

Angelina College
Technology and Workforce Division
LGLA 2266
PRACTICUM (INTERNSHIP)
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. Angelina College, with the employer, develop and document an individualized plan for the student. The plan relates to the particular workplace, as well as the training and experience of the particular student. The internship may be paid or unpaid. The student will master theory, concepts, and skills involving the tools, materials, equipment, procedures, laws, regulations and interactions within and among political, economic, and legal systems associated within the workplace; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate verbal and written communications in the workplace. Prerequisite: completion of 45 hours in the Paralegal Program, including LGLA 1307 (Introduction to the Legal Profession).
LGLA 2266 is a two credit hour class which requires 13 hours per week in a law office or related agency.
- B. Intended Audience:
Sophomore
- C. Instructor:
Name: Dawn Armstrong
Office Location: 150 of the Technology and Workforce Building
Office Hours: as posted
Phone: c-936-676-2899; o- 936-633-5329
E-mail Address: darmstrong@angelina.edu

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:** Angelina College defines critical thinking as the dynamic process of questioning preconceptions and biases through the gathering and evaluation of data to reach new conclusions that consider realistic implications and consequences.

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.

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.)*

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

This class is a pass/fail class. The student is responsible for submitting weekly time sheets to Instructor Dawn Armstrong, as well as submitting all evaluations and paperwork as provided to the student in the Practicum Packet. The student must also be prepared to have Instructor do on site visits to the law office or agency where the student is placed.

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.