

**Date:** February 2006

- I. Course Name:** Paralegal Practice  
**Course Prefix & Number:** PLG 260  
**Credit Hours & Contact Hours:** 2 credit hours - 2 contact hours

**Catalog Description including pre- and co-requisites:**

Paralegal Practice is a seminar designed to give students a more complete appreciation of the duties and functions of a paralegal. The course covers the historical development of the role of the paralegal, legal and ethical responsibilities, client interviewing, fact investigation, and law office administration. The course also provides preparation for completion of the New York State Notary Public Examination and training in job search skills. Prerequisites / Corequisites: PLG 100, PLG 120, PLG 210, PLG 220, PLG 230, PLG 235, and PLG 240. Offered on a regular, rotating basis.

**II. Course Outcomes and Objectives**

**Learning Outcomes:**

The general goals of this course are to:

1. Give the student an understanding of the functions of the paralegal in the practice of law
2. Give the student an understanding of the legal and ethical responsibilities of both attorneys and paralegals
3. Give the student a basic knowledge of law office procedures including: the gathering of factual information, investigative techniques, interviewing skills, timekeeping and client billing
4. Introduce the student to the role of the paralegal in law office administration
5. Introduce the student to the total legal environment including: courts, law libraries, law offices, computer equipment and computer software available and in use
6. Work with students to prepare for the notary public examination

**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 Practice course addresses the following general competencies: ethics and values, information resources, professional competency, reading, writing and oral communication.

**III. Methods of Instruction**

**Types of Course Materials:**

Textbook

**Methods of Instruction:**

Lectures, guest speakers and class discussions

**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:**

Class Participation

Term paper

Classroom Presentation

Written Assignments

**IV. General Outline of Topics Covered**

- I. The Paralegal in the Legal System
- II. Legal and Ethical Responsibilities
- III. Skills of the Paralegal
- IV. Notary Public