

PLA 204 - 206 INTERNSHIP APPLICATION

Patrick T. Deane J.D., LL.M., Instructor

this Application to:

Name _____

Address _____

Social Security Number _____

Home Phone _____

Work Phone _____

Date of Application for Internship _____

Application for: PLA 204 _____ PLA 206 _____

Signature _____

PLA 204 -206 Paralegal /Legal Assistant Internship Course Description

For students in the paralegal/legal assistant program. Required for students during their last two semesters of the program. Students gain on-the-job training in instructor selected and approved business and/or law establishments in initial jobs related to their career objective, working a minimum of 15 hours weekly. Specialized seminars are held one hour weekly in conjunction with the courses in the fall, spring and summer semesters.

*PLA 204 Prerequisites: * Completion of PLA 101, BLW 201, BLW 202, OAT 172, SPEECH 108, PLA 201, PLA 202, PLA 203, formal admission to the Paralegal Program, AND consent of the instructor. PLA 205 may be taken concurrently.*

PLA 206 Prerequisites: PLA 204 and the consent of instructor

PLEASE LIST YOUR GRADES FOR THE COURSES COMPLETED: If you are currently enrolled enter "CE".

PLA 101 FUNDAMENTALS OF PARALEGALISM _____

BLW 201 INTRODUCTION TO BUSINESS LAW _____

BLW 202 INTERMEDIATE BUSINESS LAW _____

OAT 172 BUSINESS COMMUNICATIONS _____

SPEECH 108 INTRODUCTION TO SPEECH _____

PLA 201 EVIDENCE AND INVESTIGATION _____

PLA 202 LITIGATION _____

PLA 203 LEGAL RESEARCH I _____

PLA 205 LEGAL RESEARCH II _____

Please attach a current copy of your SSC transcript and return

Patrick T. Deane, Attorney at Law
Room 3427 at SSC
Phone (708) 596 - 2000 ext. 2538

INSTRUCTIONS

As the Intern Coordinator for both PLA 204 and PLA 206, I am limited to a total of sixteen Qualified Students that I can have registered in any given semester ("Qualified Student(s)" is defined as a student who has been admitted to the Paralegal Program and has met the prerequisites identified in the course description below). Combining the two courses, I can have no more than sixteen students in any given semester.

Therefore, if you are a Qualified Student you must register for either PLA 204 or PLA 206 as soon as registration opens for the semester in which you plan to enroll in your first or second internship. Thereafter, if you are one of the first sixteen Qualified Students who register, I will review your formal application on this form after the first night of class and, if you meet all of the prerequisites for the course, authorize you to remain enrolled in either PLA 204 or PLA 206.

As stated in the Course Description, the PLA 204/206 Internships are an opportunity to gain on-the-job training. The weekly seminars are a valuable part of this experience. Regular attendance and participation is required. I recommend that you attempt to procure your Internship Site with my assistance and cooperation. However, if after a diligent effort, a suitable Internship Site cannot be found, I will use my best efforts to place you in an appropriate Internship Site (such as a Governmental Agency).

If you have any questions or if I can be of help in any way, please contact me at the phone number listed above. If I am unavailable when you call, leave a message and a number where I can reach you and I will return your call as soon as possible.

Please use the space below to provide your site information to me:

Supervising Mentor: _____

Internship Site: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Additional Comments: _____
