desire to do so, for whatever reason, the amount of compensation should be negotiated by and between the sponsoring law office and the student.

PRACTICUM AGREEMENT - STUDENT

Cuyahoga Community College -Paralegal Studies Program
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5112

Student Name: _____

Address: _____

Telephone: _____ Soc. Sec. No.: _____

I agree to provide paralegal services, without monetary compensation, to _____
(*name of organization*) for 150 hours between _____ (*date*) and
_____ (*date*), 2009 pursuant to the requirements of Paralegal Studies Practicum
Program. In so doing I acknowledge that I am a paralegal student and that I will receive an
evaluation on the performance of duties delegated to me.

In case of emergencies necessitating deviations from my work schedule, tardiness or absences, I will
phone _____ (*office manager or supervising
attorney/paralegal*) to report necessary schedule changes.

Work Schedule:

Student Signature _____ Date _____

PRACTICUM AGREEMENT - PARTICIPATING ORGANIZATION

Cuyahoga Community College - Paralegal Studies Program
 11000 Pleasant Valley Road
 Parma, Ohio 44130
 (216) 987-5112

Name of Firm: _____

Address: _____

Telephone: _____

Immediate Supervisor & Title: _____

_____ (*name of firm or organization*)

agrees to accept, _____ a paralegal student, as an unpaid paralegal intern for purposes of the Cuyahoga Community College Paralegal Studies Program Practicum. I will provide appropriate work assignments to this student during the term of her/his requisite 150 practicum placement which commences on _____ (*date*) and ends on approximately _____ (*date*), 2009.

_____ (*supervisor name*) agrees to supervise and assume responsibility for the work product of the paralegal student and to evaluate the employment performance of the paralegal student on forms provided by the college. The undersigned specifically agrees to delegate the following tasks to the paralegal student:

Signature _____ Date _____

EVALUATION BY PRACTICUM SUPERVISOR

Cuyahoga Community College
Paralegal Studies Program
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5112

Student Name: _____

Firm: _____

Supervisor: _____

Date: _____

I. Please use the following scale to evaluate the student in the following areas:

[1] = Excellent, [2] = Very Good, [3] = Good, [4] = Fair, [5] = Poor, and [6] = Does Not Apply

Personal Characteristics

- Professional appearance
- Maturity
- Disposition
- Dependability

- Receptiveness to evaluation and feedback
- Effectiveness
- Punctuality
- Responsibility

Comments:

[1] = Excellent, [2] = Very Good, [3] = Good, [4] = Fair, [5] = Poor, and [6] = Does Not Apply

Professional Characteristics

- | | |
|---|--|
| <input type="checkbox"/> Relationship to staff | <input type="checkbox"/> Willingness to accept delegation of new or different responsibility |
| <input type="checkbox"/> Helpfulness to attorney | <input type="checkbox"/> Ability to follow instructions |
| <input type="checkbox"/> Ability to understand legal concepts | <input type="checkbox"/> Relationship to clients |

Comments:

Project/Quality of Work

- | | |
|--|--|
| <input type="checkbox"/> Written Communication | <input type="checkbox"/> Accuracy & thoroughness of work |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Value to the office |
| <input type="checkbox"/> Planning of Project | <input type="checkbox"/> Ability to apply legal concepts |
| <input type="checkbox"/> Initiative | |

II. The overall performance of the student was:

[] = Excellent, [] = Very Good, [] = Good, [] = Fair, [] = Poor, and [] = Does Not Apply

General Comments:

Signature: _____ Date: _____

I hereby verify that the Practicum supervisor has discussed this evaluation with me.

Student Signature: _____

Please send all materials to:

Sandra Clawson/Jules Tryk, Associate Professors
Paralegal Studies Program, Cuyahoga Community College,
11000 Pleasant Valley Road, Parma, OH 44130

STUDENT EVALUATION OF PRACTICUM

Cuyahoga Community College
Paralegal Studies Program
11000 Pleasant Valley Road
Parma, Ohio 44130
(216) 987-5112

Your name: _____

Practicum Placement: _____

Practicum Address: _____

Telephone: _____ **Department you worked in:** _____

Supervisor Name: _____

Supervisor's Title: _____

Describe your job duties:

Describe your project(s):

Based on the above list, designate and discuss those tasks which you felt prepared to do as a result of your paralegal studies and those for which you felt unprepared and why. (*Feel free to use a separate sheet.*)

Were you kept busy with tasks that you considered appropriate for a paralegal?

Did you receive all the direction and support you needed to do the job that was expected of you?

Describe any feedback you received with regard to your work as a student from:

(a) attorneys; (b) secretarial staff; (c) clients; (d) others.

Comment on the following:

Environment of the office:

Management of the Office:

Your Supervisor:

Please rate your supervisor using the following rating scale:

[1] = Excellent, [2] = Very Good, [3] = Good, [4] = Fair, [5] = Poor, and [6] = Does Not Apply

- Professional expertise exhibited.
- Use of paralegal personnel at job site.
- Rapport with student.
- Attitude toward paralegal profession.
- Makes clear assignments.
- Effective use of student time.
- Answers student's questions.
- Encourages student participation in discussions.
- Clearly explained how student would be evaluated.
- Gives challenging assignments.
- Fairness in the work place.

Circle the grade you would give your Practicum organization.

A B+ B C C+ D F

Would you recommend the Practicum to a friend? Why or why not?

Please return to:

Sandra Clawson/Jules Tryk, Associate Professors
Paralegal Studies Program- Cuyahoga Community College
11000 Pleasant Valley Road, Parma, OH 44130

PRACTICUM DAILY LOG
 Cuyahoga Community College
 Paralegal Studies Program
 11000 Pleasant Valley Road
 Parma, Ohio 44130
 (216) 987-5112

Date:

Time of Arrival:

Time of Departure:

Name: _____

TYPE OF TASK (AREA OF LAW)	TIME TOTAL HOURS WORKED (BY .25 SEGMENT)	DETAIL OF WORK PERFORMED (BE SPECIFIC)
TOTAL HOURS		

