CASPER COLLEGE COURSE SYLLABUS

Course Number and Title: LEGL 2970 01 Paralegal Internship

Semester/Year: Spring 2016

Lecture Hours: 0   Lab Hours: 1-3   Credit Hours: 1-3

Class Time: TBA   Days: TBA   Room: TBA

Instructor’s Name: Mary Kubichek

Instructor’s Office: LH 175H   Phone: 268-2618 (office) 577-0720 (home)
268-2368 Crystal Sosalla (academic assistant)

Email: kubichek@caspercollege.edu

Office Hours: MTWF 9-11 AM and other hours by appointment

Course Description: Students are placed in a job setting, which will allow them to use and develop their paralegal skills. Students will be supervised at the job location by an attorney.

Statement of Prerequisites: LEGL 1710 and LEGL 2500

Goal: To provide students with work experience.

Outcomes: Student will learn how a paralegal functions in an actual job.

Methodology: Perform paralegal job tasks.

Evaluation Criteria: The job supervisor will evaluate the student’s skills using an evaluation form from the CC Paralegal Program.

Required Text, Readings, and Materials: TBA

Last Date to Change to Audit Status of Change to Withdraw with a W Grade: Friday, April 30, 2010

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.
**Chain of Command:** If you have any problems with this class, you must first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Academic Dishonesty-Cheating and Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Code of Conduct.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

**Calendar or Schedule Indicating Course Content:** TBA