



## Syllabus

### PLG 250 Paralegal Internship

#### General Information

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**Date**

September 18th, 2018

**Author**

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**Department**

Business

**Course Prefix**

PLG

**Course Number**

250

**Course Title**

Paralegal Internship

#### Course Information

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**Credit Hours**

3

**Lecture Contact Hours**

3

**Lab Contact Hours**

0

**Other Contact Hours**

128 (The student must spend 128 hours at the internship site during the semester.)

**Catalog Description**

This course provides the student with the opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work. The student must complete a minimum of 128 hours of internship work at the internship site during the semester, which may be a public or private law office, corporate or government legal department, abstract company, or other appropriate law-related site. It will be the student's responsibility to secure an internship site with the help of the program director. During the semester, the student must attend three internship seminar sessions in which issues regarding the student's experiences and the paralegal profession will be discussed. Students will also do an oral presentation and write a paper describing their internship experiences.

**Key Assessment**

This course does not contain a Key Assessment for any programs

**Prerequisites**

Attendance at an orientation session held the semester before the internship completion of 30 credit hours at least nine of which must be paralegal classes including PLG 100 and PLG 125 and an overall grade point average of 2.50. Internships are subject to the approval of program director as well as availability.

**Co-requisites**

None

**Grading Scheme**

Letter

## First Year Experience/Capstone Designation

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This course is designated as satisfying the outcomes applicable for status as a  
Capstone Course

## SUNY General Education

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This course is designated as satisfying a requirement in the following SUNY Gen Ed category  
None

## FLCC Values

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**Institutional Learning Outcomes Addressed by the Course**

Vitality  
Inquiry  
Perseverance  
Interconnectedness

## Course Learning Outcomes

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**Course Learning Outcomes**

1. Perform paralegal tasks in a legal environment
2. Demonstrate knowledge of paralegal ethics
3. Make an oral presentation about the internship
4. Prepare a paper describing various aspects of the internship

## Outline of Topics Covered

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A. Time Management, Organizational Skills & Office

Protocol

1. Timekeeping and Billing Procedures
2. Calendaring and Tickler Systems
3. Personal Planning
4. Cooperating With Support Staff
5. Professionalism (Appropriate Dress and Behavior)
6. Ethical Issues involved in Time Management,

Organizational Skills, and Office Protocol

B. Professional Development and Paralegal Associations

1. NALA, NFPA and Local Paralegal

Organizations

2. Certification vs. Licensure
3. The Importance of Continuing Legal Education
4. Notary Public Licensure

C. Perceptions of The Paralegal Profession

1. Should paralegals be exempt or non-exempt employees as to overtime pay?
2. How is the Paralegal's Role Defined?

a. Inside the Law Firm

b. By the General Public

3. How Can You Help To Elevate Your Profession
4. Where Are Paralegals Headed?
5. Ethical Issues faced by Paralegals

E. Ethical Considerations

1. Prohibition against giving legal advice
2. Competency
3. Confidentiality
4. Solicitation
5. Conflict of Interest
6. Zealous Representation
7. Professional Malpractice