

Administrative Master Syllabus

Course Information

Course Title	Internship – Legal Assistant / Paralegal
Course Prefix, Num. and Title	LGLA 2388 – Internship – Legal Assistant / Paralegal
Division	Technology and Business
Department	Paralegal Studies
Course Type	WECM Course
Course Catalog Description	This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer.
Pre-Requisites	Successful completion of at least 21 hours of Paralegal Studies coursework
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:0:9
Lab/Other Hours	
Equated Pay Hours	1.8
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	9

Approval Signatures

Title	Signature	Date
Department Head:	Erma Hart, Paralegal Studies Program Director	10-26-2023
Division Chair:	David Kucera, Technology & Business Division Chair	10-26-2023
VPI:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Explanation of the internship purposes

Review of course syllabus and return signed contract to instructor

- A. Why have goals?
- B. What should your goals be?
- C. Who can help you achieve your goals?
- D. What is possible in the paralegal profession?
- E. What is important to a law firm?
- F. Billable hours
- G. Getting off to a good start
- H. How to manage your workload
- I. What kinds of assignments can you expect
- J. Communication
- K. Office Politics
- L. How to know what you are worth
- M. Growing professionally
- N. Achieving professional and personal balance
- O. Mission Accomplished. Now what?

Conference: Instructor reviews with student the contents of the Employer's Evaluation and assists student with any needed skill-building or remediation.

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. The student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Methods of Assessment:

1. Employer's Evaluation questions

Required text(s), optional text(s) and/or materials to be supplied by the student:

No textbook required.

Students must have transportation to and from employer work sites.

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Students are required to locate a mentoring attorney and obtain permission to work for him or her as an intern and get a contract signed by that mentoring attorney. Students are also required to complete 17 written assignments. Final grade in the course is determined as follows: 45% for completion of the 150 hours of work as an intern; 10% for assignments; and 45% on the Employer's Evaluation completed by the mentoring attorney.

Total 100% Grading Scale:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist