

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Paralegal</u>
COURSE RUBRIC AND NUMBER	<u>LGLA 2381</u>
COURSE TITLE	<u>Cooperative Education-Legal Assistant/Paralegal II</u>
COURSE CREDIT HOURS	<u>3 1 : 15</u> Credits Lec Lab

I. Catalog Description

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Prerequisite: LGLA 2380. (1:15).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Accumulate 240 hours of actual work experience as a paralegal in a law office, legal setting, or agency.
- B. Demonstrate ethics and confidentiality as they to the paralegal profession.
- C. Demonstrate legal language skills, interpersonal communication skills, administrative skills, and research and problem solving skills.
- D. Use basic office equipment such as computers, copy machines, fax machines, VCR, cameras, and camcorders; prepare documents using Pro Doc; prepare PowerPoint presentations; and create charts using Excel.
- E. Demonstrate effective and appropriate utilization of conferences with supervisors.
- F. Demonstrate effective working relationships with clients, staff, and the community.
- G. Begin involvement with local, state, and national paralegal organizations.
- H. Discuss the importance of reading legal journals, newspapers, and magazines and staying current with law changes.
- I. Utilize interviewing and investigative skills.
- J. Prepare a resume and letters seeking employment.
- K. Participate in a mock video interview with the Cooperative Education Department.
- L. Work under the direct supervision of an attorney in a legal setting as a paralegal performing work of substantive legal nature.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

The student will be evaluated using the following method:

- Work Experience 50 pts.
(Employer's Appraisal of Student Performance) You should assign points for each performance standard.
- Resume 10 pts.
- Job Application Form or Letter of Application 5 pts.
- Mock Job Interview 5 pts.
- Weekly Logs 5 pts.
- Class Participation 5 pts.
- Attendance 5 pts.
- Self-Evaluation 5 pts.
- Final Report 10 pts.
- TOTAL 100 Points**

Grading Scale:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
Below 60	=	F
Incomplete	=	I
Withdrew or Withdrawn	=	W

An "Incomplete" grade can be arranged if it is believed the student can complete the requirements within four months.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.