

COURSE SYLLABUS

Course Title:	Internship		Date submitted:	2/24/22 (AAC: 22-06)
Department:	Paralegal			
Curriculum:	A.S. and certificate Paralegal			
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*280	Prerequisites:	
	Course Type:	N/D	Permission of the Program Coordinator.	
	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		
	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			
	TOTAL:	3	Other Requirements:	
Class Maximum:	12	Students work with their Program Coordinator to determine eligibility and assistance with placements. Placements are either unpaid or paid based on availability; the required hours are 150 hours for unpaid placements, 300 hours for paid placements. Support is provided by the school to students including employer outreach regarding available placements and assistance with resume preparation and interviewing skills.		
Semesters Offered:	Fall/Spring/Summer			
Catalog Course Description:	Actual work experience as a paralegal in a law office or public agency is acquired. Students will seek an internship through an individual search, similar to a job search. The coordinator will assist those students unable to secure an internship through their own search. Students will meet periodically in a seminar setting to discuss their progress and to prepare for entry into the job market.			

<p>Topical Outline: List course content in outline format.</p>	<p>Topics covered might include but are not limited to:</p> <ul style="list-style-type: none"> •Interpersonal Skill Development / Identification •Interpersonal Communication •Understanding Individual Differences •Workplace Expectations / Ethics •Conflict Management / Resolution •Building Self-Esteem •Personality Type / Understanding of Self / Reflection •Stress Management & Personal Productivity •Developing Teamwork Skills •Group Problem Solving •Cross Cultural Relations and Diversity •Leadership & Management Styles •Motivation and Helping Others •Positive Political Skills •Customer Relationships / Satisfaction •Job Search/Career Management (Networking, Job Search Strategies, Resumes/Cover Letters, Interviewing Skills)
<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. Gain actual experience working as a paralegal; 2. Prepare for entry into the job market; 3. Prepare a resume and cover letter; 4. Maintain an employment portfolio; 5. Apply skills learned in the legal assistant courses; 6. Understand the importance of interaction and networking; 7. Gain the confidence needed for a successful career as a paralegal. <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>Upon successful completion of all Paralegal degree program requirements, graduates will</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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. 4. Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney. 5. Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills. 6. Recognize opportunities for professional development through continuing education and affiliation with professional organizations. <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p>

	<p>[Select the General Education Abilities from the listing below.]</p> <ol style="list-style-type: none"> <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>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. Reports from Supervisor 2. Written assignments including self-evaluations 	
<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: [No special facilities are required. Or list what is required.] None</p> <p>Desired: None</p>	
<p>Textbook(s)</p>	<p>None</p>	