

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**LEGAL INTERNSHIP  
LAW 2800**

**Class Hours: 1.0**

**Credit Hours: 3.0**

**Laboratory Hours: 6.0**

**Revised: Spring 2011**

NOTE: This course is not designed for transfer credit.

**Catalog Course Description:**

Part-time supervised work experience in a law-related environment in which the student is assigned definite tasks and responsibilities. Individual conferences and seminars are arranged instead of class attendance.

**Entry Level Standards:**

Students should maintain professionalism at all times.

**Prerequisites:**

Completion of 15 hours of LAW courses with a minimum 2.5 GPA in LAW courses and second-year status and department approval.

**Textbook(s) and Other Course Materials:**

None required

**I. Week/Unit/Topic Basis:**

The instructor will provide full assignment details the first week of class via a syllabus supplement.

<b>Week</b>	<b>Topic</b>
1	Introduction (1 hour): Orientation to internship; syllabus review; preparation and discussion of individual learning objectives
4	Seminar (3 hours): Topic: Legal environment myths and reality. Oral reports on internship experiences; first written report describing office work, assignments, and learning experiences. "Learning" includes both legal skills and non-legal work-related skills and career insights
7	Seminar (3 hours): Discussion Topic: Record keeping procedures. Insights, difficulties, different work environments; second written report describing office systems (filing, billing, timekeeping, calendaring, etc.)
10	Seminar (3 hours): Discussion Topic: Protection of confidentiality. Third written report detailing any fact pattern or actual case from internship office with facts changed to protect client confidentiality for role-playing exercise
13	Seminar (2 hours): Discussion Topic: Client relationships. Oral reports on internship experiences; role-playing exercises on managing difficult clients; Transition from internship to job; strategies for updating and improving resumes; <b>Completion of Major Field Test: (1 hour)</b>

- 14 Seminar (1 hour): Discussion Topic: Value of different kinds of professional contacts and preventing conflicts of interest in future jobs; oral reports on internship experiences; Career planning: interviewing techniques, job-hunting strategies, salaries, compensation issues, and negotiation strategies; Turn in hourly log, portfolio of work samples, final written report with recommendation, and supervisor's evaluation; discussion about value of internship and future job prospects
15. Final Exam Period

## **II. Course Goals\*:**

The course will:

- A. Expand student understanding of legal ethics. I, III, IV
- B. Increase an awareness of development of professional on-the-job skills and knowledge in a real-world legal setting. I, II, III, IV
- C. Enhance skills relevant to records management, accuracy, efficiency and client relations.
- D. Enhance the ability to select appropriate tools for locating, evaluating, and securing permanent employment opportunities. I, II, III, IV, V
- E. Foster the ability to use good communication skills with other professionals. III, V
- F. Expand the student's appreciation for their overall training in Pellissippi State's Paralegal Studies program. I, II, III, IV, V

\*Roman numerals after course objectives reference goals of the Paralegal Studies program.

## **III. Expected Student Learning Outcomes\*:**

The student will be able to:

1. Demonstrate a complete and thorough understanding of legal ethics. (A)
2. Employ skills during employment interview process. (A, B, C, D)
3. Discuss the paralegal's role in internship office. (A, B, C, D)
4. Demonstrate research skills by finding law applicable to assignment. (B, C, D)
5. Demonstrate effective computer use in legal environments. (D)
6. Explain the various types of employment for paralegals. (A, B, D)
7. Perform typical duties of the paralegal. (A, B, C, D)
8. Demonstrate the characteristics of an effective paralegal. (A, B, C, D)
9. Appreciate the critical importance of honesty and integrity in the legal environment. (A, B, D)
10. Arrive for work on time. (B,F)
11. Complete assignments on schedule. (B,F)

12. Take and follow directions well. (B,E,F)
13. Display initiative. (B,E,F)
14. Display a positive, cooperative attitude. (B,E,F)
15. Exhibit a professional appearance and demeanor. (B,F)
16. Use good written and oral communication skills.(B,C,E,F)
17. Exercise mature judgment. (A,B,C)
18. Undertake new assignments. (B)
19. Employ problem solving skills. (A,B,C,D,E,F)
20. Understand legal processes and procedures. (B,C,F)
21. Use a good working legal vocabulary. (B,E)
22. Organize tasks/materials effectively. (B,F)
23. Pay attention to detail. (A,B,C,D,F)

\* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

#### **IV. Evaluation:**

##### A. Testing Procedures:

Internships are pass/fail. An unsuccessful internship experience may result in serious consequences impacting re-enrollment and graduation. Students shall notify the Program Coordinator immediately of any problems concerning the internship.

##### B. Laboratory Expectations:

Students must complete the required number of seminar, conference, and laboratory hours.

##### C. Field Work:

Students must complete work samples, time log, periodic written reports, oral reports, presentations, and final report; and maintain professionalism at all times. Intern students are also required to complete the Major Field Test.

##### D. Other Evaluation Methods:

1. The instructor will provide full details the first week of class via a syllabus supplement.
2. All tests and papers will be graded for spelling and English usage in addition to content and format.
3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

##### E. Grading Scale:

Internships are Pass/No Pass. A score of 65% or better on the Major Field Test is required in order to pass internship.

## V. Policies:

### A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of the Learning Division.

### B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

### C. Accommodations for Disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

### D. Other Policies:

1. Timeliness:  
Due dates are crucially important in any law office. Missing a due date can cause disastrous consequences for the client. An equal level of professionalism will be expected regarding seminar work. Late papers or oral presentations will not be accepted without specific approval from the instructor.
2. Ethics:  
Nowhere are personal and professional ethics as important as in legal work, where court rules require avoiding even the appearance of unethical conduct. Verified unethical conduct at the internship site may result in removal from the internship and an F in the course.
3. Professional Appearance:

Internships occur in a professional legal environment. Students are expected to dress in a neat, professional manner at all times.

4. Computer Usage Guidelines:

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State Catalog)