



**CLASS NUMBER AND NAME:** PLN400 INTERNSHIP FOR PARALEGALS

**TOTAL CLOCK HOURS/UNITS:** 120 hours/4 Units

**PREREQUISITES:** PLN240B–Legal Research II and concurrent enrollment in the Specialized Associate Degree–Paralegal program, minimum GPA of 3.2, minimum typing speed of 45 wpm, and minimum 90% attendance. At the discretion of the internship site, a background check and health screening may be required. For those students who do not meet these requirements, the missing units must be replaced by another course(s), or an independent course of study (virtual internship) may be undertaken at the direction of the Legal Department Head.

**TEXT AND MATERIALS:** No specific textbook. Access to LexisNexis will be available for any possible online legal research assignments from the attorney.

**CLASS DESCRIPTION:** The student will apply his or her Paralegal Program knowledge by placement in the private legal sector, government agency, or other legal setting for on-the-job training under the supervision of an attorney for a 120 hour period. The various sites are approved by the Legal Department Head and discussed with each eligible student. The student is required to meet with the Department Head to discuss the student’s progress on a periodic basis.

**CLASS OBJECTIVES:** To provide the student with hands-on experience in a legal setting allowing the student to apply what he/she has learned in a legal environment under the supervision of an attorney. The experience will provide the student with interactions with attorneys, legal staff, clients, and court personnel. Depending on the type of legal environment the student is placed in, the student will apply his or her knowledge of pleading, discovery, and motion preparation, court filings, case management, legal research, legal writing, and other legal skills. The intern experience will also assist the student in understanding the professional requirements and law office protocol necessary to prepare the student for employment in the field.

**CLASS FORMAT OVERVIEW:** Initially the student will meet with the Department Head to discuss the placement. Once the student is placed, he or she will periodically meet with the Department Head to discuss the ongoing progress and projects the student may be working on. The instructor is available for questions, problems and explanation on an as-needed basis. Once placed, the student and employer will work on a schedule which is amenable to them. This may take longer than one six-week mod. Upon completion of the 120 hours the student will submit a letter and/or timesheet from his or her employer indicating satisfactory completion of the 120 required hours.

**ATTENDANCE:**

Students must complete 120 hours at their placement site. The student will be withdrawn from the placement if he or she does not attend the legal site on a regular basis, in accordance with the understanding of the student and the placement site, or does not perform the work to the satisfaction of the supervising attorney. If the student fails to communicate with the instructor on a regular basis, she or he may be withdrawn from the internship at the instructor's discretion.

**INELIGIBILITY FOR INTERNSHIP:**

If a graduating student of the ALAN Program is not eligible for internship placement, the student will meet with the Director of Education, or Assistant Director of Education, to discuss other ways to make up these units. The student who qualifies for an internship may choose to do an independent study "virtual internship" online that equates to 120 hours of a paralegal internship for the same credits.

**TESTING:**

There are no tests in the Internship Program.

**GRADING POLICIES:**

The interning student will receive a letter grade upon completion of 120 required hours (and a satisfactory letter from the employer or signature on time sheet), or satisfactory completion of the virtual internship. The grade is based on completion of the internship, completion of a resume and portfolio, and adequate, consistent communication with the instructor.

**ANTICIPATED LEARNING OUTCOMES:**

Upon completion of this course the student will be able to:

1. Understand the office protocol and pressures of working in a legal setting with other legal staff and the public.
2. Understand the importance of calendaring, filing and interactions with the court, other legal offices, and legal clients on a daily basis.
3. Understand the importance of timekeeping for billing purposes in a legal setting.
4. Prepare legal documents under the supervision of an attorney, court administrator, or legal office administrator.
5. Create relationships with various legal personnel to make potential contacts for future employment.



**PLN400 INTERNSHIP FOR PARALEGALS  
OUTLINE**

**Internships often take longer than six weeks to complete. This outline envisions a six-week process but internships are tailor-made to fit the needs of the student and the law office.**

<b>Week</b>	<b>Schedule Six-Week Module Internship</b>	<b>Schedule Six-Week Module Alternative Virtual Internship</b>
<b>One</b>	<p>The student will meet with Dept. Head to determine qualifications and placement site.</p> <p>Student will be placed in appropriate legal setting.</p>	<p>The student will meet with Dept. Head to determine qualifications and discuss the work to be completed in the virtual law office.</p> <p>Student will work independently online using a virtual internship site from publisher Woltser-Klewer.</p>
<b>Two</b>	<p>The student will work with on-site internship supervisor to determine schedule and will receive assignments and complete them as assigned.</p> <p>Student will check in with Dept. Head weekly regarding internship status and progress towards completion.</p>	<p>The student will work independently on assignments given and upload assignments into the website for review and grading by the instructor.</p> <p>Student will check in weekly with Dept. Head regarding internship status and progress towards completion.</p>
<b>Three</b>	<p>The student will work with on-site internship supervisor to determine schedule and will receive assignments and complete them as assigned.</p> <p>Student will check in with Dept. Head weekly regarding internship status and progress towards completion.</p>	<p>The student will work independently on assignments given and upload assignments into the website for review and grading by the instructor.</p> <p>Student will check in weekly with Dept. Head regarding internship status and progress towards completion.</p> <p>By mid-internship, LexisNexis will be utilized for online research assignments.</p>

<p><b>Four</b></p>	<p>The student will work with on-site internship supervisor to determine schedule and will receive assignments and complete them as assigned.</p> <p>Student will check in with Dept. Head weekly regarding internship status and progress towards completion.</p>	<p>The student will work independently on assignments given and upload assignments into the website for review and grading by the instructor.</p> <p>Student will check in weekly with Dept. Head regarding internship status and progress towards completion.</p> <p>LexisNexis will be utilized for online research assignments.</p>
<p><b>Five</b></p>	<p>The student will work with on-site internship supervisor to determine schedule and will receive assignments and complete them as assigned.</p> <p>Student will check in with Dept. Head weekly regarding internship status and progress towards completion.</p>	<p>The student will work independently on assignments given and upload assignments into the website for review and grading by the instructor.</p> <p>Student will check in weekly with Dept. Head regarding internship status and progress towards completion.</p> <p>LexisNexis will be utilized for online research assignments.</p>
<p><b>Six</b></p>	<p>The student will work with on-site internship supervisor to determine schedule and will receive assignments and complete them as assigned.</p> <p>Student will meet with Dept. Head to turn in timesheet and letter of completion, if received by the student. Student will have final conference with Dept. Head regarding internship. Student must have his or her resume and portfolio reviewed and checked off by the instructor by the end of the internship.</p>	<p>Student will have completed and submitted all assignments.</p> <p>Student will meet with Dept. Head to have his or her portfolio and resume checked off and have final conference regarding internship.</p> <p>Final grade will be given.</p>

*The instructor reserves the right to reconfigure the above with prior notice to the internship student. The class objectives will be met regardless of deviation from this outline.*

*This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and 1/4 hour outside of class for each hour of structured lab time.*