

**MIAMI DADE COMMUNITY COLLEGE
LEGAL ASSISTANT PROGRAM**

COMPETENCY STATEMENT

PLA 2998 Legal Assistant Internship

Course Description:

This course provides the student with an opportunity to gain practical experience under the supervision of an attorney or senior paralegal in day-to-day, on-site office work. The student must complete twenty hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. The student is required to keep a log of assigned activities and write a report in which the internship activities are evaluated.

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 obtain a practical understanding of business, legal or governmental work environments.

The student will be able to:

- A. Comply with office expectations in a professional manner.
- B. Learn to interact effectively with supervisors, co-workers, clients and professionals in and outside of the internship office.
- C. Acquire a wider range of professional contacts for future career development.
- D. Create a portfolio of work samples or writing samples for a job search.
- E. Create a professional style resume.

Competency 2: The student will learn how to apply skills acquired in the program in an actual work setting.

The student will be able to:

- A. Create and utilize databases.
- B. Perform file organization and management.
- C. Interview clients and investigate matters.
- D. Draft correspondence and legal documents.
- E. Summarize documents.
- F. Meet deadlines.

Competency 3: The student will gain a practical knowledge of ethics existing within a particular workplace.

The student will be able to:

Apply legal and professional ethics with regard to issues involving:

- A. Client confidentiality;
- B. Conflicts of Interest
- C. Unauthorized Practice of Law
- D. Identifying ethical dilemmas

Competency 4: The student will become familiar with various legal software applications.

The student will be able to:

- A. Use time keeping systems for billable and non-billable hours.
- B. Utilize legal software applications for calendaring.
- C. Apply knowledge acquired to learn new systems.

Rev. 4/03