

ITT Technical Institute  
**PL2699**  
**Paralegal Externship**  
**Onsite Course**

**SYLLABUS**

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**Credit hours:** 4.5

**Contact/Instructional hours:** 135 (, 135 Externship Hours)

**Prerequisite(s) and/or Corequisite(s):**

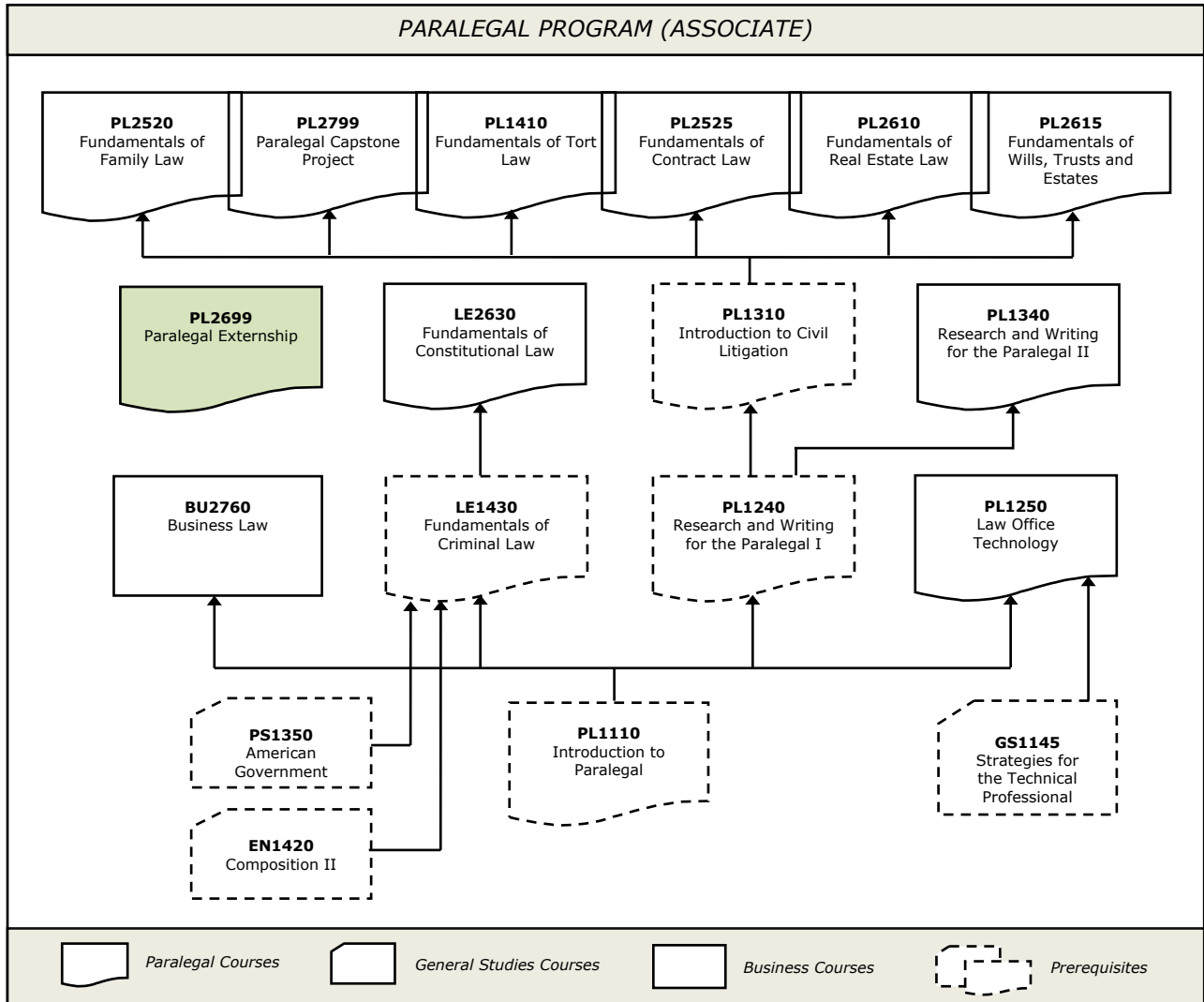
Prerequisite: Completion of a minimum of 67 credits earned in the program of study

**Course Description:**

This course provides students with an opportunity to apply knowledge, skills and abilities acquired in the Paralegal program in a real world experience for 135 hours.

## Where Does This Course Belong?

This course is offered in the sixth quarter of the program in place of paralegal elective courses to allow students to get some on-the-job experience. The course consists of the student completing 135 hours of work on site in a paralegal or related field environment.



Note: Refer to the catalog for the state-specific course information.

# Syllabus: Paralegal Externship

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|               |       |
|---------------|-------|
| Instructor:   | _____ |
| Office hours: | _____ |
| Class hours:  | _____ |

## Course Description

This course provides students with an opportunity to apply knowledge, skills and abilities acquired in the Paralegal program in a real world experience for 135 hours

## Major Instructional Areas

1. Practical application of paralegal studies related knowledge, skills and abilities.
2. Working in a team and as a paralegal professional.
3. Documenting work.

## Course Objectives

1. Apply no less than twenty percent of the knowledge, skills, and abilities learned in the Paralegal program in a “real-world” environment.
2. Demonstrate professionalism in a “real-world” environment.
3. Demonstrate the ability to perform as a team member in a “real-world” environment.
4. Obtain a realistic perception of the operations of a “real-world” agency within the Paralegal field.
5. Apply problem-solving and critical thinking skills in a “real-world” environment.
6. Prepare students for future employment in the field of Paralegal.

## Course Outline

### Note:

| Unit | Activities  |
|------|---|
| 1—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 2—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 3—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 4—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 5—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 6—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 7—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 8—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 9—   | • Weekly Log Submission (Faxed or Scanned Document)   |
| 10—  | • Weekly Log Submission (Faxed or Scanned Document)   |
| 11—  | • Weekly Log Submission (Faxed or Scanned Document)<br>• Diary Submission<br>• Employer Survey Submission |

### Instructional Methods

This course is an experiential learning event that will vary from agency to agency. Students will work under the supervision of the participating agency and monitored by the instructor and/or externship facilitator.

### Instructional Materials and References

- **Student Textbook Package:** No textbook is provided for this course.
- **Other Required Resources:** No additional recourses are required for this course.
- **Equipment and Tools:** No additional equipment and tools are required.

### References

#### ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.library.itt-tech.edu/> to access online books, journals, and other reference resources selected to support ITT Tech curricula. The Paralegal Program Links is a valuable resource area for students to use while they are performing their externship.

## Course Evaluation and Grading

### Evaluation Criteria Table

The final grades will be based on the following categories:

| CATEGORY        | WEIGHT      |
|-----------------|-------------|
| Employer Survey | 40%         |
| Diary           | 50%         |
| Weekly Log      | 10%         |
| <b>Total</b>    | <b>100%</b> |

**Note:** Students are responsible for abiding by the Plagiarism Policy and all policies applicable to the participating agency.

### Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

|    |         |     |
|----|---------|-----|
| A  | 90–100% | 4.0 |
| B+ | 85–89%  | 3.5 |
| B  | 80–84%  | 3.0 |
| C+ | 75–79%  | 2.5 |
| C  | 70–74%  | 2.0 |
| D+ | 65–69%  | 1.5 |
| D  | 60–64%  | 1.0 |
| F  | <60%    | 0.0 |

*(End of Syllabus)*