



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERNSHIP - PARALEGAL

LGLA 2388 NO80

KRISTY TURNER

NOTE: This is a 16-week course.

NOTE: This is an Online course.

Course Description:

(Capstone)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This may be a paid or unpaid experience. It may be repeated if topics and learning outcomes vary.

This course serves as the Capstone experience for Paralegal students. If the student's prior work experience satisfies internship requirements, the program director may substitute a 3-hour LGLA elective. Students must meet Guidelines for Internships and have approval of the program director to enroll in this course. Semester Hours 3 (1 lec/15 lab)

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GUIDELINES FOR INTERNSHIPS

The students must meet the following guidelines to enroll in Paralegal Internship:

1. A student must have a declared major in the area in which the internship is done.
2. A student may not challenge an internship course through credit by examination.
3. Approved intern stations must provide work experience directly related to the program objectives. Student and the intern stations must meet established program guidelines and must be approved by the program.
4. The minimum acceptable work experience is 15 clock hours and one seminar or conference hour per week.
5. Exceptions to the above statement must have prior approval of the Dean of Workforce and Public Service.

Capstone Course for Certificates and Degrees

Capstone Course Explanation: Internship--Paralegal is a capstone course for the Paralegal degrees which brings together skills and knowledge learned in other classes

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and applies them in decision-making situations and in completing job tasks on the job. This course brings together all of the courses taught.

Prerequisites and/or Corequisites:

An approved work station and consent of the program director. Pass the reading portion of the TSI exam or concurrently enrolled in INRW 0402.

Course Notes and Instructor Recommendations:

Check Brightspace for information on this class and assignments.

This course requires an external internship where you will work 240 hours. It is your responsibility to secure your internship location; however, should you need help, please contact me immediately. Students who do not begin working by week two will struggle to meet the 240-hour requirement.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Office Phone Number: 254-299-8261

Office Location: BTB 220

Office Hours:

Tuesday & Thursday 10:00 a.m. – 11:00 a.m. and 2:10 p.m. – 3:10 p.m.

Wednesday 7:00 p.m. – 8:00 p.m. via Zoom

I am available at other times by appointment.

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture/Discussion

Assignments

Hands-On Practice

Exams

External Work Experience

Course Objectives and/or Competencies:

Student Learning Outcomes

Prepare to be gainfully employed: job search skills, resume writing, and application completion.

- Create a career plan
- Identify elements of workplace success
- Create a personal brand
- Identify and create a network for employment prospects
- Understand interview question types and how to answer appropriately
- Demonstrate the ability to be on time
- Practice customer service principles in the workplace
- Demonstrate the ability to meet deadlines
- Prepare well-written work documents using proper guidelines

Develop and maintain professional and personal management skills: Human relations, public relations, customer relations, business etiquette.

Communicate effectively.

Competencies of the Course

Understand the need for human relations.

Recognize the relationship between productivity and human relations.

Develop constructive attitudes.

Recognize morale and job satisfaction.

Understand how to handle frustrations on the job.

Avoid the rumor mill.

Accept responsibility.

Use effective communication skills.

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Identify elements of workplace success.

Demonstrate the ability to be dependable as well as punctual.

Handle making mistakes and learning from them.

Welcome constructive criticism.

Create PowerPoint presentation.

Find a paralegal job—Resume and Cover Letter

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending class BEFORE the census date, a student must complete and submit assignments by the due date. An email to the instructor does NOT count as completing and submitting an assignment. Logging into Brightspace and accessing content does NOT count as completing and submitting an assignment. Any student who fails to complete and submit assignments by the due date prior to the census date will be dropped from the course.

After the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

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Course Outline or Schedule:

This is a tentative schedule and is subject to change. Changes will be announced in class.

TENTATIVE SCHEDULE

DATE	ACTIVITIES
Week 1 8-22	Orientation to the class Review Weekly Job Progress Reports information Review External Learning Experience Training Plan Begin writing a paragraph to describe yourself when asked “tell me about yourself” Begin the Internship Impact Chart Start the Internship Journal
Week 2 8-29	Begin writing a Letter to Yourself Post to Week 2 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 1 Journal Entry Due
Week 3 9-5	Create List of Anxieties Post to Week 3 Discussion Board Assignment: Weekly Job Progress Reports Due Assignment: Week 2 Journal Entry Due Assignment: Paragraph Telling About Yourself Due Assignment: External Learning Experience Training Plan Due
Week 4 9-12	Review Importance to Worldview Assignment Begin Draft Resume and Cover Letter Post to Week 4 Discussion Board Review Resume Video & Assignment with PowerPoint Assignment: Weekly Job Progress Reports Due Assignment: Week 3 Journal Entry Due
Week 5 9-19	Review Interviewing Lesson Review Internship Impact Chart created in Week 1 – Update Chart Post to Week 5 Discussion Board

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	<p>Assignment: Personal Strengths Letter</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 4 Journal Entry Due</p>
<p>Week 6 9-26</p>	<p>Post to Week 6 Discussion Board</p> <p>Assignment: Search for Job Openings</p> <p>Assignment: Due today – First draft of resume and cover letter</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 5 Journal Entry Due</p>
<p>Week 7 10-3</p>	<p>Complete the Feeling Fulfilled in Your Success Chart</p> <p>Post to Week 7 Discussion Board</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 6 Journal Entry Due</p> <p>Assign PowerPoint of Internship Experience -- Due 11-20</p>
<p>Week 8 10-10</p>	<p>Complete the Internship Move & Change Assignment</p> <p>Begin Work on LinkedIn Profile</p> <p>Post to Week 8 Discussion Board</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 7 Journal Entry Due</p>
<p>Week 9 10-17</p>	<p>Post to Week 9 Discussion Board – You will need the letter you wrote to yourself in Week 1 to complete this discussion.</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 8 Journal Entry Due</p> <p>Assignment: Due Today: Final Resume and Cover Letter.</p>
<p>Week 10 10-24</p>	<p>Review Internship Impact Chart created in Week 1 – Update Chart</p> <p>Begin writing Where do you see yourself in 5 years paper</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 9 Journal Entry Due</p> <p>Assignment: Due Today: LinkedIn Profile</p>
<p>Week 11 10-31</p>	<p>Assignment: Due Today: Where do you see Yourself in 5 years paper</p> <p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 10 Journal Entry Due</p>
<p>Week 12 11-07</p>	<p>Assignment: Weekly Job Progress Reports Due</p> <p>Assignment: Week 11 Journal Entry Due</p>

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	Start working on Final Job Objectives Report – due 11/27
Week 13 11-14	Assignment: Weekly Job Progress Reports Due Assignment: Week 12 Journal Entry Due
Week 14 11-21	Assignment: Weekly Job Progress Reports Due Assignment: Week 13 Journal Entry Due Due Today: PowerPoint of Internship Experience
Week 15 11-28	Assignment: Weekly Job Progress Reports Due Assignment: Week 14 Journal Entry Due Assignment: Final Job Objectives Report Due Today
Week 16 12-5	Assignment: Weekly Job Progress Reports Due Assignment: Week 15 Journal Entry Due Review employer evaluations with students

You will be notified if any changes are made to the Tentative Schedule. I will use your MCC email account to communicate with you.

Course Grading Information:

FINAL GRADE DETERMINATION

Evaluation by Employer	60%
Homework, Activities, Participation, and Attendance	20%
Quizzes and Final Job Objective Report	20%
	100%

Employer Evaluation (60%)- The employer will rate the student in the following categories: Knowledge of Work, Human Relations (effect on workers), Dependability (attendance/promptness), work Habits and Attitudes; Responsibility, Accuracy in work assigned, Productivity (Quality and Quantity), Initiative, Professionalism (dress/demeanor), and Promotability.

Students will also turn in weekly job progress reports for an assignment grade each week. These weekly worksheets contain the student's timesheet with their employer and the objectives sheet. These sheets are turned in weekly. Sheets that are turned in on time and in full will receive a 100. Points will be deducted for errors in math, spelling, and grammar. Students who encounter difficulties in obtaining signatures should contact the instructor immediately.

Timesheets turned in more than two weeks late will not be accepted and the hours will not be counted towards the 240-hour requirement. As in the workplace, it is the student's/employee's responsibility to ensure payment/credit and that the hours are returned in a timely manner.

Final Job Objectives Report

The Final Job Objective Report will consist of the following for **each objective**. You will write about the following bullet points on **each objective**:

- Your specific objectives in the Internship Plan
- Description of what you did to meet these objectives
- Description of what your responsibilities were
- Support – help from supervisor or co-workers
- What I learned – knowledge, skills and abilities you gained
- What was the easiest aspect of the objectives?
- What was the hardest aspect of the objectives?
- What surprised you?
- 20/20 Hindsight – What would you have done differently?

This report must be typed in Microsoft Word in manuscript style. This report will be graded for content (each of the bulleted items are discussed on each objective) and mechanics (grammar, sentence structure, spelling and punctuation).

Late Work and Make Up Work Policies:

Weekly Job Progress Reports (objectives worked on) are due each class period. **No late work will be accepted!**

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

The determination of student conduct as unacceptable is in the sole discretion of the instructor and the consequences of unacceptable conduct is in the instructor's sole discretion and can include removal from the classroom on a temporary or permanent basis and withdrawal of the student from the course by the instructor, possibly with a grade of "F".

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.