

Prepared by the Department of Social Sciences, Behavioral Sciences, and Human Services

Date of Departmental Approval: March 2014

Date Approved by Curriculum and Programs: May 2014

Effective: Fall 2014

1. **Course Number:** LGS238
Course Title: Internship in Paralegal Studies

2. **Description:** (formerly BIT238) Students spend the semester (180 hours, at least 12 hours per week) working in a paralegal setting, either in a private law firm or for a government or non-profit agency such as the Sheriff's department, District Attorney's office, court, or Legal Aid Office. Participation in this course is subject to availability of placements, application and acceptance into the course.

3. **Student Learning Outcomes:**
Upon successful completion of this course, students are able to do the following:
 - Engage in critical thinking by reading, writing about and explaining the general and specific work in a particular legal employment setting.
 - Demonstrate communication skills by applying for, interviewing and ultimately completing the required time working in an employment setting.
 - Perform the tasks students become familiar with during Paralegal Program courses.
 - Interact with both employer/supervising attorney as well as co-workers and clients.
 - Engage in critical thinking with and use logic, reason and critical thinking skills to perform their assigned duties.
 - Recognize moral and ethical dilemmas, and devise solutions. Learn to recognize legal issues, and draw reasonable conclusions from the application of law to facts.
 - Analyze facts, research and determine the appropriate avenue of redress and report findings to a supervising attorney.
 - Perform as assigned by supervising attorney to become part of a team in a legal office setting, keep docket systems, draft documents, interact with clients and co-workers, and adhere to the office policy for employees.

4. **Credits:** 3 credits

5. **Satisfies General Education Requirement:** No

6. **Prerequisites:** LGS130/BIT130, LGS/BIT133, LGS/BIT135 and (LGS/BIT131 or LGS/BIT134 or LGS/BIT136 or LGS/BIT137). The fourth prerequisite must reflect the type of legal practice in which he/she will intern. A 3.00 grade point average is required.

7. **Semesters Offered:** Fall, Spring

8. **Suggested General Guidelines for Evaluation:** Evaluations are done by the supervising attorney or government agency. They are based on the student's ability as well as their suitability for future employment in the paralegal field.

9. **General Topical Outline:** Content is based on the job placement but should include preparation of documents for real cases as well as legal research and writing. Placement, depending upon availability, may include:

Private Law Firm <ul style="list-style-type: none">• Civil and Litigation• Criminal• Contracts• Estate Planning• Probate Estates• Real Estate• Family Law• Zoning	Public Agency/Municipal Agency/Non-Profit <ul style="list-style-type: none">• Legal Services• Barnstable County Sheriff's Department• Falmouth District Court• Barnstable District Court Probation Department• Barnstable Probate and Family Court• Cape & Islands District Attorney's Office• Town Clerk's Office• Town Assessor's Office
---	--