

Pellissippi State Community College
Master Syllabus

LEGAL INTERNSHIP
LEGL 2390

Class Hours: 1.0
Laboratory Hours: 6.0

Credit Hours: 3.0
Revised: Fall 2017

Catalog Course Description

To enroll in this Internship course, students must be in pursuit of an A.A.S. degree in Paralegal Studies; have completed 15 hours of LEGL courses with a minimum 2.5 GPA in LEGL courses and an overall minimum 2.0 GPA; be enrolled in the semester in which the student will graduate; have completed and submitted the Internship application to the BCT internship coordinator prior to enrollment in the course and beginning of the term. Application and instructions are available on the Business and Computer Technology Internships webpage.

Prerequisites

Must be a PARS major seeking an A.A.S. degree; completion of 15 hours of LEGL courses, with a minimum 2.5 GPA in LEGL courses and a minimum 2.0 GPA overall; enrolled in final semester; and department approval.

Textbooks(s) and Other Course Materials

N/A

WEEK/ASSIGNMENTS

The internship work schedule shall be determined between the work supervisor and the intern to afford a minimum of 90 hours on the job during the enrolled semester. Another 15 hours will be spent in orientation, seminars, and evaluation meeting. If the job is paid, intern may work as many hours as school schedule permits. No pay from the internship placement is required; however, supervising office may elect to provide stipends, paid parking, mileage reimbursement, or paid employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies.

COURSE GOALS

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

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. Enhance the ability of the intern to select appropriate tools for locating, evaluating, and securing permanent employment opportunities. I, II, III, IV, V
- E. Foster the ability of the student to use good communication skills with other professionals. III, V

- F. Expand the student's ability to use their overall training in Pellissippi State's Paralegal Studies program. I, II, III, IV, V

EXPECTED STUDENT LEARNING OUTCOMES

NOTE: Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

The student will

1. Demonstrate a complete and thorough understanding of legal ethics. (A)
2. Employ skills during employment interview process. (A,B,C,D)
3. Demonstrate research skills by finding law applicable to assignment. (B,C,D)
4. Demonstrate effective computer use in legal environments. (D)
5. Explain the various types of employment for paralegals. (A,B,D)
6. Demonstrate the characteristics of an effective paralegal. (A,B,C,D)
7. Appreciate the critical importance of honesty and integrity in the legal environment. (A,B,D)
8. Arrive for work on time. (B,F)
9. Complete assignments on schedule. (B,F)
10. Take and follow directions well. (B,E,F)
11. Display initiative. (B,E,F)
12. Display a positive, cooperative attitude. (B,E,F)
13. Exhibit a professional appearance and demeanor. (B,F)
14. Exercise mature judgment. (A,B,C)
15. Understand legal processes and procedures. (B,C,F)
16. Use a good working legal vocabulary. (B,F)
17. Pay attention to detail. (A,B,C,D,F)

EVALUATION

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.

Laboratory Expectations

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

Field Work

Students must complete 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.

Grading Scale

Internships are Pass/No Pass. A score of 60% or better on the Major Field Test is required in order to pass internship.

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.

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.

Professional Appearance

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

Other Evaluation Methods

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

POLICIES

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.

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.

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

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 [PSCC Disability Services](#).