**General Information**

**Date**

12/01/2016

**Department**

Business

**Course Prefix:**

PLG

**Course Number:**

250

**Course Title:**

Paralegal Internship

**Course Information**

**Credit Hours**

3

**Lecture Contact Hours**

3

**Other Contact Hours**

128

**Other Contact Hours Description**

The student must spend 128 hours at the internship site during the semester.

**Catalog Description**

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work. The student must complete a minimum of 128 hours of internship work at the internship site during the semester, which may be a public or private law office, corporate or government legal department, abstract company, or other appropriate law-related site. It will be the student's responsibility to secure an internship site with the help of the program director. During the semester, the student must attend three internship seminar sessions in which issues regarding the student's experiences and the paralegal profession will be discussed. Students will also do an oral presentation and write a paper describing their internship experiences.

**Prerequisites**

Attendance at an orientation session held the semester before the internship, completion of 30 credit hours at least nine of which must be paralegal classes including PLG 100 and PLG 125 and an overall grade point average of 2.50. Internships are subject to the approval of program director as well as availability.

**Grading Scheme**

Letter Grade
Capstone

Yes

FLCC Values

College Learning Outcomes Addressed by the Course

Inquiry
Interconnectedness
Vitality
Perseverance

Course Learning Outcomes

1: Perform paralegal tasks in a legal environment.
2: Demonstrate knowledge of legal ethics
3: Make an oral presentation about the internship.
4: Prepare a paper describing various aspects of the internship.

Program Affiliation

This course is required as a core program course in the following program(s)

Paralegal Certificate
AAS Paralegal

Outline of Topics Covered
Outline of Topics Covered

A. Time Management, Organizational Skills & Office Protocol
   1. Timekeeping and Billing Procedures
   2. Calendaring and Tickler Systems
   3. Personal Planning
   4. Cooperating With Support Staff
   5. Professionalism (Appropriate Dress and Behavior)
   6. Ethical Issues involved in Time Management, Organizational Skills, and Office Protocol

B. Professional Development and Paralegal Associations
   1. NALA, NFPA and Local Paralegal Organizations
   2. Certification vs. Licensure
   3. The Importance of Continuing Legal Education
   4. Notary Public Licensure

C. Perceptions of The Paralegal Profession
   1. Should paralegals be exempt or non-exempt employees as to overtime pay?
   2. How is the Paralegal's Role Defined?
      a. Inside the Law Firm
      b. By the General Public
   3. How Can You Help To Elevate Your Profession
   4. Where Are Paralegals Headed?
   5. Ethical Issues faced by Paralegals

E. Ethical Considerations
   1. Prohibition against giving legal advice
   2. Competency
   3. Confidentiality
   4. Solicitation
   5. Conflict of Interest
   6. Zealous Representation
   7. Professional Malpractice