



Office of the Provost and Vice President, Academic Affairs

FROM: Dr. Denis G. Wright, Provost and Vice President, Academic Affairs

A handwritten signature in black ink, appearing to read 'Denis G. Wright'.

TO: Don Ransford, Chair, Curriculum Committee

CC: Dr. John Meyer, Dean, School of Business and Technology

Dr. Mary Conwell, Program Coordinator, AS Paralegal Programs

Garnett Salmon, Registrar

DATE: October 9, 2015

RE: PLA 2942 Course description error

It was discovered that the course description for PLA 2942 contained the sentence:

The course is a capstone for the Edison State College AS degree in Paralegal Studies.

This sentence has been changed to:

The course is a capstone for the Florida SouthWestern State College AS degree in Paralegal Studies.

I approve this change effective November 6, 2015.

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

PLA 2942 PARALEGAL INTERNSHIP (3 CREDITS)

This course is designed to provide students with direct work experience in a legal setting such as a law firm, government agency, court, corporate legal department, or title company. Students will complete 135 hours of supervised paralegal work in a legal setting during their internship. Student experiences will be documented and evaluated by the supervising paralegal, lawyer, judge, judicial assistant, or title company supervisor. Students will submit a portfolio of legal writing samples and a report analyzing their work experiences at the end of the internship. Students are responsible for locating a suitable firm or organization in which to obtain this experience. The course is the capstone for the Edison State College AS degree in Paralegal Studies. Successful completion of this course demonstrates that students have effectively met the objectives and outcomes of the AS in Paralegal Studies Program.

II. PREREQUISITES FOR THIS COURSE:

Successful completion of 18 credit hours of AS Paralegal degree core coursework, not including CGS 1100.

CO-REQUISITES FOR THIS COURSE:

PLA 2930, Capstone-Portfolio

III. GENERAL COURSE INFORMATION: Topic Outline.

- Self Directed Job Search Techniques
- Lawyer and Paralegal Ethics
- Portfolio Development
- Working in a Legal Environment (Law Firm, Corporate Legal Department, Government Agency, Court, Title Company)
- Law Office Procedures
- Drafting Legal Documents
- Scheduling, Calendaring, and Billing
- Teamwork in a Legal Environment
- Client Interaction and Client Interviewing