COURSE INFORMATION FORM

DISCIPLINE
Paralegal Practice

COURSE TITLE
Internship in Paralegal Technology

CR.HR  3.0  LEC HR.  ____  LAB HR.  ____  CLIN/ HR.  ____  INTERN HR.  15  CLK HR  ____

CATALOG DESCRIPTION
This course is a capstone to the Paralegal Program and provides student with opportunities to gain practical work experience under the supervision of an attorney in the legal field. The student must complete 15 credit hours of Paralegal courses before taking this course.

PREREQUISITES
PARA 100, 104, 176, 177, 185

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Apply classroom skills and knowledge in an actual work setting.
2. Develop professional-level skills in oral and written communications.
3. Interact effectively with supervisory, co-workers, clients and professionals outside of the internship office.
4. Manage time effectively and account for time worked in an office setting.

GENERAL EDUCATION OUTCOMES (ESO)
Specify which general education outcomes, if any, are substantially addressed by the course. Numbers in parentheses identify the Expected Student Outcomes linked to the specific General Education Outcome.

Outcomes (ESO)

1. Communication
   A. Listening and Speaking Skills
      6. Demonstrate basic communication delivery skills both vocally (volume, rate, articulation, variety) and nonverbally (posture, eye contact, use of face and hands) (2,3)
3. Lifelong Learning
   C. Attributes of an Awareness of the Convergence of Knowledge
      2. Apply learned skills to real world interactions (1,2,4)
PROGRAM-LEVEL OUTCOMES

CAREER AND TECHNICAL EDUCATION PROGRAM OUTCOMES
Specify which Career and Technical program outcomes, if any, are substantially addressed by the course by completing the “Career and Technical Education template” to show the relationship between course and program outcomes to assessment measures.

The student will perform in a professional and ethical manner as a working paralegal and a productive member of the legal team

1. An ability to actually perform basic paralegal functions
2. An ability to communicate clearly and effectively orally and in writing with others in the legal process
3. The ability to work cooperatively and professionally with others
4. The ability to properly account for and record one’s time
5. The ability to accept constructive criticism in a genuine effort to improve

CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Supervisor Evaluations (1,2,3)
2. Written reports (2,4)
3. Oral presentation (1,2,3,4)
COURSE OUTLINE FORM

DISCIPLINE: Paralegal Practice

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Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Introduction to Internship
   A. Orientation
   B. Sample Resumes/Mock Interviews

II. Work Site Placement
   A. Interviews and Selection
   B. Internship Agreement between employer, students and paralegal coordinator
   C. Site Evaluation

III. Internship Activities
   A. Weekly activities summary
   B. Bi-monthly site evaluations

IV. Internship Completion
   A. Final Written Report
   B. Oral Presentation
   C. Supervisor Final Evaluation