Course Master Syllabus
Internship - LGLA 2388
(Note: The actual syllabus will vary depending upon the Instructor)

I. **Course Description / Prerequisites** An experience external to the college for an advanced student involving a written agreement between the College and an employing law office or legal agency. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes while employed in the legal environment at least 20 hours per week. This may be a paid or unpaid experience. This course may be repeated if approved by the Department Chair and if topics and learning outcomes vary. The objectives will involve the performance of specific occupational outcomes normally performed by paralegals. The intern will be paid by the employer unless the internship is with a government agency or not-for-profit organization. **This course must be taken during the semester in which the student completes the Program, or during the semester before that in which the student completes the Program. This course may not be taken in a semester when the student has more than four Paralegal courses remaining in the Program.**

II. **Course Rationale**

This course is designed to provide the student with the opportunity to apply concepts learned in the classroom, to a real-world work environment. It is normally the most valuable course that students take because of the synthesis between work and school. It also gives students an opportunity to display their abilities to a potential employer or, to obtain expanded responsibilities from a current employer.

III. **Student Learning Outcomes**

A. Course-Level Student Learning Outcomes: At the end of the course, the student will exhibit adequate competency in those areas set forth in the goals and objectives identified by the instructor, the student and the student's workplace supervisor.

B. Program-Level Student Learning Outcomes:

(1) Students will identify relevant legal concepts and apply them to changing fact patterns.
(2) Students will draft documents used in a broad range of legal environments.
(3) Students will perform as entry-level paralegals in a broad range of legal environments.
(4) Students will perform legal research.

C. SCANS Competencies: The SCANs Competencies that will be developed in this Course are listed on Exhibit A.

IV. **Required Texts**

A. Required Purchase
(1) Black's Law Dictionary

V. Instructional Methodology

This course will consist of an external learning experience, involving the performance of duties normally performed by paralegals. The duties will be performed while under the ultimate supervision of an attorney, although direct supervision may be by an experienced paralegal. The instructor will make visits to the workplace and meet with the student and supervisor in order to confirm that an appropriate learning experience is taking place. A seminar will address relevant subjects which could not be addressed in the other courses in the Program.

VI Course Evaluation System

A. The student's grade in the course will consist of a combination of a grade given by the instructor and a grade given by the workplace supervisor. The grade given by the instructor will reflect the timely and effective completion of the objectives set forth in the Course Calendar including the final paper. The grade given by the workplace supervisor will reflect how well the student achieved the planned objectives and goals as well as the student's overall effectiveness in the work environment.

B. Total Course points will be computed as follows:

(1)	Seminar…….	Pass/Fail
(2)	Timely completion of Course Calendar objectives……..…...	200 points
(3)	Employer's Final Grade……...	100 points
(4)	Final Paper……	100 points
(5)	Instructor's Final Grade……...	100 points
Total Points		500 Points

C. The final paper submitted by the student, will reflect the students own evaluation of the goals and objectives that were achieved and what the student learned from the achievement of those goals and objectives. In addition, the paper may reflect learning that arose collaterally from the student's presence in the work environment. The paper will be typed, (five pages minimum), 12 pitch.

D. Failure to timely complete any assignment per the Course Calendar will result in a grade reduction of 10 points per day late.

E. The final letter grade in the course will be based upon the percentage of total available points received, as follows:

A - 90-100%
B - 80-89%
C - 70-79%
D - 60-69%
F - 0-59%

VII. Course Policies

A. Attendance/Class Participation

Regular and punctual class attendance is expected of all students. Online courses require regular and timely class participation in discussions and completion of work. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

In the event the college or campus closes due to unforeseen circumstances (for example, severe weather or other emergency), the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor as a result of class cancellations.

B. Classroom Policies

Each instructor should clearly express their classroom policies, expectations and procedures addressing a variety of issues addressing, among others, attendance, class participation, classroom behavior, missed or late exams, late homework, written assignments, PowerPoint presentations, field and online research activities and weight assigned to them. Having explicit detail in this section helps to resolve potential student grades issues.

C. Withdrawal Policy

Each student is responsible to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feels it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is [insert date here]. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and or international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

D. Missed Exam and Late Work Policies

Each instructor should clearly express their policies with regard to missed exams and or late homework, etc.

E. Incompletes

An "Incomplete" will not be granted in this course unless the student has a grade of "C" or better on the first two exams, and a demonstrable emergency. An incomplete grade cannot

be carried beyond the date established by the instructor and cannot in any event be carried later than the last withdrawal date the following semester

F. Course Outline/Calendar

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted appropriately.

VIII. College Policies & Student Support Services

Important College Policies & Student Support Services can be found at:

http://www.austincc.edu/offices/academic-outcomes-assessment/master-syllabi/college-policies

LEGAL DISCLAIMER

Everything that is discussed in the classroom or individually with the instructor is strictly for educational purposes only. The instructor will not and does not provide legal advice to any student. Nor shall any comments from the instructor be considered legal advice.

ATTACHMENT A
INTERNSHIP – LGLA 2388
SCANS Competencies
Students in this Course will be expected to use or achieve the following Competencies

Resources

1.l. Allocates Time: Allocates time between coursework/work/family/friends.

Interpersonal

2.1. Participates as a Member of a Team: Works cooperatively with others on joint assignments in the workplace or classroom.

2.2. Teaches Others: Explains concepts to others.

2.5. Negotiates: Works toward consensus in the workplace and classroom.

2.6. Works with Cultural Diversity: Works well with men and women and with a variety of ethnic, social, or educational backgrounds in the context of work and classroom.

Information

3.1. Acquires and Evaluates Information: Extracts crucial legal issues from research of cases.

3.2. Organizes and Maintains Information: Organizes and maintains legal documents.

3.3. Interprets and Communicates Information: Evaluates assigned work and effectively communicates results to appropriate individuals.

3.4. Uses Computers to Process Information: Employs computers to process work assignments.

Technology

5.2. Applies Technology to Task: Understands the overall intent and the proper procedures for setting up and using computers and their programs as well as other workplace technology.

Basic Skills

6.1. Reading: Locates, understands, and interprets written information.

6.2. Writing: Communicates thoughts, ideas, information, and messages effectively in writing.

6.5. Listening: Receives, attends to, interprets, and responds to verbal messages in the workplace.

6.6. Speaking: Organizes ideas and effectively communicates thoughts in the workplace.

Thinking Skills

7.1. Creative Thinking: Uses imagination freely, combines ideas in new ways, when analyzing problems.

7.2. Decision Making: Chooses the best alternative when faced with multiple options.

7.3. Problem Solving: Recognizes the problems in situations and identifies possible solutions.

7.5. Knowing How to Learn: Finds the important information in class discussions and texts and consolidates the information into a useable format.

7.6. Reasoning: Identifies the crucial issue in a court case and recognizes the potential application of the rule in the case to other cases with similar facts and circumstances.

Personal Qualities

8.1. Responsibility. Exerts a high level of effort and perseverance in the workplace.

8.4. Self-Management: Motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a "self-starter."

8.5. Integrity/Honesty: Can be trusted to accomplish her/his own work without excessive involvement of other workers.

This Syllabus was updated on 12.13.22