



Course Description

PLA2704 | Professionalism and Civility in the Law | 3.00 credits

This class will provide students guidance as they interact in a real-world setting as legal professionals while strengthening their communication skills. This course will cultivate the students' leadership capacities at the intra-personal, interpersonal, and industry levels. The coursework will proceed through experiential learning that is grounded in theory and includes reflection. The study material will develop students' knowledge in the context of the aspiration, relational, and practical aspects of professionalism and civility in the legal field. Students must earn a grade of C or better to pass this course.

Course Competencies:

Competency 1: The student will know and understand the importance of employability skills by:

1. Conducting a jobsearch
2. Securing information about a job
3. Identifying documents that may be required when applying for a job
4. Completing a job application or resume
5. Listing and discussing rules of interviewing
6. Demonstrating competence in job interview techniques
7. Identifying or demonstrating appropriate responses to criticism from employer, supervisor, or others
8. Identifying acceptable work habits
9. Demonstrating knowledge of how to make job changes appropriately
10. Demonstrating acceptable professional attire and hygiene/health habits

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, interact, and facilitate effective interpersonal skills in individual and group dynamics as well as increase personal understanding of how one's verbal and nonverbal communications affect others by:

1. Identifying the behaviors and traits paralegals rely on when communicating and building relationships with others
2. Applying interpersonal communication is the process of face-to-face exchange of thoughts, ideas, feelings, and emotions between two or more people, including in situations of conflict
3. Articulating how effective interpersonal communication is evidenced in current/ prior learning experiences

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 and apply effective intra-personal skills to be successful in academic and professional settings by:

1. Identifying the skills and traits necessary to manage one's own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict

2. Applying the key skills for building one's emotional intelligence and improving one's ability to manage emotions and connect with others, including:
 - a. Self-management
 - b. Self-awareness
 - c. Social awareness
 - d. Relationship management

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 the general public's perception of members of the legal profession by:

1. Examining civility and professionalism within the Florida bar
2. Discussing the history of civility and its relationship to Western civilization
3. Discussing the crucial role respect plays in any discussion of civility
4. Analyzing and discussing how to diffuse highly charged language and behavior before it escalates
5. Discovering effective and ethical tools for managing incivility

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