



Western Technical College

10110143 Paralegal Internship and Field Study

Course Outcome Summary

Course Information

Description	Paralegal majors will be responsible for finding law-related employment and working for the required amount of hours in order to gain occupational experience.
Career Cluster	Law, Public Safety, Corrections and Security
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	162

Textbooks

No textbook required.

Experiential Learning

1. Community Based Learning Project
2. Work Based Learning

Program Outcomes

1. Apply ethical principles in a legal environment.
2. Process legal documents.
3. Perform legal research.
4. Apply critical thinking skills to address legal issues.
5. Demonstrate professionalism in a legal environment.

Course Competencies

1. **Demonstrate effective communication skills in a legal environment.**

Assessment Strategies

- 1.1. On-the-job Performance

Criteria

You will know you are successful when:

- 1.1. you participate in communication with clients and legal professionals.
- 1.2. you present and discuss communication experiences.
- 1.3. you sufficiently communicate with your instructor throughout the internship experience.
- 1.4. your site supervisor evaluates your communication and determines that it is acceptable for an entry level paralegal.

Learning Objectives

- 1.a. Demonstrate proper communication with the instructor.
- 1.b. Demonstrate acceptable communication in a legal environment.

2. Demonstrate effective legal writing skills as an entry level paralegal.

Assessment Strategies

- 2.1. Written Product
- 2.2. Oral Presentation

Criteria

You will know you are successful when:

- 2.1. you present and discuss the importance of proper legal writing in a legal environment.
- 2.2. you present and discuss the purpose of various legal writings used during your internship or field experience.
- 2.3. you document the importance of proper legal writing in the exit report.
- 2.4. your site supervisor evaluates your communication and determines that it is acceptable for an entry level paralegal.

Learning Objectives

- 2.a. Demonstrate various writings required in a law office as an entry level paralegal.
- 2.b. Acknowledge the importance of writing skills in a legal environment.

3. Demonstrate competence as an entry level paralegal.

Assessment Strategies

- 3.1. On-the-job Performance
- 3.2. Oral Presentation and Dialogue

Criteria

You will know you are successful when:

- 3.1. you demonstrate acceptable performance of office tasks at your internship or field study site.
- 3.2. your site supervisor evaluates your competence in a legal environment and determines that it is acceptable for an entry level paralegal.
- 3.3. you present a summary of your site experience.
- 3.4. you participate in a presentation and group discussion of your site experience.

Learning Objectives

- 3.a. Describe various office procedures in a legal environment.
- 3.b. Describe the importance of managing tasks correctly and in a timely manner.

4. Demonstrate the effective use of technology in a legal environment.

Assessment Strategies

- 4.1. Oral Presentation
- 4.2. Written Product
- 4.3. On-the-job Performance

Criteria

You will know you are successful when:

- 4.1. you sufficiently use the technology used at the internship or fields study site.
- 4.2. you present and discuss your technology experience.
- 4.3. you document your technology experience in the required written exit report.

- 4.4. your site supervisor evaluates your use of technology and determines that it is acceptable for an entry level paralegal.

Learning Objectives

- 4.a. Explore the types of technology used at the internship or field study site.
- 4.b. Demonstrate sufficient use of the site's technology.

5. Demonstrate professional and ethical conduct in a legal environment.

Assessment Strategies

- 5.1. On-the-job Performance

Criteria

You will know you are successful when:

- 5.1. you display professional conduct at the site and with your instructor.
- 5.2. you display professional dress at the site.
- 5.3. you present and discuss the required dress and conduct for your site.
- 5.4. you document in your exit report the professional and ethical conduct required by your site.

Learning Objectives

- 5.a. Explain the role of an ethical paralegal in a legal environment.
- 5.b. Maintain professional behavior and dress for the workplace.
- 5.c. Recognizes the internship/field study as a valuable experience to future employment.

6. Produce documents for securing employment in a legal environment.

Assessment Strategies

- 6.1. Written Product
- 6.2. Oral Presentation

Criteria

You will know you are successful when:

- 6.1. you complete a satisfactory resume and cover letter.
- 6.2. you present and discuss your interviewing experience.
- 6.3. you document and reflect in your exit report your interviewing experience(s).
- 6.4. you present and discuss your job search plan.

Learning Objectives

- 6.a. Explain the interviewing process including correspondence and communication.
- 6.b. Explain various employment options.

7. Perform an internship or field study including documentation and presentation of the experience.

Assessment Strategies

- 7.1. Written Product
- 7.2. Oral Presentation
- 7.3. On-the-job Performance

Criteria

You will know you are successful when:

- 7.1. you have submitted a satisfactory written exit report.
- 7.2. you have presented in a formal presentation your internship or field study experience.
- 7.3. your site supervisor verifies that you have completed the required internship hours.
- 7.4. you have submitted the required interim time reports.

Learning Objectives

- 7.a. Select an proper internship or field study site.
- 7.b. Complete an internship or fields study in a legal environment.
- 7.c. Complete documentation of the experience.