College of Extended Learning
Downtown Campus
835 Market Street, 6th Floor
San Francisco, CA 94103-1901

Paralegal Studies Certificate Program

Student Application for Internship

Please provide answers to the following questions. This information will help in counseling you for an internship most closely allied to your educational needs.

1. Name: _____ Date: _____

2. Address: _____

3. Phone Number: _____ (day); _____ (evening)

4. Email: _____

5. List of completed courses as of this semester:

_____ _____
_____ _____
_____ _____
_____ _____

6. Courses in which you intend to enroll for the next semester:

_____ _____
_____ _____

7. Prior education level:

8. Briefly explain what your expectations are of an internship (i.e. exposure to the "law," job contacts, geographic preferences, etc.).

9. What kind of skills are you interested in developing (i.e. legal research, discovery, pleadings, client contact, etc.)?

10. What areas of law are you interested in? (List your first and second choices.)

11. Describe any special requirements you may have in a field placement (time limitations, physical limits, geographical limits, etc.).

12. Are you available to intern during daytime hours (i.e. 9:00 A.M. to 5:30 P.M.)?

Please return this application to Pat Medina, Paralegal Internship Supervisor, by one of the following methods:

In Person: Please leave your form at the front desk to my attention.

E-mail: Send the form as a Word attachment to patsmedina@aol.com.

PLEASE ALLOW 10 TO 15 DAYS FOR PROCESSING