

**College of DuPage Paralegal Studies Program**  
**Paralegal Practicum/Internship Information - PLGL 2600**

The Paralegal Studies Program Practicum is a three credit-hour course in which eligible paralegal students report to an assigned site and work under the supervision of an attorney for a minimum of 120 hours over the course of a semester, in exchange for course credit. The work schedule for performing work at the work site shall be agreed upon between the individual student and supervising attorney at the start of the semester.

To ensure that students participating in the practicum possess the requisite level of skill and knowledge, students must have completed the following paralegal courses: PLGL 1100, Introduction to Paralegal Studies, PLGL 1150, Drafting Legal Documents, PLGL 1200, Civil Litigation, and PLGL 1500, Introduction to Legal Research and Writing. Therefore, before participating in the practicum, students have learned the basics of our local legal system; they can conduct legal research; draft documents, memoranda and motions, and have an understanding of the ethical principles important to the practice of law. Most practicum students are in their last semester of the program and will have also completed specialty courses in areas such as family law, real estate, torts, criminal law and procedure, or corporate law.

Students will be allowed to participate in the practicum based on having completed the above-referenced courses and submitting transcripts, a resume, a statement of goals, and reference letters to the Program Chair. In most cases, students will have had a personal interview with the Program Chair prior to enrolling in the practicum. As a condition of participating in the practicum, students will sign agreements regarding client confidentiality, professional conduct, and release of liability.

It is expected that a law firm or agency supervising a student shall provide the student with the opportunity to engage in meaningful entry-level paralegal work within the normal bounds of the organization's business, under the supervision of an attorney. It is further expected that the supervising attorney will provide feedback to the student and Program Chair regarding the performance of tasks assigned, by way of editing/correcting student work and completing a brief evaluation at the end of the semester. The supervising attorney will also meet with the Program Chair, either in person or via telephone, to discuss the student's progress during the course of the practicum. In cases where the student is currently employed at the practicum site, the supervising attorney agrees to assign paralegal tasks to the student that are outside the student's ordinary scope of duties in order to broaden the student's experience while enrolled in the practicum.

We are very grateful to our site hosts for giving our students the opportunity to grow professionally under their supervision and prepare to enter the workforce with practical experience as a contributing member of a legal team. Thank you very much for your support of our program.

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