

NorthWest Arkansas Community College
Division of Social and Behavioral Sciences, Education and
Wellness, Legal and Protective Services

LEGL 2953 (Paralegal Internship)

Catalog Description:

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal in day-to-day, on-site office work. The student must complete 40 hours of placement work for every credit hour, or 120 hours for the 3 hour class. The placement may be a private or public law office, corporate or government legal department, or other appropriate law-related setting. In addition to on-site work, the student will meet and/or email several times with the Internship Coordinator in a classroom setting or individually and complete any additional requirements which may vary upon the placement and number of credit hours.

Prerequisites:

Entrance into the internship course is conditioned on the Paralegal Coordinator's approval. Depending on the nature of the placement, the Coordinator may require prior knowledge or course completion.

Credit Hours/Contact Hours/Load Hours:

3/3/3

Course Objectives:

- Gain hands-on experience in a law office or other appropriate law-related work environment.
- Apply classroom skills and knowledge in an actual work setting, bringing skills to a higher professional level.
- Acquire specific, task-related skills for inclusion in the student's resume.
- Develop skills and experience in conducting a job search, including identification of career goals, resume preparation, interviewing, and gathering information on prospective employers.
- Become thoroughly acquainted with business, legal, or governmental work environments.
- Gain an understanding of attitudes and work habits that ensure a successful career.
- Develop professional-level skills in oral and written communications.
- Acquire a sound, contextual understanding of legal and professional ethics, such as regarding client confidentiality, conflicts of interest, and the unauthorized practice of law.
- Learn to interact effectively with supervisors, co-workers, clients, and professionals outside of the internship office.
- Develop a first-hand understanding of law-related office organizations and their internal systems, such as for timekeeping, billing, and file management.
- Gain first-hand insights into current career options.
- Acquire a wider range of professional contacts for future career development.
- Create a portfolio of work samples (or writing samples) for the student's job search.
- Learn to manage time effectively and to account for time worked in an office setting.
- Obtain a professional reference and recommendation for future employment.