

## COURSE SYLLABUS

|                           |   |
|---------------------------|---|
| <b>LAST REVIEW</b>        | Spring 2021   |
| <b>COURSE TITLE</b>       | Paralegal Internship I  |
| <b>COURSE NUMBER</b>      | PRLG 0275   |
| <b>DIVISION</b>           | Social and Behavioral Sciences & Public Services  |
| <b>DEPARTMENT</b>         | Paralegal   |
| <b>CIP CODE</b>           | 22.0302   |
| <b>CREDIT HOURS</b>       | 3   |
| <b>CONTACT HOURS/WEEK</b> | Class: 3  |
| <b>PREREQUISITES</b>      |   |
| <b>COURSE PLACEMENT</b>   | Students must meet the correct placement measure for this course. Information may be found at:<br><a href="https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html">https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html</a> |

### COURSE DESCRIPTION

Each student must secure an internship where (s)he works in a coordinator-approved training situation under the instructional supervision of an licensed, practicing attorney for a minimum of 45 contact hours. The hours logged must be paralegal-related work; clerical duties, such as reception, will not count toward the minimum hours required for the internship. This internship is designed to give the student the opportunity to apply the skills acquired in the paralegal specialty courses.

### PROGRAM LEARNING OUTCOMES

1. Demonstrate the ability to identify case issues and analyze court opinions.
2. Explain basic procedural and substantive law concepts
3. Demonstrate clear and concise writing ability in preparation of office memoranda, client correspondence, and basic legal documents
4. Demonstrate ability to conduct legal interviewing, preliminary investigation and basic research
5. Evaluate scenarios relevant to ethical standards for paralegals in law office.

### Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

### TEXTBOOKS

<http://kckccbookstore.com/>

### METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Orientation to Course
- II. Development of Training Plan
- III. Integration of Program Competencies
- IV. Visitation
- V. Evaluation
- VI. Summary
- VII. Exit Interview

## **COURSE LEARNING OUTCOMES**

Upon successful completion of this course, the student will:

- A. CLO #1      The student shall be able to conduct a self-assessment.
- B. CLO #2      The student shall be able to have a working resume.
- C. CLO #3      The student shall be able to have a cover letter for his/her resume.
- D. CLO #4      The student shall be able to have interviewed with potential internship sponsors/ employers.
- E. CLO #5      The student shall be able to have an interview follow-up letter.
- F. CLO #6      The student shall be able to have an established job-search plan.
- G. CLO #7      The student shall be able to summarize his/her exposure to an actual employment situation; both  
the job search and practicing paralegal skills that were experienced.
- H. CLO #8      The student shall be able to have established communications with area attorneys and set the stage for possibilities of future internships and employment.

## **ASSESSMENT OF COURSE LEARNING OUTCOMES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>