

PLS 99I Course Outline as of Fall 2014**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 55 and Course Completion or Current Enrollment in PLS 54

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:

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. (Grade Only)

Prerequisites/Corequisites: Course Completion of BOT 85.1, PLS 53, PLS 55 and Course Completion or Current Enrollment in PLS 54

Recommended: 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.

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE 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:

Major Applicable Course

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 group support meetings
 - a. Samples of legal documents
 - b. Timesheets
 - c. Solutions to ethical dilemmas
 - d. Resume
 - e. Employer evaluation
 - f. Group support attendance
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 measureable work-based learning objectives.
2. Complete a portfolio.
3. Write a 2-page summary and analysis of a professional meeting for paralegals and/or attorneys.
4. Attend facilitated group support meetings.
5. Keep accurate records of hours worked per week.
6. Arrange and prepare for a meeting with instructor and job supervisor at least one time.
7. 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.

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| Portfolio |
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| 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.

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

Completion of work-based learning objectives

Skill Demonstrations
50 - 65%

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.

Participation and hours worked

Other Category
15 - 30%

Representative Textbooks and Materials:

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