SUPERVISED LEGAL WORK EXPERIENCE LA 245 AND LEGAL OFFICE INTERNSHIP LA 285 COURSE OUTLINE AND SYLLABUS

I. Purposes:
   A. These courses are designed to provide an on-the-job learning experience for the student while the student is attending classes at SCC. The student should be applying the principles learned in college classes to work in a law office, law-related office, or office environment under the supervision of an attorney, other legal professional, or other qualified professional. The goal is to assist the student in preparing for his or her career.
   B. In certain instances these classes are arranged, based on prior consultation, with the paralegal instructor/coordinator in order for the student to obtain individualized instruction in discreet areas of the law. In those situations, the purpose of these classes is for the student to learn a discreet area of law under an arranged schedule with the paralegal instructor/coordinator.

II. Instructional Method:
Instruction will be a combination of on-the-job skills application and knowledge as supervised by office personnel; individual meetings as arranged with the paralegal instructor/coordinator at the work site and/or other site as arranged with the paralegal instructor/coordinator; work reports (email, in-office, phone, etc.) by the student to the instructor; the student's adherence to his/her commitments contained in these classes' Memorandum of Agreement; and evaluation of the student's work samples (if requested by the instructor) and professionalism. In those instances under I. B. above, instruction will be negotiated by and agreed upon by the student and paralegal instructor/coordinator.

III. Objectives:
Upon completion of the course the student should be able to:
   A. Demonstrate an understanding of and application of the functions and procedures of a law office and/or law-related office, where applicable.
   B. Demonstrate competency and knowledge of a discreet area of the law as arranged with the paralegal instructor/coordinator.
   C. Demonstrate an understanding of the dynamics of the law related job market and competency with respect to job hunting skills.

IV. Grades:
Student performance will be evaluated on a pass/fail basis as follows:
A. Paralegal instructor/coordinator's and/or work site supervisor's evaluation of the student's work and professional characteristics: 50%

B. Paralegal instructor/coordinator's evaluation of student's work reports (email, in office, phone, etc.): 50%

TOTAL 100%

V. Forms:
Must be completed by the second Tuesday after the beginning of the quarter, or prior arrangement made with the instructor for another deadline to be met--Memorandum of Agreement.

VI. Assignments:
A. Unless otherwise agreed upon by the student and the instructor, the student shall prepare and submit in a professionally competent manner work reports (email, in-office, phone, etc.) to the instructor in compliance with the student's commitments outlined in the above Memorandum of Agreement. Additionally the student will professionally perform all of the job tasks assigned by the office in which the student is working and complete the minimum number of hours committed to in the above Memorandum of Agreement.

or

B. In those situations in which the student is enrolled in this course to receive instruction in a discreet area of the law as arranged with the paralegal instructor/coordinator the student and paralegal instructor/coordinator will agree upon a set of learning objectives and assignments which are to be completed by the student in order to receive credit. This will be memorialized in the Memorandum of Agreement.

VII. Hours and Credit:
Minimum numbers of hours of work experience in a quarter (assume 10 to 11 weeks) for credit:

- 33 hours = 1 credit
- 66 hours = 2 credits
- 99 hours = 3 credits
- etc.

Each additional credit requires a minimum number of hours of work using the above formula of 33 hours = one college credit. Individual meeting time with the paralegal instructor/coordinator is counted in computing conversion to college credits.

VIII. Office Objectives:

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The following should be performed without a specific breakdown of time devoted to each duty. The student is expected to perform a variety of these duties as agreed upon by the instructor, the student, and the employer at the onset of the work experience. This list is not exclusive. The student is always free to do more in the office setting as agreed upon with the supervisor.

1. Observation of office paperwork flow.
2. Observation of office politics and utilization of human relations skills.
3. Become acquainted with the office's docket control system and malpractice prevention techniques or quality control procedures.
4. Evaluate the office's file support system.
5. Evaluate the computer programs used, by the office, together with other automation.
6. Perform work assigned by the office personnel (example: document preparation, client intake, client interviews, trial support and preparation, administrative tasks, etc.).
7. Familiarization with the office's communications system(s).
8. Preparation of documents utilizing the office's system.

or

In those instances where the student is enrolled in this class for instruction in a discreet area of the law, the student and the instructor will discuss and agree upon a set of learning objectives in order for the student to receive credit.

X. INSTRUCTOR:
   Robert Loomis
   Tel: 509-533-7470   FAX 509-533-8163
   Office # 213J
   e-mail: bob.loomis@scc.spokane.edu

XI. Attendance:
The law office and/or law-related office are to be regarded by the student as an authentic work setting. Consequently the student is expected to be at work on time, and working during those hours when the student is scheduled to work. Exceptions will be made for emergencies and unusual circumstances (family death, hospitalization, etc.). Other time conflicts will be accommodated where practicable, after prior consultation with the work site supervisor and the paralegal instructor/coordinator. Students who anticipate being absent from work are required to contact the paralegal instructor/coordinator and the work site supervisor prior to their scheduled work hours or the absence will be counted. Such absences are considered and negatively affect the student's grade.
XII. Attire:
For college credit under this class designation, you will be working either in a law office, or a law-related office. These settings are professional. One of the attributes of professionalism is appropriate attire and hygiene. In such settings you will be working closely with other professionals and meeting members of the public. Unless it is otherwise permitted by the office, all students while in the work setting are required to dress appropriately in a professional manner. For men this means a conservative collared shirt, tie, jacket, slacks, and oxford/professional shoes. For women this means conservative, professional pants, dress or skirt and blouse, which is approximately knee length or longer, no slits, and no low necklines. Nylons (plain, white, black, nude etc.) should be worn with appropriate pumps or shoes. Both genders are expected to wear appropriate conservative undergarments. With respect to hygiene, appropriate grooming and cleanliness is to be observed by the student at all times. 

STUDENTS WHO FAIL TO MEET THIS MINIMUM CRITERIA OF PROFESSIONALISM CAN EXPECT TO RECEIVE A FAILING GRADE FOR THIS CLASS AND TO HAVE THEIR WORK EXPERIENCE TERMINATED IMMEDIATELY BY THE PARALEGAL INSTRUCTOR/COORDINATOR.

XII. Individual and Group Seminars:
The paralegal coordinator/instructor periodically visits student work sites during the academic year. The purpose of these visits is to provide the student with feedback on his/her work, problem solve, receive feedback from the law related office, and evaluate.

XIII. Textbooks:
A. Supplemental readings and selected readings may be assigned by the paralegal coordinator.