

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**LEGAL INTERNSHIP
LAW 2800**

Class Hours: 1.0

Credit Hours: 3.0

Laboratory Hours: 6.0

**Date Revised: Spring
00**

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; second-year status; and department approval

Textbook(s) and Other Reference Materials Basic to the Course:

N/A

I. Week/Unit/Topic Basis:

Week	Topic
1-2	Introduction (1 hour): Orientation to internship; syllabus review; preparation and discussion of individual learning objectives
3-4	Seminar (2 hours): Topic: Legal environment myths and reality. Oral reports on internship experiences; first written report describing office work, assignments, and learning experiences. A Learning@ includes both legal skills and non-legal work-related skills and career insights
5-6	Seminar (2 hours): Discussion Topic: Record keeping procedures. Insights, difficulties, different work environments; second written report describing office systems (filing, billing, timekeeping, calendaring, etc.)
7-8	Seminar (2 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
9-10	Seminar (2 hours): Discussion Topic: Client relationships. Oral reports on internship experiences; role-playing exercises on managing difficult clients

- 11-12 Seminar (1 hour): Discussion Topic: Transition from internship to job; strategies for updating and improving resumes
- 13-14 Seminar (2 hours): Discussion Topic: Value of different kinds of professional contacts and preventing conflicts of interest in future jobs; oral reports on internship experiences
- 15 Seminar (2 hours): Discussion Topic: Career planning: interviewing techniques, job-hunting strategies, salaries, compensation issues, and negotiation strategies
- 16 Individual conferences (1 hour) with instructor to 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

II. Course Objectives*:

- A. Support and supplement the development of professional skills and knowledge in a real-world setting. I, II, III, IV
- B. Consistently monitor the development of on-the-job skills and knowledge. I, II, III, IV, V
- C. Assess the student's overall training in Pellissippi State's Paralegal Studies program. I, II, III, IV, V
- D. Demonstrate appropriate tools for locating, evaluating, and securing permanent employment opportunities. I, II, III, IV, V

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc. *Personal Development Outcome, Transitional Strategy*
2. Perform course assignments by leading discussion of new skills acquired and career-related insights, including those of a legal or technical nature as well as those of a purely professional nature, such as communications or interpersonal skills gained from experiences, etc. that help develop critical thinking, problem solving, goal setting and planning skills. *Communication Outcome, Personal Development Outcome, Cultural Diversity and Social Adaptation Outcome, Problem Solving and Decision Making Outcome, Transitional Strategy, Active Learning Strategy*
3. Examine ethical issues related to legal representation, unauthorized practice of law, confidentiality, duty of legal professional to provide legal services, etc. *Personal Development Outcome, Cultural Diversity and Social Adaptation Outcome, Transitional Strategy*
4. Participate in role-playing client relationship exercises. *Personal Development Outcome, Cultural Diversity and Social Adaptation Outcome, Problem Solving and Decision Making Outcome, Transitional Strategy, Active Learning Strategy*
5. Listen to guest speakers from the legal community to learn the demands for paralegal skills

in the work world, including transition suggestions between school and employment. *Personal Development Outcome, Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference Pellissippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Recognize and avoid acts that constitute the unauthorized practice of law. A, D
2. Recognize and avoid acts that constitute the breach of client confidentiality. A, D
3. Recognize potential and actual conflict of interest situations. A, D
4. Describe what kind of skills are employed during employment interview process. A, B, C, D
5. Discuss the paralegal's role in internship office. A, B, C, D
6. Demonstrate research skills by finding law applicable to assignment. B, C, D
7. Describe the differences between federal and state court jurisdiction. A, B, C, D
8. Describe computer use in legal environments. D
9. Explain the various types of employment for paralegals. A, B, D
10. Perform typical duties of the paralegal. A, B, C, D
11. Demonstrate the characteristics of an effective paralegal. A, B, C, D
12. Appreciate the critical importance of honesty and integrity in the legal environment. A, B, D
13. Explain the role of bar associations and legal assistant organizations in developing professional standards for paralegals C

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

V. Evaluation:

A. Testing Procedures:

N/A

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.

D. 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.

E. Grading Scale:

Internships are pass/fail.

VI. Policies:

A. Attendance Policy:

Students are expected to demonstrate the same level of professionalism in the scheduled classes as they would in a law office position. Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Attendance is essential to perform well in this course. Absenteeism is recorded, not excused. Twelve (12) hours of absences will result in an automatic "F" for the course.

B. Academic Dishonesty:

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 disqualification from completion of this course.

C. Other Policies:

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.