SYLLABUS LAS 399
PARALEGAL INTERNSHIP

Course Instructor Contact Information

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Course Description and Prerequisites

LAS 399 Paralegal Internship (4): Supervised work experience as paralegal in a law office, requiring periodic progress reports and a final paper. The prerequisites for this course include: completion of 18 hours of major (LAS) courses, including LAS 300, prior written application, and director approval of the internship site.

Required Text and Materials

No text is required for this course.

Learning Objectives

The Paralegal Internship meets the following learning objectives adopted by the Department of Government pursuant to the strategic plans of the College of Letters, Arts, and Social Sciences and Eastern Kentucky University for the undergraduate paralegal major:

1. Theory and Content of Law: Students will gain knowledge about the foundations, functions, terminology, sources of law (legal authority), and court structure and procedure. Students will review and learn the theory and content of the field(s) of law practiced by the attorneys in the internship law office of their choice.
2. Professional (career) Competence: Students will demonstrate the knowledge and practice skills to perform competently as paralegals. Students will perform actual paralegal assignments in a working law office and gain understanding of the role and specific tasks of paralegals and various other facets of the law office environment.

Specific Theory and Content Objectives

The Goals identified above are achieved through performing assigned paralegal tasks in a law office environment. In this course, students will demonstrate the ability:

1. To gain understanding of the structure and functions of the law office environment.
2. To gain insight into professional interpersonal relationships and the paralegal profession.
3. To apply the knowledge and skills learned in the classroom to actual paralegal tasks in a law office.
4. To exercise the ethical responsibilities of a paralegal as set forth under the Code of Professional Responsibility and applicable laws.
5. To reflect upon and personally evaluate the internship experience so that the student is better informed when choosing future employment.

Measurements

Students will demonstrate learning through the following: written assignments (including a daily journal and bi-weekly and final reports), an on-site visit interview, and the internship supervisor review.

Course Policies

Written Assignments

All written assignments, including daily journals, will be graded based on their organization, quality of analysis, accuracy, thoroughness, grammar, and evidence of careful proofreading.

Late Assignments

All assignments must be turned in on time. The instructor reserves the right to fail any student for consistent failure to adhere to assignment deadlines.

Class Attendance

A total of 280 hours of on-the-job work is required for completion of the internship. The student is responsible for accurately tracking and recording time worked.

University Syllabus Statements
https://www.eku.edu/in/guides/syllabus-statements/

EKU Paralegal Program E-Mail Correspondence Policy
The ability to write effective and professional e-mail correspondence is a necessity in the paralegal profession. All instructors in the EKU Paralegal Program reserve the right not to answer emails lacking an appropriate subject line that includes course number as well as a phrase describing the issue about which you are writing, salutation, and ending. All correspondence must be written with appropriate grammar and punctuation. Email communications with me must include the Re line with the course number LAS 355 on it and a short phrase identifying the topic.

Paralegal Program Code of Conduct

Students enrolled in the EKU Paralegal Program must demonstrate the ability to make ethical decisions that adhere to the substance and spirit of the applicable ethical guidelines and rules maintained for the paralegal profession. Such guidelines and rules require that paralegals maintain a high level of personal and professional integrity and refrain from engaging in or assisting/inducing others in conduct involving dishonesty, fraud, deceit or misrepresentation. If a student, enrolled in the EKU Paralegal Program, violates the EKU Student Code of Conduct or Academic Integrity Policy, the student may be disenrolled from the EKU Paralegal Program and denied graduation with an EKU Paralegal credential after careful consideration by the Paralegal Program Director (PPD).

If the Paralegal Program Director (PPD) determines that Code or AI violations warrant dismissal to the program, the PPD shall provide a written determination of dismissal to the student. The student may request a hearing on the written record disputing the determination of the PPD to the Department of Government Academic Practices Committee (DGAPC). A request for a hearing by the student must be submitted to the DGAPC within five (5) business days of notification by the PPD. The DGAPC shall consider only the written record of the PPD and student in determining whether to uphold or reverse the dismissal. If the PPD supplements the determination prior to the hearing on the written record before the DGAPC, the student shall be permitted to review the supplemented materials and respond in writing. If the dismissal is upheld, the student may appeal to the CLASS Associate Dean. Appeals must be submitted to the CLASS Associate

Dean within five (5) business days of the DGAPC determination. The CLASS Associate Dean shall consider only the written record of the PPD and student in determining whether to uphold or reverse the dismissal. The CLASS Associate Dean determination is final and not appealable. The Hearing and Appeal shall only consider the written materials submitted by the parties. Neither the PPD nor student shall be permitted to be present during the Hearing or Appeal.

No Legal Advice/No Attorney-Client Relationship

Students are prohibited from soliciting legal advice from their instructor in this course. Accordingly, please do not contact your instructor with requests for advice or an opinion about any legal matter or issue that foreseeably affects you, your family member(s), or someone you know. No instructional material or statements of your instructor in this course should be construed as legal advice. No attorney-client relationship or prospective relationship is formed by communications with your instructor in this course.

Written Assignments

In addition to Supervisor and Student Exit Interviews and a Supervisor Evaluation Form, interns will be evaluated based upon the following:

1. Daily Journal: You must keep a Daily Journal that discusses the topics below.
    a. Information on the activities assigned, the specific tasks involved in completing the assignment, the degree of difficulty of the assignment, and whether this task was previously discussed in your other LAS coursework.
    b. Personal analysis of your assignments and your overall work experience to date, including whether you liked or disliked a particular assignment, your personal feelings about the internship and specific tasks (feelings of inadequacy, apprehension, confidence, etc.).
    c. Analysis of your preparation in the EKU Paralegal Program for the law office environment and ways the Program might better prepare you.
    d. Please also discuss any specific problems you confront and how you dealt with the situation, including any insights gained.

2. Bi-weekly: You must submit Bi-weekly reports fulfilling the requirements below:
    a. In narrative form, summarize and analyze your experiences, including pivotal assignments or situations that occurred during the reporting period. For ideas on what to include, see topics for journal entries above. Summarize the reporting period. Do not set up your report on a day-to-day basis.
    b. Reports should be well-organized and approximately two pages.
    c. Each report should include the name of the intern, the name of the supervising attorney, the name, address, phone number of the law office or entity, number of hours earned to date, and the dates this report covers.

    Always keep copies of your reports. The first bi-weekly report is due in the Director's office by Tuesday after the second week of the internship.

3. Samples of Paralegal-Level Work: You must submit samples of work fullling the following:
    a. During the course of the semester, students should submit three samples of paralegal-level work they completed during their internship.
    b. This work should be largely the sole effort of the intern (with appropriate supervision) and preferably is not a templated assignment.
    c. Interns should work carefully with their supervisors to maintain client confidentiality. Please carefully redact all work prior to submission.

4. Final Report: You must submit a Final Report fulfilling the requirements below:

a. In narrative form, summarize and analyze the entire internship experience. It should cover the office setting, most significant tasks assigned, any problems you encountered and how you solved them, how the EKU Paralegal Program curriculum helped, where the curriculum could be improved, what have you learned, and would you recommend this site for a future intern.
b. This paper should be well-organized, thoughtful, meticulously proofread, and about 3-4 typewritten pages.

The Final Report is due the first day of the week of final exams.

Grading

This course is a *pass/fail* course. Failure to satisfactorily complete any of the above-listed written assignments or unsatisfactory reviews during the on-site visit and/or supervisor evaluation form can result in receipt of a failing grade. Please note that midterm grades will be based upon written assignments received by the midterm date.

Important Dates**

This course is designated an In-Progress eligible class meaning that students may work outside designated semester hours without penalty. Over one-half (141 hours) must be completed within the semester enrolled. Students will receive credit in the enrolled semester only if they submit all course requirements by the last day of the class.

Things to Remember

1. It is a rare student intern who is not anxious about starting an internship. Take some comfort from nearly all the previous interns who have reported that their anxieties subside quickly, and they find that they are capable of much more than their doubts warranted.
2. A thorough orientation conference with your supervising attorney in the first week of the internship can be worthwhile. Such a conference should address the expectations of both parties.
3. It is also important that you be very sensitive to the ethical standards expected of law office employees. These include but are not limited to the following:
    a. Client Confidentiality. It is of utmost importance that the names of the office's clients and the subject matter of their legal concerns be held in the strictest confidence. Do not discuss such matters with your friends, relatives, or others. A breach of such confidence could cause serious consequences for yourself and your supervising attorney. In this regard, screen the examples of work that you send with your report for any breeches of confidentiality.
    b. Conflict of Interest. When a situation arises in the office where you are asked to perform a task, which creates for you either the appearance of or an actual conflict in personal allegiance to the client, you should immediately discuss this with your supervising attorney. The client expects and the law requires loyalty to the client's case.
    c. Legal Advice. Under no circumstances are you to give legal advice of your own to clients or others. To do so is a criminal violation in Kentucky and the giving of such advice could place your supervising attorney in breach of significant ethical requirements. It is, however, appropriate for a paralegal (intern) to convey legal advice specifically directed by the attorney if you make it clear that the advice comes from the attorney.
    d. Attorney Supervision. Initially all legal documents and correspondence prepared by you should be reviewed by an attorney prior to mailing. Eventually your supervisor may authorize you to send out correspondence under your signature. However, all *legal documents* must be reviewed and signed by the attorney.
    e. Your Title. While interning you should identify yourself to clients and others as student paralegal intern. It should be made clear that you are not an attorney.

4. Should any problems, either ethical or otherwise, arise to which the resolution is unclear, you should be very cautious and discuss the matter with an attorney in the office just as soon as possible.
5. Toward the end of the internship your supervising attorney must complete the evaluation form assessing your job performance. This report is confidential and the attorney should send it to the instructor by email.
6. You will <u>not</u> receive a response to your reports unless there is a significant deficiency or other matter requiring appropriate communication. No news, in this case, is good news.
7. If you have any questions or comments requiring immediate attention, please call or email the instructor.
8. The University in no way guarantees completion of the internship or the course. The University reserves the right to terminate the internship and the student will receive no credit if this occurs. Grounds for termination include insufficient performance by the intern, violation of the supervising attorney's or University's policies, or unprofessional behavior by the paralegal. In rare instances, it has been necessary to terminate an internship because of no fault of the intern. In these cases, other arrangements are sought to provide the intern with a meaningful opportunity to complete the internship.

GOOD LUCK AND ENJOY YOUR INTERNSHIP!!!