

Pellissippi State Community College  
Master Syllabus

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**LEGAL CLINIC  
LAW 2620**

Class Hours: 1.0  
Lab Hours: 6.0  
Credit Hours: 3.0  
Revised: July 2009

Instructor:  
Office:  
Phone:  
E-mail:

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**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 1060; minimum 3.0 GPA in LAW courses; department approval.

**I. WEEK/ASSIGNMENTS:\***

**WEEK ASSIGNMENT**

- |      |   |
|------|---|
| 1    | Introduction: Orientation to legal clinic; syllabus review; preparation and discussion of individual learning objectives (1 hour) |
| 2-6  | Oral reports and discussion of individual clinic experiences (15 hours)   |
| 7    | Written reports comparing and contrasting student's clinic experiences with individual learning objectives (3 hours)              |
| 8-13 | Oral reports and discussion of individual clinic experiences (18 hours)   |
| 14   | Discussion topic: value of paralegals to pro bono project and value of legal clinic to paralegal education (3 hours)              |
| 15   | Turn in hourly log, final written report, and supervisor's evaluation (2 hours)   |

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

**II. COURSE OBJECTIVES:**

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

### **III. INSTRUCTIONAL PROCESSES:**

The student will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc. *Active Learning Strategy, 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, Technological Literacy 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. *Communication Outcome, Transitional Strategy, Active Learning Strategy*
4. Participate in role-playing client relationship exercises. *Communication 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. *Transitional Strategy.*

### **IV. EXPECTATIONS FOR STUDENT PERFORMANCE:**

The student should be able to:

1. Recognize and avoid acts that constitute unauthorized practice of law. (A, D)
2. Recognize and avoid acts that constitute breach of client confidentiality. (A, D)
3. Recognize potential and actual conflict of interest situations. (A, D)
4. Describe required skills for employment interview process. (A, B, C, D)
5. Discuss the paralegal's role in legal aid clinic. (A, B, C, D)
6. Demonstrate research skills by finding law applicable to assignment. (B, C, D)
7. Describe 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 in a legal aid clinic. (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)

### **V. EVALUATION:**

#### **A. Testing 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 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. (*Pellissippi State Online Catalog*)

**B. Academic Dishonesty:**

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

**C. 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*)

**D. Accommodation 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 Goins134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

**E. 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.

**F. 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.

**G. Professional Appearance:**

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