# 8/13/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 4 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Paralegal Practicum

**BRCC Course Rubric:** PALG 2903

**Previous Course Rubric**: PALG 290

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 0-9-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 0-135-135

**Louisiana Common Course Number:**

**CIP Code:** 22.0302

**Course Description:** Introduces students to the practical role of the paralegal assisting the attorney. Students will learn the basic skills involved in paralegal work including legal research and writing, document preparation, investigation and interviewing, client relations, file management, time-keeping and litigation support. Students will also learn career expectations and how to explore employment opportunities. The students will work under the supervision of an attorney in an approved legal setting.

**Prerequisites:**  Departmental Approval

**Co-requisites:** None

**Suggested Enrollment Cap:** 35

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate organizational skills necessary for successful law office functioning, including categorizing and organizing documents, managing time and using forms.

2. Demonstrate legal research skills.

3. Demonstrate critical thinking, writing and legal analysis skills.

4. Communicate effectively with attorney, clients and staff.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Students will submit a portfolio that will be graded using a departmental rubric.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Case management

a. setting up case files

b. time keeping

c. conflicts checks

II. Legal ethics

a. confidentiality

b. unauthorized practice of law

III. Legal research

a. drafts

b. contracts

c. Case briefs

IV. Employment

a. resources

b. ABA

c. Resume

d. Cover letter