

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: LGL 290

Credits: 3

Course Title: Coordinated Internship in Legal Assisting

Course Description: Provides the student supervised on-the-job training as a paralegal. Prerequisite: Permission of the program head, which includes the successful completion of a comprehensive examination with a grade of 70 or better. Laboratory 12 hours per week.

General Course Purpose: To provide the student with on-the-job training.

Course Prerequisites and Co-requisites:

Prerequisite: Permission of the program head, which includes the successful completion of a comprehensive examination with a grade of 70 or better

Student Learning Outcomes:

Upon completing the course, the student will be able to

- a. Obtain experience working as a paralegal; and
- b. Comprehend the job interview process and prepare a résumé.

Major Topics to Be Included:

- a. Initial interview with program head
- b. Placement in an internship as a legal assistant
- c. Group meetings with other interns
- d. Evaluation of the internship

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