



### **Course Description**

#### **PLA1949 | Paralegal Studies Practicum | 3.00 credits**

This is a course designed to continue training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Co-operative Education Office to obtain registration approval. Prerequisite: 2.0 GPA, approval of Co-op Director, and a minimum of 6 credits in field or approved work experience

### **Course Competencies:**

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

1. Learning and completing one approved objective on the job
2. Learning and completing a second approved learning objective on the job
3. Learning and completing a third approved learning objective on the job
4. Learning and completing a fourth approved learning objective on the job
5. Demonstrating the success or failure of attempting to complete these objectives

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Explaining the process of completing an interview with a supervisor
2. Explaining the process of completing an interview with an attorney who hires paralegal
3. Explaining the process of completing an interview with a paralegal

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Managing the interview process
2. Analyzing the information
3. Writing a concise narrative report of the interviews

### **Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Locating sources in the library
2. Identifying relevant facts
3. Analyzing data
4. Organizing material
5. Presenting relevant information in a cohesively written format
6. Evaluating reports to make them concise
7. Checking to correct grammar, punctuation, and style
8. Documenting sources used with appropriate citation

**Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Describing what data should be centered and included at the top
2. Listing each heading, identify the sequential order, and explain what should be included under that category
3. Explaining why the duties performed on each job should be omitted
4. Describing why a category for summarizing qualifications and special skills is desirable
5. Discussing how information concerning one's education should be presented
6. Explaining why the resume must be only one page to be effective
7. Describing how the information should be organized
8. Discussing the aesthetic aspects of a good resume

**Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society