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### LEG 298.01: Paralegal Internship

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**THE UNIVERSITY OF MONTANA-MISSOULA  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY DEPARTMENT  
PARALEGAL STUDIES PROGRAM  
COURSE SYLLABUS**

**ACADEMIC MISCONDUCT STATEMENT:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>.

**COURSE NUMBER AND TITLE:**

U 298 Paralegal Studies Internship

**PREREQUISITES:**

Minimum of "C" in LEG courses, and approval of program director.

**COURSE DESCRIPTION:**

On-the-job experience as a paralegal trainee under the supervision of an employer, attorney, or court official. This experience increases students' skills, prepares them for initial employment and advancement on the job, and increases occupational awareness and professionalism. Students work a minimum of 90 hours at an approved site and attend a weekly one-hour seminar.

**CREDITS AWARDED UPON SUCCESSFUL COMPLETION: 2**

**REQUIRED TEXT AND MATERIALS:**

Materials Provided by Instructor.

**SUPPLEMENTAL MATERIALS:**

As announced and/or distributed by the instructor.

**COURSE OBJECTIVES AND SKILLS DEVELOPMENT:**

The objective of this course is to increase students' skills, prepare them for initial employment and advancement on the job, and increase occupational awareness and professionalism.

**INSTRUCTIONAL METHODS:**

Lecture, Interactive topic discussion, Group Projects, Drafting

#### METHODS OF VALUATION:

A final grade will be compiled from the following categories and their respective weight: Professional Paper 10%, Oral Presentation or Power point presentation 10%, Seminar Attendance 10%, Resume 2%, Cover Letter 2%, Other Paper work 2%, Transcript 1%, Professional Project 3%, Final Employer Evaluation 60%

#### GRADING SCALE

A: 100-93%  
B: 92-85%  
C: 84-77%  
D: 76-70%  
F: below 70%

#### PRACTICAL ASSIGNMENTS TO DEVELOP PARALEGAL COMPETENCIES:

Drafting Resume, Drafting Cover Letter, Completing learning agreements, Completing time cards, Writing Professional Paper

#### DETAILED OUTLINE OF SUBJECT AREAS WITH TIME INCREMENTS FOR EACH:

Week 1: Distribute syllabus and discuss nature of class

Week 2: Presentation: "Covering Your Bases: Cover Letter and Resume Writing" by Terry Halstead, ACP

Week 3: Presentation: "Covering Your Bases: Cover Letter and Resume Writing" by Terry Halstead, ACP

Week 4: Transcript Review

Week 5: Explanation and in class work on Professional Project Assignment

Week 6: Explanation and in class work on Professional Paper Assignment

Week 7: Explanation and in class work on Oral Presentation or Power point presentation

Week 8: Explanation and in class work on Learning Agreement Goals

Week 9: Explanation and discussion regarding time sheets and time keeping policies, habits and, ethics.

Week 10: Review of Ethics principles of Confidentiality

Week 11: Review of Ethics principles of Unauthorized Practice of Law

Week 12: Review of Ethics principles of Conflict of Interest

Week 13: Explanation and in class work on Mid Term Evaluation

Week 14: Explanation and in class work on Final Employer Evaluation

Week 15: Presentations

**SYLLABUS REVISION DATE:** Spring 2015

**ATTENDANCE POLICY:** All students are expected to attend every class unless excused by the instructor prior to class. Failure to attend will adversely affect a student's grade, possibly to the point of failure.

**DISABILITY ACCOMODATION STATEMENT :** If any student requires special consideration for any reason, it is the responsibility of the student to contact the instructor to discuss the matter and mutually craft a resolution prior to any situation that might give rise to the special consideration requested.

**CLASS MEETING TIME AND PLACE:** 10:10 p.m. to 11:00 p.m. Monday, Room GH 9A

**INSTRUCTOR CONTACT INFORMATION:** Thomas H. Stanton, Tom.Stanton@umontana.edu, (406) 243-7850, Faculty Office, (North-East corner Business Administration Building, East Campus), Office hours by appointment or see schedule on office door.

**MISSED/LATE COURSE WORK POLICY:**

Late or incomplete homework and/or class presentation will not be accepted for credit. An exception to this policy may be created by the instructor on a case by case basis depending on circumstances. Such circumstances must be submitted in writing along with the late or incomplete homework.

**TESTING POLICY:**

Make up tests or quizzes will not be given unless the instructor is contacted at least one hour prior to the scheduled time for the test or quiz. It is the student's responsibility to contact the instructor either in person or in writing regarding an anticipated missed test or quiz.

**CELL PHONE POLICY**

Please turn off cell phones before class begins as they are distracting to faculty and other students.