

Date: February 2006

- I. Course Name:** Paralegal Internship
Course Prefix & Number: PLG 250
Credit & Contact Hours: 3 credit hours

Catalog Description:

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in day-to-day, on site office work. The student must complete a minimum of 128 hours of work at the internship site, which may be a public or private law office, corporate or government legal department, abstract company or other appropriate law related site. It will be the student's responsibility to secure an internship site with the help of the program director. In addition to on-site work, the student will attend 4 internship seminar sessions during the internship period and complete all requirements listed below. Prerequisites: Attendance at an orientation session held the semester before the internship, completion of 30 credit hours at least nine of which must be paralegal classes including PLG 100 and PLG 125 with a grade of C or better; and an overall grade point average of 2.50. Internships are subject to the approval of program director as well as availability. Offered on a regular rotating basis.

II. Course Outcomes and Objectives

Learning Outcomes:

This course will provide our students with an opportunity to directly study and work in the legal field thereby creating further career opportunities. The students in this course will be involved in analytical thinking and writing, development of logical arguments and oral communication. They will also develop an understanding of the processes involved in running an office and the technology required to assist in the same. The students will gain an understanding and appreciation of our society's public policies as they relate to the individual and his conduct with others in the legal environment. Finally, this course will allow the student to gain insight into the legal field that could never be explained nor duplicated in the classroom.

Relationship to Academic Programs and Curriculum:

The course is one of two alternative capstone courses required for students matriculated in the Paralegal A.A.S. degree program. Students matriculated in other degree programs may not take the course.

College Competencies Addressed by the Course:

The Paralegal Internship course addresses the following general competencies: Writing, ethics/values, oral communications, citizenship, reading, mathematics, information resources, professional competency, problem-solving, and computer literacy.

III. Methods of Instruction

Types of Course Materials:

Notary Public Handbook

Methods of Instruction:

Lecture

Group Discussion

Hands-on experience in a professional setting

Assessment Measures:

Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions

Methods of Evaluation:

Performance at Internship Site

Research Paper

Class Participation

Time Keeping

IV. General Outline of Topics Covered

I. Orientation to the Internship Process

(To take place the semester before the internship)

II. Seminar Discussions

(To take place while the students are actually involved in their internships)

A. Oral Presentations/Student Exchange of Experiences

B. Time Management, Organizational Skills & Office

C. Professional development and Paralegal Associations

D. Perceptions of The Paralegal Profession