Syllabus

DATE OF LAST REVIEW: 02/2013

CIP CODE: 22.0302

SEMESTER: Departmental Syllabus

COURSE NAME: Paralegal Internship I

COURSE NUMBER: PRLG0275

CREDIT HOURS: 1

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”


REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

DESCRIPTION OF COURSE:
Each student must secure an internship where (s)he works in a coordinator-approved training situation under the instructional supervision of an licensed, practicing attorney for a minimum of 45 contact hours. The hours logged must be paralegal-related work; clerical duties, such as reception, will not count toward the minimum hours required for the internship. This internship is designed to give the student the opportunity to apply the skills acquired in the paralegal specialty courses.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences and performances outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Orientation to Course
II. Development of Training Plan
III. Integration of Program Competencies
IV. Visitation
V. Evaluation
EXPECTED LEARNER OUTCOMES:

A. The student shall be able to conduct a self-assessment.
B. The student shall be able to have a working resume.
C. The student shall be able to have a cover letter for his/her resume.
D. The student shall be able to have interviewed with potential internship sponsors/employers.
E. The student shall be able to have an interview follow-up letter.
F. The student shall be able to have an established job-search plan.
G. The student shall be able to summarize his/her exposure to an actual employment situation; both the job search and practicing paralegal skills that were experienced.
H. The student shall be able to have established communications with area attorneys and set the stage for possibilities of future internships and employment.

COURSE COMPETENCIES:

The student shall be able to conduct a self assessment

1. The student shall be able to prepare a work chronology chart.
2. The student shall be able to prepare a skills inventory chart.

The student shall be able to have a working resume

3. The student shall be able to explain the format of a resume.
4. The student shall be able to list and define the resume categories.
5. The student shall be able to explain guidelines for developing a resume.
6. The student shall be able to complete a checklist for rough draft of resume.
7. The student shall be able to submit final draft of resume.

The student shall be able to have a cover letter for resume

8. The student shall be able to explain the guidelines for writing a cover letter.
9. The student shall be able to list and describe the 3 content areas for a cover letter.
10. The student shall be able to complete a checklist for rough draft of cover letter.
11. The student shall be able to submit final draft of cover letter.

The student shall be able to interview with potential sponsors/employers

12. The student shall be able to explain how one is to prepare for the interview.
13. The student shall be able to explain how one can be an effective listener in the interview.
14. The student shall be able to describe how body language can affect the interview.
15. The student shall be able to list and describe the text’s tips for a successful interview.
16. The student shall be able to list and describe what to avoid in an interview.
17. The student shall be able to set up and attend at least 3 interviews.
18. The student shall be able to complete a log on each interview.

The student shall be able to have a follow-up letter

19. The student shall be able to list and describe guidelines for writing a follow-up letter.
20. The student shall be able to complete a checklist for rough draft of follow-up letter.
21. The student shall be able to submit final draft of follow-up letter.

The student shall be able to have an established job-search plan

22. The student shall be able to list job objectives.
23. The student shall be able to list job resources.
24. The student shall be able to list networking resources.
25. The student shall be able to create a job-search log.

The student shall be able to summarize the internship experience
26. The student shall be able to keep a detailed time log.
27. The student shall be able to keep a detailed journal of activities during internship.

The student shall be able to establish contacts
28. The student shall be able to keep a detailed log of contact made during internship.

ASSESSMENT OF LEARNER OUTCOMES:
Assessment methods will include the following:

1. Chapter Assignments and Final Exam
2. Attendance and active participation at the internship site
3. Evaluation by sponsor

GRADING:

The grade for the course is based on total points possible using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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</tbody>
</table>

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, In Room 3354 or call (913) 288-7670.
Kansas City Kansas Community College

21st Century General Education Learning Outcomes

Learning Outcomes

Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes

Communication Learning Outcomes

The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes

The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes

The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes

The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes

The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

Personal and interpersonal Skills Learning Outcomes

The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.
Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s