

**COLLEGE OF DUPAGE
PRACTICUM SITE AGREEMENT
PLGL 2600**

Name of Practicum Site: _____

Address of Practicum Site: _____

In order to provide an opportunity for paralegal students at the College of DuPage to gain onsite professional paralegal job experience, the Paralegal Program Chair at the College of DuPage, the Site Supervisor at the worksite indicated below, and the Student indicated below, enter into the following mutual covenants and agreements:

The Practicum Site, under the direction of the Site Supervisor, agrees:

1. To provide the required paralegal or legal assistant work experiences for the Student that will provide practical knowledge of the duties and tasks required of paralegals in the workplace.
2. To provide the Student with a minimum of 120 hours of supervised paralegal experiences over the term of the Practicum.
3. To assist in the evaluation of the Student by completing a written evaluation of the Student at the end of the Practicum. This evaluation will comprise forty % of the Student’s final grade in the Practicum course. All employees at the Practicum site with significant involvement in the training process of the Student will contribute to this evaluation.
4. To be available from time to time for consultation with the Program Chair regarding the Student’s progress and activities, either in person or over the telephone.
5. To provide an orientation session for the Student at the worksite as well as reinforcement of skills and occupational supervision during the course of the Practicum.
6. In cases where the Student is currently employed at the Practicum Site, the Site Supervisor agrees to assign work to the Student which is outside the Student’s ordinary scope of duties, which will be supervised by a licensed attorney, or a supervising paralegal, and which will provide the Student with practical paralegal experience that their current work assignment does not provide. *This provision is not applicable in situations where the student is a newly hired employee at the internship site (that is, has been working at the site for two months or less at the time of the start of the of semester).* In such cases, all of the work the student is performing is considered “new learning”, and will be credited towards the students’ internship hours requirement.

The Program Chair agrees:

1. To consult with the Site Supervisor and other employees at the worksite, and to render assistance with problems associated with the Practicum to the best of his or her ability.
2. To assist in the evaluation of the Student.
3. To promptly address any problems that may arise during the course of the Practicum.

The Practicum may be terminated for the following reasons:

1. The Site Supervisor requests that the Student be dismissed because of his/her dissatisfaction with the Student’s professional performance and /or personal conduct.
2. The Program Chair believes that the Student is receiving less than appropriate training and/or supervision in paralegal or legal assistant matters.

The Student understands that should the Practicum be terminated for the first reason listed above, he/she may or may not be offered another Practicum at the College of DuPage. Such decision will be made by the Program Chair after consultation with the Site Supervisor and the Student. This decision will be based on the willingness and ability of the Student to adequately perform paralegal duties at a work site.

Site Supervisor

Date

Program Chair

Date

Student

Date

PARALEGAL PRACTICUM – PLGL 2600

STUDENT AGREEMENT

In consideration of my being permitted to participate in the Paralegal Practicum course offered by College of DuPage, I hereby agree to the following:

1. I will at all times obey and conform my behavior to the Illinois Code of Professional Responsibility, ILCS and the Illinois Code of Paralegal Ethics www.ipaonline.org
2. I will follow the directives and instructions of my Practicum Site Supervisor and perform assigned tasks to the best of my ability and in accordance with any and all policies and procedures at the site with regard to conflict of interest, confidentiality, general conduct, or other office matters.
3. I will strictly observe the requirements of confidentiality in preserving any secrets or confidences of clients to which I may be exposed and hereby attest that I have read and understand the requirements of confidentiality as stated in the Illinois Code of Professional Conduct, (Illinois Supreme Court Rules 1.1 - 8.5) and the Illinois Code of Paralegal Ethics.
4. I will strictly observe the rules regarding conflict of interest and will promptly notify my Practicum Site Supervisor of any potential conflicts.
5. I understand that the Site is not responsible in any special way for any injury or other harm suffered by me while at the Site.

Student: _____
Signature Date

Name of Practicum Site: _____

Program Chair: _____
Signature Date