

COURSE SYLLABUS

Course Title:	Cooperative Education Work Experience		Date submitted:	8/31/2020 (AAC: 20-55)
Department:	Business			
Curriculum:	Paralegal Studies			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	LGL*270	Prerequisites:	
	Course Type:	N	12 completed credit hours in the Paralegal program and permission of instructor	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	G/LAS/SS		
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science			
	Credit Hours:	3	Corequisites:	
	Developmental: (yes/no)	No	None	
	Lecture:	0		
	Clinical:	0		
	Lab:	0		
Studio:	0			
Contact Hours:	Other: 3	Other Requirements:		
	TOTAL: 3	None		
	Class Maximum: 10			
	Semesters Offered: Spring			
Catalog Course Description:	Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to the program of study, including private law firms, corporate legal departments, government or other settings in which practical experience may be gained. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placement), students attend seminars focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, new employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced.			
Topical Outline: List course content in outline format.	1. A Framework for Interpersonal Skill Development 2. Understanding individual Differences 3. Building Self-Confidence and Self-Esteem			

	<ol style="list-style-type: none"> 4. Interpersonal Communication 5. Resolving Conflict with others 6. Personal Productivity and Stress Management 7. Interpersonal Skills for the Digital World 8. Developing Teamwork Skills 9. Group Problem Solving and Decision Making 10. Cross Cultural Relations and Diversity 11. Becoming an effective leader 12. Motivating and Helping Others to Grow 13. Positive Political Skills, Customer Satisfaction Skills 14. Enhancing Ethical Behavior 15. Locating potential employers. Resumes, and Job Search and career management skills. 16. Cover letters, references, and writing samples. Interviews and final evaluations.
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <ol style="list-style-type: none"> 1. Develop a skill foundation essential to work effectively in the Co-op work experience. 2. Analyze theoretical concepts discussed in the seminars and be able to implement them effectively at the work site. 3. Compile skills and concepts needed to obtain employment and advance in the student's chosen field. 4. Structure a conceptual framework used to evaluate work performance, to maximize strengths and minimize weaknesses. 5. Analyze traits, characteristics, and skills needed for effective leadership. 6. Describe procedures of new employee orientation. 7. Transfer experience to future job search endeavors.
	<p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.</p> <p>Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing.</p> <p>Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.</p> <p>Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.</p> <p>Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and</p>

	<p>computer skills.</p> <p>Recognize opportunities for professional development through continuing education and affiliation with professional organizations.</p> <hr/> <p>GENERAL EDUCATION/TAP OUTCOMES: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>Critical Analysis/ Logical Thinking - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible conclusions; and solve problems and make decisions based on analytical processes.</p> <p>Demonstrates: Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p>Does Not Demonstrate: Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p>Ethical Dimensions - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.</p> <p>Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p>Does Not Demonstrate: Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p>Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. Supervisor evaluation 2. Discussion board 3. Workplace journal/log
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: None</p> <p>Desired: None</p>
<p>Textbook(s)</p>	<p>DuBruin, Andrew J., <u>Human Relations: Interpersonal, Job Oriented Skills</u>, 12th Ed. Prentice Hall, 2015. ISBN 978-0-13-350682-2.</p>

