

**MIAMI-DADE COMMUNITY COLLEGE  
LEGAL ASSISTANT PROGRAM**

**COMPETENCY STATEMENT**

**PLA –1949 Legal Assistant Practicum**

**Course Description:**

This is an exit course. Students must be employed to register for it. Students are required to establish learning objectives, which are approved by their supervisor and can be completed on the job. Students write a report describing the process of achieving the learning objectives. They also conduct interviews with their supervisor, a paralegal, and an attorney, who hires paralegals. In the interviews they obtain answers to specific questions. They complete a written analysis of these interviews. They write an essay based on research describing the contributions that a paralegal can make to a law firm. They also complete a resume using a modern format approved by the instructor. Attendance at scheduled class meetings is required. The instructor meets with students at scheduled appointments. The course provides an opportunity for students to apply skills acquired in the program to complete projects at work which will showcase their talent.

**Credits:** 3

**Prerequisites and co-requisites:**

This is an exit course so it is taken during the last term in the program. All other courses will have been completed or will be completed during the same term.

**Course Competencies:**

*Competency 1: The student will understand the special skills learned in the program and how they can be applied in the workplace.*

The student will be able to:

- A. Complete one approved learning objective on the job.
- B. Complete a second approved learning objective on the job.
- C. Complete a third approved learning objective on the job.
- D. Complete a fourth approved learning objective on the job.
- E. Describe success or failure realized in attempting to complete these objectives.

*Competency 2: The student will understand how to schedule and organize an interview.*

The student will be able to:

- A. Complete an interview with a supervisor
- B. Complete an interview with an attorney who hires paralegals
- C. Complete an interview with a paralegal

*Competency 3: The student will understand how to extract answers in an interview and synthesize the results so they can be presented in effective written format.*

The student will be able to:

- A. Manage the interview process
- B. Analyze the information
- C. Write a concise narrative report of the interviews

*Competency 4: The student will understand how to investigate a topic and report the findings using correct grammar, punctuation, and style.*

The student will be able to:

- A. Locate sources in the library
- B. Identify relevant facts
- C. Analyze data
- D. Organize material
- E. Present relevant information in cohesively written format
- F. Revise report to make it concise
- G. Check to correct for grammar, punctuation and style.
- H. Document sources used with appropriate citation.

*Competency 5: The student will understand how to construct a professional resume.*

The student will be able to:

- A. Describe what data should be centered and included at the top.
- B. List each heading, identify the sequential order, and explain what should be included under that category.
- C. Explain why the duties performed on each job should be omitted.
- D. Describe why a category for summarizing qualifications and special skills is desirable.
- E. Discuss how information concerning one's education should be presented.
- F. Explain why the resume must be only one page to be effective.
- G. Describe how the information should be organized.

H. Discuss the aesthetic aspects of a good resume.

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