

Master Syllabus

PAR 2401 - Paralegal Internship

Division: Business and Public Services

Department: Paralegal

Credit Hour Total: 3.0 **Lecture Hrs:** 1.0 **Practicum:** 14.0

Prerequisite(s): PAR 1101AND PAR 1102AND PAR 1103

Other Prerequisite(s): AND Approval of Department , AND Restricted to Majors

Date Revised: July 2015

Course Description:

Application of skills in a legal environment. Professionalism, resumes and interviewing skills. One classroom, fourteen practicum hours per week.

General Education Outcomes:

- ▣ Written Communication Competency
- ▣ Oral Communication Competency
- ▣ Critical Thinking/Problem Solving Competency

Course Outcomes:

Resumes and cover letters

Draft up-to-date resumes and cover letters.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 79% on exams.

Assessment Method: Simulations

Performance Criteria:

Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Mock interview

Participate in a mock job interview with an attorney.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 79% on exams.

Assessment Method: Simulations

Performance Criteria:

Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Apply paralegal skills

Utilize learned skills as an intern in a legal setting.

Assessment Method: Locally developed exams

Performance Criteria:

Students must attain a minimum of 79% on exams.

Assessment Method: Simulations

Performance Criteria:

Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

Outline:

Draft resume and cover letter

Participate in mock interview

Demonstrate professional skills in a legal environment

Utilize legal research and writing skills

Organize data into useful formats