

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Winter Term 2014

Course number & Name: LEG 210 – Paralegal Internship

Credit hours: 4 Quarter Hours

Method of Delivery: Arranged with an eLearning Component: Along with the required 126 hours (minimum) work experience at the Internship Site, individual conferences are arranged throughout the internship term, and weekly communications (assignments posted, discussions, etc.) in JOULE between the Intern and the Internship Coordinator are required. Attendance will be based on these conferences and weekly communications.

Course Description: The Paralegal Studies Program internship course is designed to solely benefit the Paralegal Studies' students (hereinafter student intern) by providing the student intern with the opportunity to apply their formal education (through internship and seminar) to real life situations in the legal arena. This course involves the supervised practical application of the specific skills, theories, and concepts acquired through the Paralegal Studies Program that are necessary for a successful career in the paralegal field. The student intern will train under the direct supervision of a practicing attorney or under the direct supervision of a practicing legal assistant/paralegal while under the overall supervision of a practicing attorney at the internship site provider location. The site provider may be a law firm, prosecutor/public defender's office, government agency, public defender's office, or legal department of a business.

In addition to attending the required seminar meetings during the 12-week term, the student intern must complete a minimum of 126 hours in practical on-the-job experiences. The 126-hour schedule needs to be arranged between the internship site supervisor and the student intern. All internship sites/schedules must be approved by the Legal Studies Program Director prior to the commencement of the internship experience. Students receive academic credit upon successful completion of the 126-hour practicum and meeting the LEG 210 course requirements. There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.

Prerequisite: Successful completion of 32 quarter hours of legal courses (including LEG 116 – Legal Research I and LEG 213 – Law Office Management) and permission of Department Director.

Textbook: Behind the Bar - Inside the Paralegal Profession (ISBN#0-595-30100-2)

Authors: Catherine Astl, C.L.A.

Publisher: iUniverse, Inc. (2004)

Materials needed for this course: Access to computer (including Internet/email).

Topics: The following topics will be covered in this course:

1. Goal Setting

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Winter Term 2014

2. Paralegal Responsibilities
3. Ethical Guidelines
4. Professional Conduct
5. Law Office Procedures

Learning Objectives: Upon successful completion of this course/internship, the student will be able to:

1. Identify the variety of skills needed for a successful career in the paralegal field.
2. Apply professional standards of dress, conduct, and business etiquette to the internship experience.
3. Apply formal knowledge of office systems/procedures to the internship experience.
4. Identify the American Bar Association Rules of Professional Conduct as they apply to the internship experience.
5. Enhance interpersonal skills and management capabilities through daily work experiences at the internship site.
6. Assess the level of achievement in accomplishing the individual goals developed prior to the commencement of the internship experience.
7. Define the organizational structure of the cooperating law office.
8. Identify the role and responsibilities of the paralegal (legal assistant) within the cooperating law office.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

*All students must have a 70% or better to pass this course

Midstate Plagiarism Policy: Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This

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Winter Term 2014

electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success: The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact student success using the following email: studentsuccess@midstate.edu.

Assessment Portfolio Reminder:

Students (depending on your program major) may be required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the “Evidence for Success” list from your program portfolio (or consult your Program Director) and instructions from the instructor to determine the assignment(s) that should be placed in the assessment portfolio.

Instructor / Internship Coordinator Information:

Mark E. Wiltse
Director, Legal Studies Department
Midstate College
Office – Room 219
Phone – (309) 692-4092, extension 2190
Fax – (309) 692-3893
Email – mwiltse@midstate.edu

Participation Requirements: You are expected to participate weekly (via JOULE) posting assignments (log sheets, etc.) and responding to discussion questions from the instructor. Discussions, when posted, will focus on your internship experience (supervised practical application of the specific skills, theories, and concepts that are necessary for a successful career in the paralegal field) as it relates to the opportunity to apply your formal education to real life situations in the legal arena.

Course Policies and Procedures:

1. **COMPENSATION:** There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.
2. Prior to the commencement of an internship, the student/intern must thoroughly complete the Internship Proposal Form (with a strong emphasis placed on the section/question requiring the student/intern to develop a set of achievable goals to be accomplished during the internship experience) and obtain approval for the internship from the Paralegal Studies Program Director (Internship Coordinator).
3. Students must work a minimum of 126 hours at an internship site. It is the responsibility of the student to obtain an internship site and a work schedule with the internship site supervisor. The

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Winter Term 2014

- Legal Studies Department Director (Internship Coordinator) and the Midstate College Placement Department are both good resources for helping a student find an internship site.
4. Students must maintain a daily log of the internship experience. A copy of these log sheets (along with the hours verification form) will be submitted weekly to the Internship Coordinator.
 5. Student intern must prepare a book review that will include a summation/evaluation of the textbook required for this course. Each section of the book should be evaluated with a detailed analysis on how the author's experiences apply to your internship/work experience.
 6. Students must prepare a detailed term paper outlining the internship experience (more information regarding this paper is provided in the "Student Responsibilities" form.
 7. Students must comply with all the requirements listed on the "Student Responsibilities – Paralegal Internship" form.
 8. Students must meet with the Legal Studies Department Director (Internship Coordinator) throughout the internship experience and weekly communication (via JOULE) is required.
 9. At the conclusion of the internship experience, all student interns are required to submit a binder following the outline provided by the Internship Coordinator.
 10. This is a tentative syllabus and outline and is subject to change at the discretion of the instructor / Internship Coordinator.

Methods of evaluating student performance: See Instructor's Grading Scale Below.

Examination Information: There are no examinations in this course.

Instructor's Grading Scale: Your final grade will be based on the total points accumulated on your class participation, daily log sheets, book review, term paper, final evaluation, and internship binder. There is a total of 600 points issued for the class. The point distribution is based on the following (totaling 600 points):

1. Class Participation 100 Points
2. Daily Log Sheets 100 points
3. Book Review 100 Points
4. Term Paper 100 points
5. Final Evaluation 100 points
6. Internship Binder 100 Points

Course Schedule: The following is the LEG 210 arranged academic calendar for the Winter Term 2014:

Winter Term 2014 Arranged Course Schedule			
Week 1	November 11	Through	November 16
Week 2	November 17	Through	November 23
Week 3	November 24	Through	December 01

MIDSTATE COLLEGE
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Winter Term 2014

Week 4	December 01	Through	December 07
Week 5	December 08	Through	December 14
Week 6	December 15	Through	December 21
December 22 – January 04: No School, Christmas Break			
Week 7	January 05	Through	January 11
Week 8	January 12	Through	January 19
Week 9	January 20	Through	January 25
Week 10	January 26	Through	February 01
Week 11	February 02	Through	February 08
Week 12	February 09	Through	February 15

Internship Weekly Outline

Week 1:

Please submit the following assignments in week 1:

1. Please submit your Paralegal Internship Information Sheet/Contract (make sure it is signed) in the Paralegal Internship Information Sheet/Contract Assignments Drop Box. Please complete this assignment by day 3 of week 1.
2. Please submit your Student/Intern Responsibilities (make sure it is signed) in the Student/Intern Responsibilities Assignments Drop Box. Please complete this assignment by day 3 of week 1.
3. Please submit your Coordinating Site Responsibilities (make sure it is signed) in the Coordinating Site Responsibilities Assignments Drop Box. Please complete this assignment by day 3 of week 1.
4. Please submit your Week 1 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 1.
5. Week 1 Discussion: Please post any questions/concerns you have for me in the Week 1 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 2:

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Winter Term 2014

1. Please submit your Week 2 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 2.
2. Week 2 Discussion: Please post any questions/concerns you have for me in the Week 2 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 3:

1. Please submit your Week 3 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 3.
2. Week 3 Discussion: Please post any questions/concerns you have for me in the Week 3 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 4:

1. Please submit your Week 4 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 4.
2. Week 4 Discussion: Please post any questions/concerns you have for me in the Week 4 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 5:

1. Please submit your Week 5 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 5.
2. Week 5 Discussion: Please post any questions/concerns you have for me in the Week 5 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 6:

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Winter Term 2014

1. Please submit your Week 6 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 6.
2. Week 6 Discussion: Please post any questions/concerns you have for me in the Week 6 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 7:

1. Please submit your Book Review in the Week 7 Book Review Assignments Drop Box. Please complete this assignment by day 7 of week 7.
2. Please submit your Week 7 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 7.
3. Week 7 Discussion: Please post any questions/concerns you have for me in the Week 7 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 8:

1. Please submit your Week 8 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 8.
2. Week 8 Discussion: Please post any questions/concerns you have for me in the Week 8 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 9:

1. Please submit your Week 9 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 9.

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Winter Term 2014

2. Week 9 Discussion: Please post any questions/concerns you have for me in the Week 9 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 10:

1. Please submit your Week 10 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 10.
2. Week 10 Discussion: Please post any questions/concerns you have for me in the Week 10 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 11:

1. Please submit your Internship Term Paper in the Week 11 Internship Term Paper Assignments Drop Box. Please complete this assignment by day 7 of week 11.
2. Please submit your Week 11 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 7 of week 11.
3. Week 11 Discussion: Please post any questions/concerns you have for me in the Week 11 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.

Week 12:

1. Please submit your Internship Binder in the Week 12 Internship Binder Assignments Drop Box. Please complete this assignment by day 3 of week 12.
2. Please submit your Week 12 Daily Log Sheets in the Daily Log Sheets Assignments Drop Box. Please complete this assignment by day 3 of week 12.

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Winter Term 2014

3. Week 12 Discussion: Please post any questions/concerns you have for me in the Week 12 Discussion Forum. Please check this forum regularly to respond to any comments I may have concerning your Internship.