



Course Number and Title: PLG 290 Paralegal Internship

Campus Location:
Georgetown, Dover

Effective Date:
2020-51

Prerequisite:
Department approval

Co-Requisites:
none

Course Credits and Hours:
4.00 credits
0.00 lecture hours/week
12.00 lab hours/week

Course Description:
This course provides training in the legal environment and includes oversight by an advisor.

Required Text(s):
Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

Additional Materials:
None

Schedule Type:
Classroom Course

Disclaimer:
None

Core Course Performance Objectives (CCPOs):

1. Interact ethically and professionally in matters relating to the business or agency. (CCC 4; PGC 3)
2. Use effective written communication skills in documentation and assignments; when appropriate, include current issues and challenges related to the profession. (CCC 1; PGC 4)
3. Select appropriate software and resources to complete technical assignments. (CCC 2, 5; PGC 2)
4. Integrate technical skills and office procedures to perform multi-tasking assignments. (CCC 2; PGC 4)

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Interact ethically and professionally in matters relating to the business or agency.
 1. Perform on-the-job training in an office related to technology option.
 2. Function effectively as an office team member.
 3. Resolve interpersonal and team conflicts.
2. Use effective written communication skills in documentation and assignments; when appropriate, include current issues and challenges related to the profession.
 1. Write articulate and persuasive reports, proposals, and letters, as required by intern supervisor.
 2. Produce a professionally prepared résumé.
 3. Prepare written assignments as assigned by the internship instructor.
3. Select appropriate software and resources to complete technical assignments.
 1. Generate word processing and/or spreadsheet documents.
 2. Demonstrate presentation skills.
4. Integrate technical skills and office procedures to perform multi-tasking assignments.
 1. Use critical thinking to produce comprehensive, integrated conclusions.
 2. Demonstrate initiative in collaborating with team office members.

Evaluation Criteria/Policies:

Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
0	-	74	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

Final Course Grade:

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative: Supervisor Evaluation	40%
Summative: Portfolio Assignment	20%
Formative: Ethical Writing Assignments (3) (equally weighted)	10%
Formative: Career Reflection Piece	10%
Formative: Weekly Journals (equally weighted)	20%
TOTAL	100%

Core Curriculum Competencies (CCCs are the competencies every graduate will develop):

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):**PLGAASPLG**

1. Explain the present and potential role of the paralegal within the legal system.
2. Produce documents necessary for a functioning law office.
3. Comply with the profession's Code of Ethics within the legal system.
4. Use a range of research methods and information necessary to complete a variety of legal activities.
5. Apply acquired knowledge of legal specialty areas in the workplace.

Disabilities Support Statement:

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.