

**COLLEGE OF DUPAGE**  
**Paralegal Studies Program**  
**PRACTICUM APPLICATION FORM**  
**PLGL 2600 - Paralegal Practicum**

Students seeking to enroll in the paralegal practicum must have completed the prerequisites noted below and must complete and submit this application in accordance with the instructions. Students are expected to make efforts to find a worksite to perform the required practicum hours, although the coordinator will assist in finding a worksite should a student need such assistance. Admission to the practicum will be granted on a first-come, first-served basis to students based on the date of submission of the completed application.

Application deadlines are shown below:

Intended Semester for Practicum	Due Date
Spring	November 20 of previous semester
Summer	March 20 of previous semester
Fall	June 20 of previous semester

*Note: This application is a fillable form, however you first will need to save it to your computer. Please save, complete, and email to Professor Sally N. Fairbank at [fairbank@cod.edu](mailto:fairbank@cod.edu).*

Date of this Application: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Addresses:

COD e-mail address (name@dupage.edu): 1) \_\_\_\_\_

Other e-mail address: 2) \_\_\_\_\_

Semester Seeking Enrollment in Paralegal Practicum: \_\_\_\_\_

Section of the Practicum You Wish to Enroll In - 1<sup>st</sup> choice: \_\_\_\_\_

Indicate BOTH the class meeting day (for example, *Tuesday evening*) AND the section number (for example, *Section 001*).

Section of the Practicum You Wish to Enroll In - 2nd choice: \_\_\_\_\_

Indicate BOTH the class meeting day (for example, *Friday afternoon*) AND the section number (for example, *Section 002*).

Intended Graduation Date: \_\_\_\_\_

The following three classes are prerequisites for admission into the Paralegal Practicum:

- 1) Completion of PLGL 1200 *Civil Litigation*, PLGL 1250 *Legal Ethics and Law Office Organizations* and PLGL 1500, *Introduction to Legal Research and Writing*.
- 2) Admission into the Paralegal Studies program. [Note that a separate admission application (including reference letters and course prerequisites) is required to be admitted into the Paralegal Studies program. See "Getting Started" on our paralegal web page, [www.cod.edu/paralegal](http://www.cod.edu/paralegal), and scroll down to the bottom of the page for the required application and reference letter forms.]

### COMPLETION OF PREREQUISITES:

1. State the semester and year that you completed the following courses:

PLGL 1200, *Civil Litigation*: \_\_\_\_\_

PLGL 1250, *Legal Ethics and Law Office Organizations*: \_\_\_\_\_

PLGL 1500, *Introduction to Legal Research and Writing*: \_\_\_\_\_

2. a. State the date you were admitted into the Paralegal Program. \_\_\_\_\_
- b. If you have not yet been admitted, state the date that you submitted your application materials to the Program Coordinator. \_\_\_\_\_

### ASSIGNMENT TO PRACTICUM WORKSITE:

3. Do you have a law office in mind for performing the work required? \_\_\_\_ yes \_\_\_\_ no  
(If you answered "no", skip to No. 4 on the next page).

If you answered "yes", provide the following information:

Name of law office: \_\_\_\_\_

Address of law office: \_\_\_\_\_  
\_\_\_\_\_

Name of attorney who will be supervising your work: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Have you reviewed the Paralegal Practicum Information Sheet (available on the paralegal web site) with your supervising attorney? \_\_\_\_ yes \_\_\_\_ no

If you answered "no", state the date when such review will be completed. \_\_\_\_\_

4. If you answered "no" to question No. 3 above, are you seeking assistance in finding a worksite?  
\_\_\_\_ yes \_\_\_\_ no

If so, state the efforts you have made to find your own worksite (**Note: Do not leave this section blank.**) Networking is often the most effective way to find an internship, so you should be talking to friends, family members, and fellow students about your interest in finding an internship.

If you are seeking help finding a work site, please rank the following legal fields from 1 to 5 (with 1 being your first choice) in order of your preference for the type of legal work you would like to perform in the paralegal practicum. The coordinator will attempt to help you find a law office that responds to your interests, but there is no guarantee that such a placement can be made.

Litigation \_\_\_\_\_  
 Business and Corporate Law \_\_\_\_\_  
 Real Property \_\_\_\_\_  
 Estate Planning, Wills, and Trusts \_\_\_\_\_  
 Family Law \_\_\_\_\_  
 Intellectual Property \_\_\_\_\_  
 Criminal Law \_\_\_\_\_  
 Other \_\_\_\_\_  
 No preference \_\_\_\_\_

Describe the duties you would like to perform in your practicum.

Describe the environment you would like to experience during your practicum (for example, would you prefer to work for a sole practitioner, in a large firm, for a government agency, etc.)

Identify any factors that might impair your ability to perform your practicum. For example, if you have transportation problems, inability to work during certain hours, need for special accommodations, etc., please note these below.

5. **Submit your application.** Thank you for completing this application. Please email the completed form to Professor Sally N. Fairbank at [fairbank@cod.edu](mailto:fairbank@cod.edu). You may also deliver your completed application to Professor Sally N. Fairbank, Paralegal Studies Program Chair, BIC 1471A, or send it by mail to Professor Sally N. Fairbank, J.D., College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137.

**If your application is accepted, the coordinator will send an e-permit to the Registration Office, and will send you an email telling you that a permit has been sent. The permits expire within 24 hours of issue, so you must enroll as soon as possible after you receive the email that the permit has been sent. NOTE THAT THE ONLINE REGISTRATION SYSTEM DOES NOT RECOGNIZE THESE E-PERMITS, SO YOU CANNOT ENROLL IN THE PRACTICUM ONLINE! After the permit has been sent, you can enroll in the practicum either in person at the Registration desk, or over the phone, by calling 630-942-2377.**

After your application has been accepted, a Practicum Site Agreement and Student Agreement must be signed by you, your supervising attorney, and the coordinator. Copies of these forms are posted on the paralegal web page, [http://www.cod.edu/programs/paralegal/pdf/paralegal\\_practicum\\_site\\_agrmt\\_forms.pdf](http://www.cod.edu/programs/paralegal/pdf/paralegal_practicum_site_agrmt_forms.pdf).