# PARALEGAL PRACTICUM SITE AGREEMENT

In order to provide an opportunity for paralegal students at Charter Oak State College (COSC) to gain onsite professional paralegal job experience, the COSC Practicum Program Coordinator (PPC)/PLG 399 Instructor, 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:

* 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.
* To provide the Student with a minimum of 240 hours of supervised paralegal experiences over the term of the Practicum.
* To provide an orientation session for the Student at the worksite as well as reinforcement of skills and occupational supervision during the Practicum.
* 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, and which will provide the Student with practical paralegal experience that their current work assignment does not provide.
* To review all information sent by COSC.
* To respond to any student-specific communication from the course instructor.
* To sign the Practicum Site agreement or assist with delivering the agreement to the appropriate person and return it to the Instructor.
* To verify the student’s time spent in the facility on the student time sheet.
* To complete the Site Supervisor Evaluation form at Week 8 and 15 of the Practicum. If other professionals were involved with supervising the student, include their input in the evaluation, as appropriate.
* To participate in a Midterm and Final evaluation conference with the PPC and the Student regarding the Student’s performance and learning during the scheduled practicum time.
* To provide positive support and act as a professional role model.

## The Paralegal Program Coordinator/PLG 399 Instructor Agrees:

* To confirm the signing of the Practicum Site Agreement for each site.
* To participate in a Midterm and Final evaluation conference with the Site Supervisor and the Student regarding the student’s performance and learning during the scheduled practicum time.
* To remain alert to problems indicated by either the Student or the Site Supervisor.
* To review the evaluations from the Site Supervisor and the Student.
* To utilize feedback from Site Supervisor and student evaluations to improving future practicum experiences
* To provide positive support and act as a professional role model.
* To comply with all faculty expectations and best practices for interacting with students enrolled in PLG 399 in Blackboard

## The Student Agrees:

* To contact the Site Supervisor the week prior to the scheduled start date to confirm the schedule and times.
* To be on time and communicate with the Site Supervisor if they are going to be late or are unable to attend during the scheduled work time.
* To dress in a professional manner compatible with the site’s dress code.
* To accurately document the hours spent in the facility utilizing the student time sheet available.
* To maintain professional behavior during the professional practice experience remembering that student behavior reflects on the site, on the college, on legal profession, and on themself.
* To obey and conform behavior to the Code of Professional Responsibility and the Code of Paralegal Ethics in the state where the practicum is performed.
* To observe the requirements of confidentiality in preserving any secrets or confidences of clients to which exposed
* To observe the rules regarding conflict of interest and will promptly notify my Practicum Site Supervisor of any potential conflicts.

## Travel and Expenses:

Travel to work sites is the responsibility of the student. Students are expected to have a car or to provide their own transportation to all remote sites; no exceptions will be made. Not all sites are accessible by public transportation.

All expenses for transportation, parking, meals, and costs of prerequisites associated with this Practicum are the responsibility of the student.

## Termination 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 COSC PPC 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, the student may or may not be offered another Practicum at COSC. Such decision will be made by the COSC PPC after consultation with the Site Supervisor, PLG 399 Instructor, and the Student. This decision will be based on the willingness and ability of the Student to adequately perform paralegal duties in a work site.

## By signing below, you acknowledge that you have read the above agreement and agree to its terms.

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Student Date

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Site Supervisor Date

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Paralegal Program Coordinator /PLG 399 Instructor Date