

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

 X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: LS/PLS 190 Clinical Studies

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 144

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: LS 121 or PLS 121

COREQUISITE:

RECOMMENDED PREPARATION:

SCOPE OF COURSE:

This course provides the student with an opportunity to gain practical work experience within the legal field. The student will complete 120 hours of work at the internship site and attend three seminars during the semester that will focus on transitioning to the work force.

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. Gain hands-on experience in a law office or other appropriate law-related work environment
2. Apply classroom skills and knowledge in an actual work setting, to enhance professionalism.
3. Learn to interact effectively with supervisors, co-workers, and clients as part of the legal team.
4. Demonstrate an understanding of attitudes and work habits that ensure a successful career.

5. Develop skills and experience in conducting a job search, including identification of career goals, resume preparation, interviewing and gathering information on prospective employers.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Students will complete the following competencies and specific goals set-forth in their "Goals Statement" of individual learning objectives and:

1. Demonstrate practical understanding of the organizational structure and functions of the job-site
2. Learn to manage time effectively
3. Develop a first hand understanding of law related office functions, i.e. internal systems, timekeeping, billing, and file management, etc.

REQUIRED READING:

Post, Ruth-Ellen. Paralegal Internships, St. Paul, West Legal Studies, 1999.

SUGGESTED READING:

Estrin, Chere B. Paralegal Career Guide, 2nd edition, New York, Wiley Law Publications, 1996.

REQUIRED WRITING:

A final report on the internship will be required of all students. The report will be at least five pages.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 X laboratory
 lecture-laboratory combination
 directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No X

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
 mediated instruction
 computer assisted instruction
 video conference (live instruction)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Evaluation of on-site internship work: The student's grade for on-site work will be determined as follows:

- A. evaluation by internship supervisor
- B. periodic written summaries
- C. self-evaluation
- D. portfolio of work samples

Evaluation of seminar work:

- A. oral presentation on a selected work-related topic
- B. final written report

Seminar participation 20% = 200 points
Journal completion 20% = 200 points
Evaluation of supervisor 60% = 600 points

Final grades will be computed as follows:

90% x 1000 points = 900+ = A
80% x 1000 points = 800+ = B
70% x 1000 points = 700+ = C
60% x 1000 points = 600+ = D
599- = F

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Angelo J. Corpora, ext. 2501

SIGNATURES ON FILE
