COURSE PREFIX NUMBER:  LGL 290  CREDIT HOURS:  3

COURSE TITLE:  Coordinated Internship in Legal Assisting

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

COURSE DESCRIPTION:  Provides the student supervised on-the-job training as a Legal Assistant. Laboratory 12 hours per week.

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

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.

COURSE OBJECTIVES:

Upon successful completion of the course, the student will be able to:

a. Have experience working as a paralegal.
b. Understand the job interview process and prepare a resume.

Effective Date of Course Content Summary:  Revised February, 2009.