

Angelina College
Technology and Workforce Division
Legal Assistant Practicum
LGLA 2166
LGLA 2266
LGLA 2366
General Syllabus

I. BASIC COURSE INFORMATION

A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. As outlined in the learning plan the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the workplace; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communications in the workplace. Prerequisite: Completion of 45 hours in the Legal Assistant Program, including LGLA 1303 Legal Research and LGLA 1307 Introduction to Law and the Legal Profession.

LGLA 2166 - One hour credit requires six hours per week at a law office or law-related agency.

LGLA 2266 - Two hour credit requires thirteen hours per week at a law office or law related agency.

LGLA 2366 - Three hour credit requires twenty hours per week at a law office or law related agency.

B. Intended Audience:
Sophomore

C. Instructor:
Name:
Office Location:
Office Hours:
Phone:
E-mail Address:

II. INTENDED STUDENT OUTCOMES:

A. Core Competencies – (Basic Intellectual Competencies)

1. Reading: Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. Writing: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a *sine qua non* in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. Speaking: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

4. Listening: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. Critical Thinking: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. Computer Literacy: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available. (*The Texas Higher Education Coordinating Board.*) (“*Report of Subcommittee on Core Curriculum*”, March 1, 1989).

B. Exemplary Objectives – (*Found in the Texas Higher Education Coordinating Board Document. Titled: CORE CURRICULUM: ASSUMPTIONS AND DEFINING CHARACTERISTICS Dated: April 1998*)

N/A

C. Course Objectives for all sections –

1. Present the student with the opportunity to get actual training and experience in the legal workplace.
2. Present the student with the opportunity to be placed in a legal environment under the direct supervision of an attorney.
3. Develop those skills learned in course work and apply those skills in actual work settings.

D. Course Objectives as determined by the instructor –

III. ASSESSMENT MEASURES OF STUDENT LEARNING OUTCOMES:

A. Assessments for the Core Intellectual Competencies –

1. Reading – Reading will be measured by the student’s demonstration of understanding and interpreting assigned reading material and written instructions.
2. Writing – Writing will be measured by the student’s completion of writing assignments in clear, correct, and coherent prose.
3. Speaking – Not emphasized.
4. Listening – Listening will be measured by the student’s appropriately interpreting spoken communication, developing appropriate responses to spoken communication.
5. Critical Thinking – Critical Thinking will be measured by the student demonstrating an ability to analyze case scenarios and applying case law or statutes to a fact situation through office assignments.
6. Computer Literacy – Computer literacy will be measured by the student’s successful completion of assignments using Westlaw, Lexis, Pro Doc, and various office software.

B. Assessments for the Exemplary Objectives–

N/A

C. Assessments for Course Objectives for all sections –

1. Present the student with the opportunity to get actual training and experience in the legal workplace.
2. Present the student with the opportunity to be placed in a legal environment under the direct supervision of an attorney.
3. Develop those skills learned in course work and apply those skills in actual work settings.

D. Assessments for the Course Objectives as determined by the instructor –

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections

B. The student will be placed under the direct supervision of a practicing attorney licensed by the State Bar of Texas and in good standing. Each student will demonstrate mastery of the legal assistant tasks assigned in the practicum placement by receiving a satisfactory evaluation from the supervising attorney at stated intervals during the placement. All students will keep a weekly log and through the log and evaluation will demonstrate training, experience, and satisfactory performance in the major areas listed below.

B. Methodologies determined by the instructor

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

No texts are assigned for this course. Students will be assigned reading/research/tasks by the supervising attorney.

B. Assignments – *(Appropriate due dates, schedules, deadlines)*

C. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

Academic Assistance – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Karen Bowser, Room 208 of the Student Center. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Bowser will assist you with the necessary information to do so.

To report any complaints of discrimination related to disability, you should contact Dr. Patricia McKenzie, Administration Building, Room 105 or (936)633-5201.

Attendance –Students are required to attend all practicum placements regularly and punctually. Responsibility for work missed because of illness or extracurricular activity is placed upon the student. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods or practicum placements.

Additional Policies Established by the Individual Instructor –

VI. COURSE CONTENT:

A. Required Content/ Topics – *(common to all sections)*

Present the student with the opportunity to get actual training and experience in the legal workplace. The student will have the opportunity to be placed in a legal environment under the direct supervision of an attorney. The student will be able to develop those skills learned in course work and apply those skills in actual work settings.

B. Additional Content *(as required by the individual Instructor)*

VII. EVALUATION AND GRADING:

A. Grading Criteria *(percents, extra credit, etc.)*

This course is structured as a pass/ fail course.

B. Determination of Grade *(assignment of letter grades)*

1. Excellent (90-100) A
2. Above Average (80-89) B
3. Fair or Average (70-79) C
4. Below Average (60-69) D
5. Unacceptable (Below 60) F

VIII. SYLLABUS MODIFICATION:

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.

IX. As a student enrolled in a Technology & Workforce program, you will encounter certain risks while you are in a classroom, laboratory experience, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your financial responsibility and not the responsibility of Angelina College or the clinical/practicum site.