



GEORGETOWN
UNIVERSITY
SCHOOL OF CONTINUING STUDIES

CENTER FOR CONTINUING & PROFESSIONAL EDUCATION
Paralegal Studies Program

TO: Applicants to the Georgetown University Paralegal Studies Program

FROM: Kelly S. Holdcraft, Director

RE: Summer 2011 Intensive Program Information

Greetings from Georgetown Paralegal!

This document provides you with important information on the following items for our Summer 2011 Intensive Program:

- I. Tuition**
- II. Financial Aid**
- III. Schedule of Classes**
 - a. General Legal Track**
 - b. Litigation Technology/Legal Project Management Track**
- IV. Orientation Bootcamp**
- V. Internship**
- VI. Housing**
- VII. NFPA Scholarship**

Please note that the application deadline for the Georgetown Paralegal Summer 2011 Intensive Program is May 1, 2011.

If you have any questions please feel free to give me a call at 202-687-8466 or send me an email at ksh54@georgetown.edu.

I look forward to reviewing your completed application soon!



GEORGETOWN
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Paralegal Studies Program

PROGRAM INFORMATION
Summer 2011 Intensive Program

I. Tuition

Tuition for the Summer Intensive Program is \$8,600 and due upon time of registration. Books are approximately \$1,200.

II. Financial Aid

Paralegal Studies students enrolled at least half-time may be eligible for federal financial aid. To determine eligibility for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). This form is available online at <http://www.fafsa.ed.gov/>. When completing the FAFSA application, please pay close attention to the following questions:

Question 28: Paralegal Studies students are "5th year/other undergraduate". Do not answer the question as a graduate student.

Question 29: Paralegal Studies students are considered "Certificate or diploma (occupational, technical or educational program of less than two years)".

Please see the annual [loan limit chart](#) for maximum federal loan amounts. Paralegal studies students can borrow up to the annual limits of a 4th year undergraduate.

Students in the Paralegal Studies Program are considered undergraduate students and *not* eligible for the Graduate Plus Loan.

**GEORGETOWN PARALEGAL
PROGRAM INFORMATION
Summer 2011 Intensive Program**

III. Schedule of Courses

PART 1 – May 23, 2011 – June 29, 2011						
Course Title	Instructor	Days	Start Date	End Date	Start Time	End Time
Legal Research and Writing -Sec 1*	Suzanne Tsintolas	T/R	5/24/11	6/28/11	1:00pm	4:00pm
Academic Scholars Program – Sec 1*	Joan Casper	M/W	5/23/11	6/27/11	6:15pm	9:50pm
Legal Research and Writing -Sec 2*	Erica Simpson	T/R	5/24/11	6/28/11	1:00pm	4:00pm
Academic Scholars Program – Sec 2*	Joan Casper	M/W	5/23/11	6/27/11	6:15pm	9:50pm
Corporate Law Practice	Deborah Bouchoux	M/W	5/23/11	6/27/11	9:00am	12:00pm
Introduction to Litigation	Suzanne Tsintolas	T/R	5/24/11	6/28/11	9:00am	12:00pm
Contract Law	Paul Nettleford	M/W	5/23/11	6/27/11	1:00pm	4:00pm
Legal Ethics	Ken Kellner	W	5/25/11	6/29/11	6:30pm	9:00pm
Paralegal Internship	Kelly S. Holdcraft	M – F	8/8/11	9/2/11	N/A	N/A

a. General Legal Track

PART 2 – July 6, 2011 – August 5, 2011 – GENERAL LEGAL TRACK						
Paralegal Seminar	Kelly S. Holdcraft	F	7/8/11	8/5/11	1:30pm	3:30pm
Adv. Legal Writing Seminar -Sec 1*	Suzanne Tsintolas	T/R	7/7/11	8/4/11	1:00pm	4:00pm
Adv. Legal Writing Seminar -Sec 2*	Erica Simpson	T/R	7/7/11	8/4/11	1:00pm	4:00pm
Adv. Litigation & Trial Practice	Chris Zampogna	T/R	7/7/11	8/4/11	9:00am	12:00pm
Tort Law	Paul Nettleford	M/W	7/6/11	8/3/11	1:00pm	4:00pm
Legal Technology	David Carns	F	7/8/11	8/5/11	9:00am	12:30pm
PART 2 – July 6, 2011 – August 5, 2011 – GENERAL LEGAL TRACK - ELECTIVE						
Intellectual Property	TBD	M/W	7/6/11	8/3/11	9:00am	12:00pm
Intro. to Administrative Law	Ken Kellner	W	7/6/11	8/3/11	6:30pm	9:00pm

b. Litigation Technology/Legal Project Management Track

Summer Intensive Students: With the addition of this new track, students can decide whether they would like to take the “General Legal Track” or the “Litigation Technology/Legal Project Management Track” in Part II of the Summer Intensive Program or Third Semester of the Evening Program. The “Litigation Technology/Legal Project Management Track” will include courses in eDiscovery, advanced legal and trial technology, and legal project management courses, including 35 hours of project management education required to apply for a PMP certification.

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Please join us for a Litigation Technology/Legal Project Management Information Webinar for prospective, new and returning students on Friday, May 13, 2011 at 12:30pm. [Register here](#) for this webinar.

PART 2 – July 6, 2011 – August 5, 2011 – LIT TECH/LEGAL PROJ MGMT TRACK						
Paralegal Seminar	Kelly S. Holdcraft	F	7/8/11	8/5/11	1:30pm	3:30pm
Adv. Legal Writing Seminar -Sec 1*	Suzanne Tsintolas	T/R	7/7/11	8/4/11	1:00pm	4:00pm
Adv. Legal Writing Seminar -Sec 2*	Erica Simpson	T/R	7/7/11	8/4/11	1:00pm	4:00pm
Adv. Litigation & Trial Technology	TBD	M/W/F	7/6/11	7/20/11	6:15pm	10:00pm
eDiscovery	Conrad Jacoby	M/W/F	7/22/11	8/5/11	6:15pm	10:00pm
Legal Project Management	TBD	Sat	7/9/11	8/6/11	9:00AM	5:00pm

IV. Orientation Bootcamp

Summer Intensive 2011 Orientation Bootcamp will be on Saturday, May 21, 2011 from 9:00am – 5:00pm – Georgetown University Law Center, Bernard P. McDonough Hall, Room 200. It is required that all new students attend orientation.

**SUMMER 2011 INTENSIVE PROGRAM
ORIENTATION BOOTCAMP
GEORGETOWN UNIVERSITY LAW CENTER
Bernard P. McDonough Hall, Room 200
600 New Jersey Avenue, NW
Washington, DC 20001**

SATURDAY, MAY 21, 2011

AGENDA

Breakfast	Available starting at 8:30am
Program Orientation – Kelly S. Holdcraft	9:00am – 11:00am
Grammar Workshop – Suzanne Tsintolas	11:00am – 1:00pm
Lunch	1:00pm – 2:00pm
“How to Read a Case” IRAC Workshop – Joan Casper	2:00pm – 4:00pm
Georgetown Law Center Library Tour – Todd Venie	4:00pm – 5:00pm

**GEORGETOWN PARALEGAL
PROGRAM INFORMATION
Summer 2011 Intensive Program**

V. Internship

I receive lots of questions from prospective students about our Summer Intensive internships!

How long is the internship?

The internship is for 4 weeks from August 8 – September 2, 2011.

Does Georgetown Paralegal find the internships for students?

Yes, Georgetown Paralegal secures the internships for our Summer Intensive Program students.

How do you place students in the internships?

At the beginning of the summer, students complete a survey regarding desired internship location, current housing, experience, access to Metro/car, etc. I then match the students to the internships available. Students learn their internship placements approximately 3-4 weeks before the internships begin.

Where are the internships?

Internship hosts change from year to year. We try to work with a wide range of hosts – law firms, corporations, non-profit associations, courts, government agencies.

Can I do my internship outside of the DC area?

I will work with any students who would like to do their internship outside of the DC area. The student must originally secure the internship and I will work with the internship host to provide them with information on our Program's expectations and the student's requirements for successfully completing the internship.

Do students in the Evening Program get internships?

The Evening Program is designed for working professionals so we are unable to ask students to leave their current positions to work in an unpaid internship for 4 weeks.

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VI. Housing

The University cannot provide housing for our Summer Intensive students due to the length of our program.

Here are some housing options to consider:

Off-Campus Housing – Please feel free to contact the [Off-Campus Housing](#) department at Georgetown University.

Oakwood Corporate Housing – Please see info below for furnished apartments in Falls Church and Arlington, VA – all locations located near the Orange Line of the Metro System. We will work with Oakwood to make sure that our Summer Intensive students are housed together as roommates.

Falls Church Studio Apartments \$99 per night

***Internship Apartment Package – 2 twin beds per bedroom - \$49.50 per night**

Ballston/Courthouse two bedrooms \$183 per night

***Internship Apartment Package – 2 twin beds per bedroom - \$45.75 per night**

Please contact:

Magy Shoap

Account Coordinator- Northern Virginia/ Maryland

Oakwood Temporary Housing

A Division Of Oakwood Worldwide

PH: 703.488.6826 FX: 703.488.6820

mshoap@oakwood.com

www.oakwood.com

VII. NFPA Scholarship

Each year, The National Federation of Paralegal Associations (NFPA) has a scholarship contest for paralegal students across the country.*

***This scholarship is run by NFPA, not Georgetown Paralegal.**

The National Federation of Paralegal Associations (NFPA) is happy to announce that the 2011 Thomson Reuters' Scholarship Application is available at http://www.paralegals.org/associations/2270/files/2011content/2011_Thomson_Reuters_Scholarship_Application.pdf

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This year's essay topic is:

“The economy has had a strong impact on the practice of law. As a paralegal student, who will soon be graduating, describe the current legal job market in your community, and how your paralegal education can give you an advantage in securing paralegal employment.”

The scholarships are \$3,000 and \$2,000, and include a stipend for the winners to travel to the 2011 Annual Convention to be personally recognized by NFPA and Thomson.

The *completed* [application](#) (PDF) and *all* materials must be postmarked by July 1, 2011. Incomplete applications will not be eligible for consideration.