

Common Course Outline
PALG 173
Internship - Legal Studies
3 Semester Hours

The Community College of Baltimore County

Description

PALG 173 – 3 credits - Internship – Legal Studies provides academic credit for knowledge and skills learned on the job. This course requires a 120 work hour commitment from the student. Students work with the Internship Coordinator, who monitors student’s progress, to develop learning objectives. To apply for an internship, contact the Internship Coordinator for additional information.

Prerequisites: CINS 101*, PALG 104, PALG 201, PALG 230, and a minimum QPA of 2.5, or consent of the Department Chair.

* Not required for Certificate students.

Overall Course Objectives

Upon successful completion of this course, students will be able to:

1. participate in the job search process;
2. apply appropriate workplace behaviors in a professional setting;
3. demonstrate knowledge and skill appropriate to job assignment related to program of study and career goals;
4. evidence increased content knowledge gained through practical experience related to program of study and career goals;
5. evaluate the internship experience in terms of their personal, education and career needs; and
6. describe heightened sense of identity and connection to society.

Major Topics

- I. Job Interview Skills
- II. Resume Building Skills
- III. Employment Goals
- IV. Development of Work-Place Skills

Internship learning objectives are individualized and are developed cooperatively by the student, Department Chair, and work supervisor. Once the student has been placed with an employer, he/she will formulate tentative learning objectives with the assistance of the Internship Coordinator. Learning objectives must describe the activities (tasks) that the

student will learn and perform on the job. The student must state specifically what he/she will be able to do at the end of the work experience period, as a result of the internship placement.

Course Requirements

The student's final grade will be based on four components:

Employer's Mid-Term Evaluation	25%
Employer's Final Evaluation	25%
Attainment of internship learning objectives	25%
*Related departmental assignments	25%
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	100%

*includes student project (as applicable), weekly logs, and related assignments

Other Course Information

This course is a Paralegal Studies required course for certificate and degree students.