

PL-2851: PARALEGAL PRACTICUM

Cuyahoga Community College

Viewing: PL-2851 : Paralegal Practicum

Board of Trustees:

May 2024

Academic Term:

Fall 2024

Subject Code

PL - Paralegal Studies

Course Number:

2851

Title:

Paralegal Practicum

Catalog Description:

Provides supervised work experience in law firm or other legal setting. Student obtains actual work experience by performing paralegal duties under direct supervision of attorney and/or paralegal.

Credit Hour(s):

1

Other Hour(s):

10

Other Hour Details:

Practicum: Approximately 10 hours per week if taken during the fall or spring semester; Approximately 15 hours a week if taken during the summer semester

Requisites

Prerequisite and Corequisite

Concurrent enrollment in PL-2991 Paralegal Capstone and departmental approval; completion of the majority of program requirements and required courses or departmental approval.

Outcomes

Course Outcome(s):

Demonstrate the qualities required to enter the workplace as a paralegal.

Objective(s):

1. Conduct his/herself in a professional manner at all times.
2. Discuss and provide solutions to challenges in the paralegal profession.
3. Incorporate interpersonal skills into professional performance.
4. Identify the effects of stresses of law practice expectations.
5. Apply standards of professional appearance and conduct.
6. Demonstrate ethical considerations and behavior as well as disciplinary rules.

Course Outcome(s):

Complete a paralegal's tasks in a law firm or other legal setting.

Essential Learning Outcome Mapping:

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Objective(s):

1. Demonstrate proficiency in oral and written communications.
2. Develop items and experiences for a comprehensive portfolio and resume.
3. Develop requisite practical skills utilized in the paralegal profession.

Course Outcome(s):

Obtain leads for job openings in the workplace.

Objective(s):

1. Develop professional networking skills to assist the paralegal's career pathway.
2. Develop and nurture professional relationships with paralegals and attorneys who can serve as references during the job search.

Methods of Evaluation:

1. Student progress and performance as determined by on-site visits and/or virtual conferences with student.
2. Student progress and performance as determined by weekly email communications from student to faculty supervisor.
3. Performance evaluation by practicum sponsor.
 - a. Acts in accordance with the rules of professional conduct, attorney and paralegal ethical codes, and organizational policies
 - b. Ability to be adaptable/flexible to work as an effective member of a legal team in a variety of roles
 - c. Organizational skills
 - d. Ability to prioritize
 - e. Meets deadlines
 - f. Dependability
 - g. Punctuality
 - h. Receptiveness to feedback
 - i. Relationship to staff
 - j. Oral communication skills
 - k. Written communication skills
 - l. Demonstrated active listening skills
 - m. Proficient use of billing and timekeeping software
 - n. Proficient use of case management software
 - o. Proficient use of software used to prepare legal documents and correspondence
 - p. Research and investigative skills
 - q. Uses proper citation for both printed and online resources
 - r. Efficient use of time and resources
 - s. Ability to understand legal concepts and spot legal issues
 - t. Ability to apply legal concepts
 - u. Logical and rational in making decisions
4. Submission and evaluation of a practicum notebook at the conclusion of the practicum experience.

Course Content Outline:

1. Placement of student in law firm or law related organization
2. Practicum handbook
 - a. Information for student
 - b. Information for employer
 - c. Agreement between student, employer, college
 - d. Forms for evaluation of the practicum experience by both the student and the employer
3. A minimum of two on-site or virtual visits by faculty member or program director

Resources

Cannon, Therese A. *Ethics and Professional Responsibility for Legal Assistants*. 8th ed. Little, Brown, 2018.

McClurg, Andrew, et al. *Law Jobs: The Complete Guide*. 1st ed. West Academic Publishing, 2019.

Sprinkle, Lisa, Ellen Lockwood, Laurie L. Borski, et. al. *The Paralegal Ethics Handbook*. 2020 ed. 2020.

Resources Other

Williams, Lucy J. *Paralegal Career for Beginners 2023: The Complete Guide to Start a Successful Paralegal Career and Secure a Bright Financial Tomorrow*. 2023.

NALS Advanced Manual for the Legal Professional. 15th ed. 2021.

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