

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**Paralegal Studies 250 – Internship**

54 hours paid or unpaid work experience per unit, 1-4 units

**Catalog Description**

Practical work experience in a cooperating law office or corporate legal department. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. May be taken for a maximum of nine units in Paralegal.* 54 hours paid or unpaid work experience per unit, 1-4 units.

**Prerequisite**

“C” grade or higher or “Pass” in PARA 100 or equivalent

**Entrance Skills**

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Have a basic understanding of the legal system.
- 2) Be familiar with basic legal concepts and basic legal language.
- 3) Knowledge of the state and federal court system.
- 4) Understand administrative law and the administrative system.

This course will deal with a major area of substantive law and how it relates to other areas of the law, so an understanding of substantive and procedural law is critical.

**Course Content**

- 1) Review, analyze and discuss preparation of performance contract
  - a. Discuss goals and objectives
  - b. Discuss job placement
  - c. Establish course schedule and timetables
- 2) Review and discuss each student's goals and objectives
  - a. Student presents weekly progress reports
  - b. Instructor and peer review of progress reports
  - c. Counsel student and if needed the supervising attorney in any major problem areas
- 3) Final Report
  - a. Review goals and objectives of each student
  - b. Summary of work experience accomplishments by student
  - c. Student self-evaluation
  - d. Supervising attorney's evaluation
  - e. Instructor's evaluation
- 4) Preparation of Performance Contract
  - a. Specification of mutually acceptable goals, objectives and timetable
  - b. Approval of contract by faculty member and supervising attorney
- 5) Implementation of contract
  - a. Work on objectives
  - b. Weekly progress reports
- 6) Final Reports
  - a. Summary of accomplishments by student
  - b. Student self-evaluation
- 7) Field supervisor's evaluation
- 8) Instructor's evaluation

**Course Objectives**

Students will be able to:

- 1) Prepare a performance contract which will clearly specify learning objectives in a practical work situation.
- 2) Demonstrate the ability to apply skills and knowledge in a work situation as indicated by completion of agreed-upon objectives.
- 3) Explain the relationship between knowledge and skills acquired in the classroom and those required on the job.
- 4) Understand the necessity of continuing professional education for excellence in the paralegal field.
- 5) Describe the scope of work and the numerous responsibilities of a paralegal.
- 6) Resolve on-the-job problems in a classroom setting with peers and the instructor.
- 7) Apply program course work in a work experience situation with progress and performance monitored by the instructor.
- 8) Direct input and feedback of on-the-job progress and performance.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Observation of student
- 2) Attendance
- 3) Exams (written, aural, subjective, objective)

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Smart classroom

**Method of Instruction**

Individualized guidance from instructor and field supervising attorney

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

**Texts and References**

- 1) Required (representative example): None
- 2) Supplemental: None

**Student Learning Outcomes**

Students will be able to:

- 1) Develop specific educational goals for their internship which will enhance problem solving, critical thinking, and communication skills required to perform effectively within the paralegal field.
- 2) For each goal, develop a training plan which includes implementation processes and procedures and a completion date.
- 3) Write a memorandum that describes the role, professional functions, and ethical responsibilities of a paralegal in a typical workplace environment.
- 4) Assess future training needs for a career in the paralegal profession.