

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Paralegal</u>
COURSE RUBRIC AND NUMBER	<u>LGLA 2380</u>
COURSE TITLE	<u>Cooperative Education-Legal Assistant/Paralegal I</u>
COURSE CREDIT HOURS	<u>3 1 :</u> <u>15</u> Credits Lec Lab

I. Catalog Description

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. Students must be in second year standing and have program coordinator's approval to enroll in this course. **Prerequisites: LGLA 1303 and LGLA 1307 and LGLA 1345 and LGLA 2335. (1:15).**

II. Course Objectives

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

- A. Establish a training plan for the semester in conjunction with the instructor and attorney.
- B. Complete all the forms necessary in creating the work site.
- C. Accumulate 240 hours of actual work experience as a paralegal in a law office or agency setting.
- D. Demonstrate ethics and confidentiality as they apply to the paralegal.
- E. Demonstrate legal language skills, interpersonal communication skills, administrative skills, and research and problem solving skills.
- F. Begin involvement with local, state, and national paralegal organizations.
- G. Demonstrate effective working relationships with clients, staff, and the community.
- H. Utilize interviewing and investigative skills.
- I. Compile, prepare, and edit letters and legal documents; prepare documents using Pro Doc; prepare PowerPoint presentations; and create charts using Excel.
- J. Participate in a mock video interview with the Cooperative Education Department.
- K. Review each section of the Certified Legal Assistant examination in preparation for the taking of said exam. Each area of substantive law will be covered during these reviews.

III. THECB Learning Outcomes (WECM)

1. 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
2. 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

Semester grade will be determined by an average of the tests, assignments and discussions in conformance with the college policy.

Grading Scale:

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Withdrew or Withdrawn	=	W

* It is suggested that any student receiving these grades meet with the instructor.

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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.