| **PROFESSOR:** |   |
| --- | --- |
| **OFFICE LOCATION:** |   |
| **OFFICE HOURS:** |   |
| **PHONE NUMBER:** |   |
| **E-MAIL:** |   |
| **SEMESTER:** |   |
| **DELIVERY METHOD:** |   |

# COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

## PLA 2930 Capstone - Portfolio (3 Credits)

THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION. This capstone course will provide the opportunity for students to demonstrate what they have learned in the AS paralegal program and gauge their ability to apply it. Students will engage in active discussions on law related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary legal topic or issue. Additionally, the student will prepare a cover letter and resume specifically for a paralegal or other law related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course. STUDENTS MUST PASS THIS CLASS IN ORDER TO EARN THE PARALEGAL STUDIES, AS DEGREE.

## PREREQUISITES FOR THIS COURSE:

Successful completion of 18 credit hours of PLA coursework to include either CJL 2100 and/or BUL 2241

### CO-REQUISITES FOR THIS COURSE:

PLA 2942 Paralegal Internship

## GENERAL COURSE INFORMATION:

Topic Outline

Comprehensive Portfolio containing the following:

 Typed table of contents

 Typewritten tabs separating sections of portfolio

 One-page, updated resume

 Sample cover letter

 Sample client letter

 Typewritten writing samples from all paralegal courses, paralegal internship, and legal employment

 Letters of recommendation from current and former employers & current and former professors

 Clippings of newspaper articles about person’s accomplishments & awards

 Awards & certificates

 College transcripts (unofficial or official)

 Copies of typewritten legal documents student has prepared in paralegal classes, paralegal internship, & legal employment. Examples would be complaints or motions that student has prepared.

 Printout of power point presentation

 Excel spreadsheet printout

 Other documents or materials that showcase student’s enthusiasm and aptitude for the law

 A photograph of the student on the front of the portfolio enhances the portfolio’s visual appeal and personalizes it

The portfolio demonstrates the student’s general writing skills, legal knowledge, legal document drafting skills, legal writing and research skills, organizational abilities, attention to detail, and self-confidence.

## ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:

**C**ommunicate clearly in a variety of modes and media.

**R**esearch and examine academic and non-academic information, resources, and evidence.

**E**valuate and utilize mathematical principles, technology, scientific and quantitative data.

**A**nalyze and create individual and collaborative works of art, literature, and performance.

**T**hink critically about questions to yield meaning and value.

**I**nvestigate and engage in the transdisciplinary applications of research, learning, and knowledge.

**V**isualize and engage the world from different historical, social, religious, and cultural approaches.

**E**ngage meanings of active citizenship in one’s community, nation, and the world.

A. General Education Competencies and Course Outcomes

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student’s general education along with the general education competency it supports.

 General Education Competency: Investigate

 Course Outcomes or Objectives Supporting the General Education Competency Selected:

 Demonstrate use of legal principles and concepts as they relate to a contemporary organizational, public, or personal topicB. Other Course Objectives/Standards

 Synthesize and describe key terms and concepts presented in previous core legal courses

 Analyze, discuss and apply program material.

 Prepare a resume and cover letter for at least one paralegal or law related position

## DISTRICT-WIDE POLICIES:

### PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College’s guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <https://www.fsw.edu/adaptiveservices>.

### REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu. Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College’s website at <https://www.fsw.edu/sexualassault>.

## REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

## ATTENDANCE POLICY:

The professor’s specific policy concerning absence. (The College policy on attendance is in the Catalog and defers to the professor.)

## GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

| **Grade Percent** | **Letter Grade** |
| --- | --- |
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.)

## REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

## RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

## CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

## ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)