

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**LEGAL CLINIC
LAW 2620**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2014

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Supervised practical experience in a legal clinic environment with classroom instruction to support the clinical experience.

Entry Level Standards:

Students should maintain professionalism at all times.

Prerequisites:

LAW 1000 and minimum 3.0 GPA in LAW courses and department approval.

Corequisites:

LAW 1060

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.

Week	Topic
1	Introduction: Orientation to legal clinic; syllabus review; preparation and discussion of individual learning objectives
2-6	Oral reports and discussion of individual clinic experiences
7	Written reports comparing and contrasting student's clinic experiences with individual learning objectives
8-13	Oral reports and discussion of individual clinic experiences
14	Discussion topic: value of paralegals to <i>pro bono</i> project and value of legal clinic to paralegal education
15	Turn in hourly log, final written report, and supervisor's evaluation

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

II. Course Objectives*:

The course will:

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

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

IV. Expectations for Student Performance*:

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 clinical environment. (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 clinic 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,E)
- 11. Complete assignments on schedule. (B,E)
- 12. Take and follow directions well. (B,D,E)
- 13. Display initiative. (B,D,E)
- 14. Display a positive, cooperative attitude. (B,D,E)
- 15. Exhibit a professional appearance and demeanor. (B,E)
- 16. Use good written and oral communication skills. (B,C,D,E)
- 17. Exercise mature judgment. (A,B,C)
- 18. Undertake new assignments. (B)

19. Employ problem solving skills. (A,B,C,D,E)
20. Understand legal processes and procedures. (B,C,E)
21. Use a good working legal vocabulary. (B,E)
22. Organize tasks/materials effectively. (B,E)
23. Pay attention to detail. (A,B,C,D,E)

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Grading Procedures:

Legal Clinic is pass/fail. Determination is based on supervisor's mid-term evaluation, supervisor's final evaluation, student's mid-term report of duties, and student's final report of duties.

B. Laboratory Expectations:

Students must complete the required number of classroom and laboratory hours.

C. Field Work:

Students must complete a time log, periodic written reports, oral reports, presentations, and final report; and maintain professionalism at all times.

D. Other Evaluation Methods:

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

VI. 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 Academic Affairs, 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 Academic Affairs.

B. Academic Misconduct

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.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for Disabilities:

Students that 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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

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 Online Catalog*)

Timeliness:

Due dates are crucially important in any law office. Missing a due date can cause disastrous consequences for clients. 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.

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 legal clinic site may result in removal from the clinic and an "F" in the course.

Professional Appearance:

Legal Clinic occurs in the law office setting. Students are expected to dress in a neat, professional manner at all times.