

**New York City Technical College
Law and Paralegal Studies**

**Professor Gail Elizabeth Williams
LAW 2409-Internship (Online)**

Course Outline

The legal internship seminar is designed to give students the opportunity to apply their formal education to practical work situations. As an intern, the student will work either under the direct supervision of an attorney or a legal assistant while under the overall supervision of a practicing attorney. As a student, you must work a minimum of 160 hours at the internship site.

Program Structure/Requirements

Prior to the beginning of the internship experience, the students meet with the internship instructor to discuss his/her career goals and internship opportunities. The professor selects and secures the placement. In the event the student secures an internship; the professor must approve it. The student signs an internship agreement that explains the obligations of the intern. The first class discusses the requirements of the internship. If an internship placement is disrupted, the hours worked (prior to termination of that employment) will not normally be credited. Thus, the student will be expected to complete the entire 160 hours in the subsequent placement. Supervising attorneys and/or office managers are expected to complete evaluation forms, which will be submitted to them at the end of the semester.

Students are required to attend all weekly seminars, and keep a journal that shall include dates and hours worked a specific description of the project or task, and a sample of any written work product. **Samples should be redacted to protect confidentiality.** The students must also submit time sheets to verify the internship assignment hours. Several written exercises will be assigned to assess mastery of various subject matters. At the end of the semester each student must do an *oral presentation* on a challenging or memorable task he or she performed at the internship site. The presentation should be approximately 5-10 minutes long, which will include 10 minutes of questions from the class. Each member of the class must be prepared to ask questions and evaluate the presentation. This student will be graded for this participation.

This is also a hybrid course; therefore, portions of this class will be online. The student is required to log in regularly to check for all assignments and view all lectures. In addition, students **must participate in the discussion board**. The discussion board facilitates communication in the course on items of import and is tantamount to class participation and the student will be graded accordingly.

****Attendance is mandatory; students must attend the seminar and the online sessions. If the student is absent more than twice that student will be dropped from the class. Any lateness 30 minutes into the class is considered an absence. Please be aware that three latenesses (after attendance has been taken) will be considered an absence.**

Academic Integrity Policy: Please be advised this course adheres to the College's policy on academic integrity set forth below:

New York City College of Technology Policy on Academic Integrity
Students and all others who work information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

Course Materials

Recommended text: *How to Land and Keep Your First Paralegal Job*,
Andrea Wagner (latest edition)

In lieu of a final exam, a memorandum of law and/or reading may be assigned and are mandatory and a major portion of the course. With the reading ,you may be required to read a book selected and designed to

develop critical thinking and legal research and writing skills. All guidelines on the written assignment will be contained in the handout. You should start reading as soon as possible. This assignment will be the final assignment and graded as a memorandum of law and will be due two weeks prior to the end of the semester.

Grading Policy

Online activity and assignments	30%
Supervisor evaluation	30%
Oral Presentation (this includes your participation in the Questioning of the person delivering the presentation)	15%
Memorandum or Mandatory Reading Assignment	25%

(Contracts, objective sheet, completed evaluations; timesheets and other items in the packet must be handed in upon request)

Seminar topics

Unit 1

Overview of the course
Review of internship responsibilities
Obtaining a placement
How to use the course online

Unit 2

Designing and developing a resume and cover letter
The job search
Networking
Competencies, skills and knowledge
Identify marketable skills

Assignment : Prepare a resume based on class notes and sample given. In addition search the web or other job hunting sources. Imagine you are searching for an entry level job as a paralegal. Then prepare a cover letter as though you intend to respond to the advertisement.

Unit 3

Networking

Competencies, skills and knowledge

Skills assessment

Assignment: Assess your strengths and weakness at the workplace.

Unit 4

Interviewing skills

How much should I get paid?

Negotiating salary

Assignment: Research questions used by employers during interviews. Further focus on questions that cover inappropriate and illegal questions and how to address them. Be prepared for Mock Interview.

Unit 5

Mock interview to be done by students

Evaluating the interview

Thank you letters

Assignment: View seven minute YouTube video called Paralegal Professional Video Series in its entirety. Go to Discussion Board and discuss your impressions of the different interview styles. How would you handle each? Respond to each student's response to the video.

Unit 6 (Class on Blackboard)

Ethical considerations for the paralegal

Assignment: View the lecture on YouTube entitled Legal Ethics-Albany NY Litigation Conflicts of interest. View the video and prepare a two-page memorandum of law on any two ethical principals discussed. All citations should be in bluebook format.

Unit 7

Principles of legal research in the workplace

Citations review. How to do citation checks

Assignment: citation check of a document

Unit 8

Round robin discussion on what's going on at the internship

Use this opportunity to discuss any challenges that may be present.

Unit 9 (Blackboard)

Legal Letters

Assignment: Prepare three letters Demand Letter, Advice Letter, and Appearance at Deposition letter.

Unit10

Round robin

Unit 11

Oral presentations

Behavioral Objectives

Upon completion of this course the student should:

Have obtained a meaningful applied experience in a professional law setting not enhance the classroom learning.

Be able to assist the attorney in preparing briefs and other materials, which the attorney deems essential to efficient office practice.

Develop a basic understanding of law office practice, management, and office procedures.

Have the opportunity use their research skills in a research project.

Understand how to establish an effective rapport with attorneys, law clerks, legal secretaries, clients and other legal assistants.

Gain work-related references and networking opportunities, which will enhance his or her marketability as a legal professional.

Understand ethical responsibilities of attorneys, paralegal, and legal support staff.

Be able to draft documents.

Be familiar with the interviewing process.

Be familiar with the job-hunting process.

Know how to prepare a cover letter and resume.

Be familiar with the salary structure in the profession.

Be familiar with the use of forms in practice

Be familiar with identifying proper citations in a memorandum

****CLASS ATTENDANCE (INCLUDING ONLINE ATTENDANCE) IS EXPECTED AND LATENESS IS NOT PERMITTED. THE**

**LEGAL ASSISTANT STUDIES DEPARTMENT ATTENDANCE AND
LATENESS POLICY WILL BE STRICKLY ENFORCED.**