Syllabus

PLG 250 Paralegal Internship

General Information

Date
September 18th, 2018

Author
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Department
Business

Course Prefix
PLG

Course Number
250

Course Title
Paralegal Internship

Course Information

Credit Hours
3

Lecture Contact Hours
3

Lab Contact Hours
0

Other Contact Hours
128 (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.
Key Assessment
This course does not contain a Key Assessment for any programs

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.

Co-requisites
None

Grading Scheme
Letter

First Year Experience/Capstone Designation

This course is designated as satisfying the outcomes applicable for status as a Capstone Course

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category
None

FLCC Values

Institutional Learning Outcomes Addressed by the Course
- Vitality
- Inquiry
- Perseverance
- Interconnectedness

Course Learning Outcomes

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

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