

# **Common Course Outline**

## **LGST 273**

### **Internship - Legal Studies**

**3 Credits**

## **The Community College of Baltimore County**

### **Description**

**LGST 273 – 3 credits - Internship – Legal Studies** provides academic credit for knowledge and skills learned on the job. This course requires 120 work hours on site and 15 hours online instruction. Students work with their site supervisor and the Internship Director, who monitors student's progress, to develop learning objectives.

### **3 Credits**

**Prerequisites: CINS 101\*, LGST 104 (formerly PALG 104), LGST 210 (formerly PALG 201), LGST 230 (formerly 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 and interview 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. demonstrate increased content knowledge gained through practical experience related to the program of study and career goals;
5. demonstrate organizational skills appropriate to the job assignment;
6. describe the internship experience in terms of their personal, education and career needs; and
7. describe heightened sense of identity and awareness of the legal practice.

### **Major Topics**

- I. Job Interview Skills
- II. Resume Building Skills
- III. Workplace Professionalism
- IV. Communication Skills
- V. Time Management
- VI. Organization
- VII. Documenting the Learning Experience
- VIII. Managing Relationships with Clients, Supervisors and Legal Professionals
- IX. Basic Office Systems

## **Course Requirements**

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

Employer's Evaluation	25%
Internship Portfolio*	35%
Daily Time Log and weekly journal	10%
Internship Seminar	15%
Blackboard Learning Modules	15%
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	100%

\*includes eight legal documents, weekly journals, student's evaluation and related assignments

The student will prepare a journal detailing specifically what he/she completed during the work experience period, as a result of the internship placement. Students are required to utilize appropriate academic resources.

## **Other Course Information**

This course is a Paralegal Studies required course for certificate and degree students. To apply for an internship, contact the Internship Director for additional information.

Internship learning objectives are individualized and are developed cooperatively by the student, Internship Director, and site supervisor. Once the student has been placed with an employer, he/she will formulate tentative learning objectives with the site supervisor that must be approved by the Internship Director. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job and limit administrative assignments to a maximum of 20% of all activities (tasks).

Date Revised: January 13, 2014