



Syllabus

PLG 265 Law Office Practice

General Information

Date

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Author

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Department

Business

Course Prefix

PLG

Course Number

265

Course Title

Law Office Practice

Course Information

Credit Hours

3

Lecture Contact Hours

3

Lab Contact Hours

0

Other Contact Hours

0

Catalog Description

This hybrid course provides students who are unable to complete a traditional internship with the opportunity to experience life in a law firm through simulation. The students will meet with the instructor weekly to discuss issues pertaining to the paralegal profession. The first meeting will be on campus; all future weekly meeting will be via webinars. Further, the students will be assigned work which will simulate the types of assignments a paralegal will receive in the workplace. In this course, the instructor will assume the role of an internship supervisor. During the week, the students will be required to check in with the instructor / supervisor on a regular basis regarding assignments which will be provided online. During the semester, the student will be required to complete a total of 96 hours of internship work which may include, but is not limited to the preparation of the following: resumes, letters, court documents, billing sheets, real estate documentation, and living wills. Further, all students will be required to interview 8 paralegals and prepare a report on

their experience. All work will be provided and completed under the guidance of the instructor / supervisor.

Key Assessment

This course does not contain a Key Assessment for any programs

Prerequisites

PLG 100, PLG 125, and the student must have completed at least 30 college credits which include a minimum of 15 credits in legal specialty courses.

Co-requisites

None

Grading Scheme

Letter

First Year Experience/Capstone Designation

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

SUNY General Education

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

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Vitality
Inquiry
Perseverance
Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Identify various internet sites useful in both factual and legal research in the law office.
2. Draft various legal documents commonly prepared by paralegals.
3. Apply knowledge of legal ethics to various legal practice situations.
4. Use a webinar to participate in class meetings.

Outline of Topics Covered

- 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

- F. Discussion of Paralegal Interviews

- G. Internship

Along with attendance at the seminar discussions as outlined above, the student will be required to participate in

96 hours of internship work during which he or she will be required to keep a detailed record of work assigned and accomplished. The work will be given to the student by the instructor as well as overseen by the instructor. Throughout each week, the students will receive assignments (similar to a law office setting) on a fairly random basis which they will be required to complete and submit in a timely manner. Further, the students will be required to check in with the instructor during the week to review the assignments given. The assignments will be provided to the students via an online platform hosted by FLCC / SLN which will also house sample documents for them to use. Finally, the students will be required to interview approximately 8 paralegals over the course of the semester and write a report on the interviews.