

**Date:** September 2006

- I. Course Name:** Law Office Practice  
**Prefix and Number:** PLG 265  
**Credit Hours & Contact Hours:** 3 credit hours - 3 contact hours  
**Catalog Description:**

This hybrid course provides students who are unable to complete a traditional internship with the opportunity to experience life in a law firm through simulation.

The students will meet with the instructor once a week to discuss issues pertaining to the paralegal profession. The first weekly meeting will be on campus; all future weekly meeting will be via webinars or some other hybrid format.. Further, the students will be assigned work which will simulate the types of assignments a paralegal will receive in the workplace. In this course, the instructor will assume the role of an internship supervisor. During the week, the students will be required to check in with the instructor / supervisor on a regular basis regarding assignments which will be provided via email, phone, or WebCt. During the semester, the student will be required to complete a total of 96 hours of internship work which may include, but is not limited to the preparation of the following: letters, court documents, billing sheets, real estate documentation, wills, probate petitions as well as attendance at a court session or shadowing a paralegal or an attorney in a legal setting. All work will provided and completed under the guidance of the instructor / supervisor.

Prerequisites: The student must have completed at least 30 college credits which include a minimum of 15 credits in legal specialty courses.

**II. Course Outcomes and Objectives**

**Learning Outcomes:**

Through a hybrid approach of traditional classroom study as well as WebCt, email and phone, this course will provide our students with an opportunity to study and work, on campus and at home, in a simulated internship thereby enhancing their educational experience and further preparing them for employment upon completion of the program. 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.

**Relationship to Academic Programs and Curriculum:**

The course is one of two alternative internship 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, 4<sup>th</sup> ed., Alfred E. Piombino, ECP  
Use of time keeping / billing software owned by FLCC

**Methods of Instruction:**

Lecture  
Guest speakers  
Written assignments  
Hand-on experiences

**Assessment Measures:**

- \* Survey students at the completion of each semester regarding the program and the Internship courses (traditional and hybrid).
- \* Survey students at the completion of each semester regarding the instructor's performance in the class.
- \* Survey graduates within one year after graduation, then after three years and then after five years.
- \* Regular course review by the Paralegal Advisory Board.
- \* Regular review with the students (during the semester) as to their performance in the Law Office Practice.

**Methods of Evaluation:**

Student's performance regarding the internship duties assigned, including, but not limited to:

- \* Professionalism
  - \* Attitude
  - \* Quality of Work
  - \* Eagerness to Learn
  - \* Meets competency level expected for a student intern
  - \* Oral communication skills
  - \* Writing skills ( spelling, grammar, etc.)
  - \* Research skills
  - \* Analytical skills
  - \* Legal drafting skills (pleadings, letters, etc.)
  - \* Ability to follow the appropriate ethical guidelines for a given situation

Research Paper

Class Participation  
Time Keeping

#### **IV. General Outline of Topics Covered**

Seminar Discussions  
Oral Presentations/Student Exchange of Experiences  
Time Management, Organizational Skills & Office Protocol  
Professional development and Paralegal Associations  
Perceptions of The Paralegal Profession  
Ethical Considerations

##### Internship

Along with attendance at the seminar discussions as outlined above, the student will be required to participate in 96 hours of internship work during which he or she will be required to keep a detailed record of work assigned and accomplished. The work will be given to the student by the instructor as well as overseen by the instructor. The work will be divided into approximately 8 hour increments over 12 weeks. Throughout each week, the students will receive assignments (similar to a law office setting) on a fairly random basis which they will be required to complete and submit in a timely manner. Further, the students will be required to check in with the instructor during the week to review the assignments given. The assignments will be provided to the students via WebCt which will also house sample documents for them to use. Finally, the students will be required to attend one court session and may be required to shadow an attorney or paralegal for one day.