

Course Description

PLA2940 | Paralegal Studies Internship | 1.00 – 3.00 credits

Prerequisite: Permission of the Program Director

Course Competencies:

Competency 1: The student will obtain a practical understanding of business, legal, or governmental work environments by:

1. Complying with office expectations in a professional manner
2. Learning to interact effectively with supervisors, co-workers, clients, and professionals inside and outside the internship office
3. Acquiring a wider range of professional contacts for future career development
4. Creating a portfolio of work samples or writing samples for a job search
5. Creating a professional-style resume

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of diverse cultures including global and historical perspectives
- Demonstrate knowledge of ethical thinking and its application to issues in society

Competency 2: The student will learn how to apply skills acquired in the program in a work setting by:

1. Creating and utilizing databases
2. Performing file organization and management
3. Interviewing clients and investigating matters
4. Drafting correspondence and legal documents
5. Summarizing documents
6. Applying deadlines

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of diverse cultures including global and historical perspectives
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Apply legal and professional ethics with regard to issues involving: Client confidentiality, Conflicts of Interest, Unauthorized Practice of Law Identifying ethical dilemmas

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of diverse cultures including global and historical perspectives
- Demonstrate knowledge of ethical thinking and its application to issues in society

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

1. Using time-keeping systems for billable and non-billable hours
2. Utilizing legal software applications for calendaring
3. Applying the knowledge acquired to learn new systems

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of diverse cultures including global and historical perspectives
- Demonstrate knowledge of ethical thinking and its application to issues in society