



**Paralegal Studies Certificate Program**

*Student Internship Application*

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.)

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

12. Are you available during business hours (i.e. 9 AM to 5 PM)?  YES  NO

Please return this application to Mali Kigasari, Paralegal Internship Instructor/Advisor, by one of the following methods:

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

E-mail: Send the form as an attachment to [mkigasar@sfsu.edu](mailto:mkigasar@sfsu.edu).

**PLEASE ALLOW 10 TO 15 DAYS FOR PROCESSING**