

PLS 99I Course Outline as of Fall 2010**CATALOG INFORMATION**

Dept and Nbr: PLS 99I Title: PARALEGAL INTERNSHIP

Full Title: Paralegal Occupational Work Experience Internship

Last Reviewed: 2/4/2014

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	2.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	40.00		Contact DHR	700.00
		Contact Total	40.00		Contact Total	700.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 700.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 25 - 16 Units Total (WrxE only)

Also Listed As:

Formerly:

Catalog Description:

Paralegal Occupational Work Experience Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field.

Prerequisites/Corequisites:

Course Completion of BOT 85.1, PLS 53, PLS 54, PLS 55.

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment.

Schedule of Classes Information:

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Recommended: Eligibility for ENGL 100 or ESL 100

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Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxEx only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2010	Inactive: Fall 2021
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Develop, achieve, and assess discipline-specific work-based learning objectives.
2. Use self-reflective and critical analysis to evaluate a job site experience.
3. Research and analyze resume writing formats; assess discipline specific skills of a targeted career; write a discipline-specific resume.
4. Assess discipline-specific classroom learning and apply applicable skills to meet requirements at job site.
5. Create a portfolio and classroom presentation.
6. Keep accurate records of employment and attendance at group meetings.
7. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

Topics and Scope:

1. Work-based learning objectives
 - a. Self-assessment
 - b. Format

- c. Measurement
- d. Evaluation
- 2. Professional meeting for paralegals and/or attorneys
 - a. Attend meeting
 - b. Notes on speaker presentation
 - c. Observation of interaction among professionals
 - d. Networking
- 3. Job site skills
 - a. Classroom preparation
 - b. Job site requirements
- 4. Portfolio and classroom presentation
 - a. Samples of legal documents
 - b. Timesheets
 - c. Solutions to ethical dilemmas
 - d. Employer evaluation
 - e. Classroom presentation
- 5. Accurate record keeping, timely reporting of hours worked, and attendance at group meetings
- 6. Repeating students
 - a. Develop new more complex discipline specific learning objectives
 - b. Measure/evaluate work site performance

Assignment:

- 1. Write, accomplish, and evaluate 4 measurable work-based learning objectives.
- 2. Complete a four-hour portfolio project.
- 3. Write a 2-page summary and analysis of a professional meeting for paralegals and/or attorneys
- 4. Keep accurate records of hours worked per week.
- 5. Meet with instructor and job supervisor at least one time.
- 6. Repeating students will create new objectives that are more complex and at a higher level of competency.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Summary of meeting, resume	Writing 10 - 25%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Field work, completion of objectives	Skill Demonstrations 50 - 65%
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Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Instructor evaluation, portfolio project, and hours worked

Other Category
15 - 30%

Representative Textbooks and Materials:

Intern Handbook, DVD, and other career related materials prepared by instructor.