

CUMBERLAND COUNTY COLLEGE

Course: PL 210: Practicum

Credits: 3

Prerequisites: Permission of Instruction

Description: This course is an Internship experience for the paralegal student requiring completion of paralegal assignments in an approved and supervised legal environment.

Learning Outcomes

At the completion of this course, students should be able to:

- Interact with the staff and clients of the law office
- Perform paralegal tasks within the time period assigned
- Perform fundamental research and if required, produce any necessary legal writing
- Explain the legal process
- Describe the organizational structure of a law office
- Effectively communicate with personnel in legal setting
- Complete assignments under supervision of an attorney or supervisor and within deadlines
- Provide the instructor with completed resume and cover letter

Topical Outline

- The Practicum experience will be designed to meet the needs of the Practicum student-trainee as well as the requirements of the attorney and the law office that agrees to supervise the Paralegal student.

Text: Wagner, A. (2008). *How to Land Your First Paralegal Job* (5th ed.)

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Note: If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) BEFORE withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.