

Pellissippi State Community College  
Master Syllabus

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**LEGAL INTERNSHIP  
LAW 2800**

Class Hours: 1.0

Laboratory Hours: 6.0

Credit Hours: 3.0

Date Revised: Spring 2011

Instructor:

Office No.:

Phone No.:

E-mail:

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**Catalog Course Description:**

Part-time supervised work experience in a law-related environment in which the student is assigned definite paralegal 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.**

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

WEEK ASSIGNMENT

- 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; **Completion of Major Field Test:** (1 hour)
- 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

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

## **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

## **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)

## **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:

The instructor will provide full details the first week of class via a syllabus supplement. All tests and 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/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 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. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] (Pellissippi State Catalog)

Maintaining continuous attendance in your classes is very important. If you are considering dropping or withdrawing from a course, please check with the Financial Aid Office before doing so. Dropping or withdrawing from a class can adversely affect your financial aid and/or lottery eligibility.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which 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 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 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 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/).

E. 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.

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 internship site may result in removal from the internship and an F in the course.

G. Professional Appearance:

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