

New York City College of Technology
Legal Assistant Studies Department
Internship (Online)

Professor Gail E. Williams
Law 4801

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 125 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 125 hours in the placement. Furthermore, student must complete the hours by the last week of class in order to obtain full credit for the internship.

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. Each student must do an oral presentation on a challenging task he or she performed at the internship site. The presentation should be approximately 3-5 minutes long that will include 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 an online 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. As this is a short semester, 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
Internship packets and handouts as provided

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Grading Policy

Class participation (including Blackboard) and assignments	30%
Site Supervisor evaluation	30%

Oral Presentation (this includes your participation in the questioning of the person delivering the presentation) 15%

Legal Writing Project 25%

Unit 1

Overview of the course
Review of internship responsibilities
Obtaining a placement

Unit 2

Round robin (check in on progress)
Review the resume and cover letter
The interview process
Assignment: Preparation for Mock Interview
Update resume
Seeking work outside the book. Searching for employment that has the features and performing tasks of paralegal without the title.

UNIT 3

Round robin
Discuss placement and challenges

Unit 4 (Blackboard)

On the job challenges: time management
Assignment: Go to www.mindtools.com. Navigate through website and click on the time Management link. Thereafter go to Time management starts here. Read through all portions of time management and create a Blog on the topic. The blog should be thorough and completely describe your reactions and impressions on the issue. All blogs are to be created on Blackboard. View each other blog and respond to at least two.

Unit 5

Round robin discussion of internship activity.

Unit 6 (Blackboard)

Discussion on Ethics
Assignment: View Youtube video Short called Legal Ethics: A Series of Shorts. Prepare a one-page reaction to the video
Discussion board

Unit 7 Use of Depositions and Importance of Deposition summaries

Assignment: Prepare a deposition summary based on handout.

Unit 8 The Importance of Privilege logs

Unit 9 (Blackboard)

Comportment at work. How to keep your paralegal job.

Assignment: Go to www.Howstuffworks.com. See the article on 10 tips for your first day at work.

Review of research principles at work

Unit 9

Use of legal forms and how to use them at the workplace

Assignment: Preparation of forms based on fact pattern

Unit 10 Warning social media and the paralegal.

Ethical and reputation considerations.

Unit 11

Blackboard

Proofreading a legal document

Unit 12

Legal Research and Writing for Paralegal on the job

Discussion of legal writing assignment

Assignment: Legal memorandum

Unit 13

Oral presentations begin

Prepare questions to ask students regarding their placement

Assignment: Go to www.etsu.edu/scitech/langskil/oral and read the article on oral presentations. Not only will be doing them in class but you may be required to present items at work. The article has a rubric on what is appropriate for oral presentations. I will be using this rubric. Be familiar with it and use it as a guide.

NOTE: This outline may change due to the **unique makeup and needs of each class**. Other professional development topics will be discussed as they arise to assist the student in bridging the gap from student to legal assistant professional working in the legal environment.

Behavioral Objectives

Upon completion of this course the student should:

1. Have obtained a meaningful applied experience in a professional law setting not enhance the classroom learning.
2. Be able to assist the attorney in drafting letters and other materials, which the attorney deems essential to efficient office practice.
3. Develop a basic understanding of law office practice, management, and office procedures.
4. Have the opportunity use their research skills in a research project.
5. Understand how to establish an effective rapport with attorneys, law clerks, legal secretaries, clients and other legal assistants.
6. Gain work-related references and networking opportunities, which will enhance his or her marketability as a legal professional.
7. Understand ethical responsibilities of attorneys, paralegal and legal support staff.
8. Be familiar with time management issues
9. Be familiar with medical -legal issues.
10. Be familiar with proofreading.

****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.**