

# **PL270**

## **Paralegal Externship**

### **[Onsite]**

**Course Description:**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a law office or agency or other suitable location for 120 hours.

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

Prerequisite: Completion of a minimum of 72 credits earned in the program of study and approval of the School of Criminal Justice Chair

**Credit hours: 4**

**Contact hours: 120 (Theory Hours, 120 Externship Hours)**

## Syllabus: Externship in Paralegal Studies

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Instructor: \_\_\_\_\_

Office hours: \_\_\_\_\_

Class 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 Studies 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 Criminal Justice 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.

### SCANS Objectives

SCANS is an acronym for Secretary’s Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Allocate time and energy for completing assigned projects in a consistent and timely manner.
2. Display team work, cooperation and effort, contributing wherever applicable and as assigned.
3. Apply procedures, tools, and equipment whenever required.
4. Interpret and respond to written and verbal requests and assignments.
5. Apply technology to tasks as applicable.
6. Exert a high level of effort and perseverance toward attaining goals.
7. Select and analyze information and communicate results to others using oral and written methods as applicable.
8. Organize ideas and communicate effectively.
9. Apply knowledge and skills.
10. Evaluate situations and devise appropriate plans of action.
11. React promptly to requests for information or tasks as directed.
12. Develop and reinforce the ability to convey thoughts, ideas, and information in writing.
13. Demonstrate interpersonal skills necessary to be a fully contributing member of a team.
14. Choose an ethical course of action.
15. Use ideas, information and observations to gain new perspectives.
16. Monitor and correct performance.
17. Develop tolerance by supporting and acknowledging diversity.
18. Demonstrate self-motivation and professionalism.

## Course Outline

Note:

| Unit | Activities  |
|------|---|
| 1–   | <ul style="list-style-type: none"> <li>• Weekly Log Submission (Faxed or Scanned Document)</li> </ul> |

| Unit | Activities   |
|------|--|
| 2–   | <ul style="list-style-type: none"><li data-bbox="448 262 1214 296">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 3–   | <ul style="list-style-type: none"><li data-bbox="448 329 1214 363">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 4–   | <ul style="list-style-type: none"><li data-bbox="448 396 1214 430">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 5–   | <ul style="list-style-type: none"><li data-bbox="448 464 1214 497">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 6–   | <ul style="list-style-type: none"><li data-bbox="448 531 1214 564">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 7–   | <ul style="list-style-type: none"><li data-bbox="448 598 1214 632">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 8–   | <ul style="list-style-type: none"><li data-bbox="448 665 1214 699">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 9–   | <ul style="list-style-type: none"><li data-bbox="448 732 1214 766">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 10–  | <ul style="list-style-type: none"><li data-bbox="448 800 1214 833">• Weekly Log Submission (Faxed or Scanned Document)</li></ul>   |
| 11–  | <ul style="list-style-type: none"><li data-bbox="448 867 1214 909">• Weekly Log Submission (Faxed or Scanned Document)</li><li data-bbox="448 934 727 976">• Diary Submission</li><li data-bbox="448 1001 876 1043">• Employer Survey Submission</li></ul> |

## **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 resources 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 Studies 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)*