

North Hennepin Community College

PLEG 2930: Legal Studies Seminar and Internship

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite
PLEG 2211 - Legal Research and Writing I

Corequisites: None

MnTC Goals: None

The course is designed to ready the student for transition from the classroom to the work place, emphasizing practical skill development and additional development of the student's organizational, communication and critical analysis skills. This is also a course designed to measure the student's learning and mastery of the program's goals and objectives.

The course is designed with in-class and out of class internship experiences. Through in-class discussions and exercises, the student develops the basic skills necessary for the paralegal work setting. The student gains actual work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work completed at an internship site. The student must complete 150 hours of work at the internship site, which may be a private or public law office, corporate or government legal department, or other appropriate law-related setting or complete the alternative legal practicum coursework.

Prerequisites: PLeg 2211

B. COURSE EFFECTIVE DATES: 08/24/2009 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. a. Employment opportunities (traditional and non-traditional applications of the paralegal degree)
- b. Law office operation, policies and procedures
- c. Practical law office skills (file management, phones, correspondence)
- d. Written and verbal communication skills
- e. Professionalism
- f. Resume writing and job interviews
- g. Ethics
- h. Advanced legal research and legal analysis
- i. Editing and proof reading
- j. Interdisciplinary applications of previously completed coursework

D. LEARNING OUTCOMES (General)

1. Apply classroom skills and knowledge in an actual or simulated work setting, bringing skills to a higher professional level. (ELO 1, ELO 2, ELO 3, ELO 4, Program Goals 1, 2, 3, 4, 5, 6, 7)
2. Demonstrate intermediate to advanced levels of legal analysis. (ELO 2, Program Goal 4)
3. Demonstrate specific, task related skills for inclusion in the students resume. (ELO 2, ELO 4, Program Goal 6)
4. Demonstrate skills and experience in conducting a job search, including identification of career goals, resume preparation, interviewing, and gathering information on prospective employers. (ELO 1, ELO 2, ELO 4, Program goal 3, Program goal 4)
5. Demonstrate an acquaintance with business, legal, or governmental work environments. (ELO 1, ELO 3, Program Goal 1, Program goal 2)
6. Demonstrate an understanding of attitudes and work habits that ensure a successful career. (ELO 1, ELO 3, Program Goal 2, Program Goal 3)
7. Demonstrate professional-level skills in oral and written communications. (ELO 1, ELO 2, ELO 3, ELO 4, Program Goal 3)
8. Apply a sound, contextual understanding of legal and professional ethics, such as regarding client confidentiality, conflicts of interest, and the unauthorized practice of law. (ELO 2, ELO 3, ELO 4, Program Goal 2)
9. Demonstrate effective interaction with supervisors, co-workers, clients, and professionals outside of the internship office. (ELO 3, ELO 4, Program Goal 3, Program Goal 6)
10. Demonstrate a first-hand understanding of law-related office organizations and their internal systems, such as for timekeeping, billing, and file management. (ELO 1, Program Goals 2, 3, 4, 6, 7)
11. Articulate current career options. (ELO 1, ELO 4, Program Goal 1)
12. Produce a portfolio of work samples (or writing samples) for the students job search. (ELO 1, ELO 2, ELO 3, ELO 4, Program Goals 1, 2, 3, 4, 5, 6, 7)
13. Manage time effectively and to account for time worked on assignments or in an office setting.(ELO 2, ELO 3, Program Goal 1, 2, 3, 6, 7)

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.