

## Master Syllabus

### PAR 2401 - Paralegal Internship

**Division:** Business and Public Services

**Department:** Paralegal

**Credit Hour Total:** 3.0

**Lecture Hrs:** 2.0 **Practicum:** 7.0

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

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

**Date Revised:** July 2015

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### Course Description:

Application of skills in a legal environment. Professionalism, resumes and interviewing skills. Total of 30 classroom, 105 practicum hours.

### 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