

**Paralegal Program Policy Re: Enrollment in Para 469-Internship following an interruption in enrollment in Paralegal courses.**

Para 469 Internship is designed as an academic opportunity to demonstrate and enhance skills developed after completing (at a minimum) the prerequisite courses. The internship experience requires that these skills be “fresh” so that the prospective intern is able to effectively participate in the internship. Delay between enrollment in Paralegal courses and the internship may result in the prospective intern lacking the necessary skills to meet the internship objectives.

In the event that a student has had an interruption in enrollment in Paralegal courses for more than two consecutive semesters and is seeking enrollment in Para 469-Internship, that student will be subject to “Individual Review”.

**Individual Review:** A student who has not been enrolled in Paralegal courses for two consecutive semesters and desires to enroll in Para 469 will not be automatically enrolled, even if the student has completed the necessary prerequisite courses. The Paralegal Program Coordinator and/or course instructor will assess the student’s readiness to enroll in Para 469 using the following criteria:

- 1)Length of delay between enrollment in paralegal courses and the semester that the student seeks to enroll in Para 469;
- 2)Law-related work experience completed during the period of delay; and
- 3)Any other factor bearing on the student’s ability to participate in Para 469.

In the event that it is determined that the student is not prepared to enroll in Para 469, remedial measures may be required of the student before the student is permitted to enroll in Para 469. An example of such remedial measures includes the requirement that the student take or re-take one or more Paralegal courses. The remedial measures are intended to insure that the student’s skills and knowledge base in ethics, legal research and writing, interviewing and other substantive skills are sufficiently developed and “fresh” to allow the student to effectively participate in the internship experience.

Any student seeking to enroll in Para 469 after an interruption in enrollment in Paralegal courses is encouraged to speak to the Program Coordinator as soon as possible to allow for completion of any required remedial measures.

Adopted: January 13, 2016  
Annual Review: