

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

PARALEGAL STUDIES 251 – PARALEGAL STUDIES PRACTICUM

1 hour lecture, 1 unit

Catalog Description

This course is designed to give students a simulated law office experience providing an opportunity to practice and demonstrate skills appropriate to typical paralegal environment in a classroom setting. Students will be completing tasks and receiving feedback much as they would in an actual law office to make connections from the classroom environment to skills required on the job building a more comprehensive understanding of their role in a legal environment.

Prerequisite

“C” grade or higher or “Pass” in PARA 100 or equivalent and completion of 18 units with a “C” grade or higher or “Pass” from the following: PARA 100, 110, 120, 121, 125, 130, 135, 140, 145, 146, 150, 151, 160, 170, 175, 176

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Have a basic understanding of the legal system.
- 2) Be familiar with basic legal concepts and basic legal language.
- 3) Knowledge of the state and federal court system.
- 4) Understand administrative law and the administrative system.

This course will deal with a major area of substantive law and how it relates to other areas of the law, so an understanding of substantive and procedural law is critical.

Course Content

- 1) Reviewing and discussing each student’s goals and objectives.
 - a. Student presents biweekly progress reports
 - b. Instructor and peer review of progress reports
- 2) Preparing Paralegal Portfolio
 - a. Review previous course work and modify/update previous submitted work and compilation of their own Paralegal Portfolio electronic and hard copy
- 3) Developing Employment Skills
 - a. Students will update their resumes and cover letters to current with a focus on the type of law they plan to start working in
 - b. Practice Interviews with attorneys and instructor
- 4) Refining Common Office Tasks
 - a. Client communications
 - b. Conflict Screening
 - c. Timekeeping
- 5) Drafting Final Report
 - a. Review goals and objectives of each student
 - b. Summary of accomplishments by students
 - c. Student self-evaluation
 - d. Instructor’s evaluation

Course Objectives

Students will be able to:

- 1) Perform paralegal office tasks effectively in the paralegal field by enhancing their problem solving, critical thinking, and communication skills.
- 2) Function professionally in a mock paralegal workplace environment.
- 3) Explain the relationship between knowledge and skills acquired in the classroom and those required on the job.
- 4) Understand the necessity of continuing professional education for excellence in the paralegal field.
- 5) Describe the scope of work and the numerous responsibilities of a paralegal.
- 6) Resolve on-the-job type problems in a classroom setting with peers and the instructor.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in the subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Observation of student
- 2) Attendance
- 3) Exams (written, aural, subjective, objective)

Special Materials Required of Student

- 1) Computer
- 2) Internet access

Minimum Instructional Facilities

- 1) Computer lab
- 2) Smart classroom

Method of Instruction

- 1) Weekly in person lectures with individual guidance from instructor
- 2) Group Discussions
- 3) Written assignments and document drafting
- 4) Preparation of various motions and reports

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required (representative example): None
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Develop specific educational goals to be completed during the semester which will enhance problem solving, critical thinking, and communication skills required to perform effectively within the paralegal field.
- 2) Function professionally and explain the ethical responsibilities of a paralegal in a simulated typical paralegal workplace environment.
- 3) Assess future training needs for a career in the paralegal profession.