

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTERNSHIP – PARALEGAL

LGLA 2388.50

Kristy Turner

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. . We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

Spring 2023

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.

Course covers ergonomics and interpersonal and job-related skills. This course serves as the Capstone experience for LGLA 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. Recommended: Passing score on the reading portion of the THEA or MCC Placement Test or concurrent enrollment in READ 0302. Offered only in the spring. Semester Hours 3 (1 lec/15 lab)

Semester Hours: 3 (1 semester/15 lab)

GUIDELINES FOR INTERNSHIPS

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

1. A student enrolling in an internship course must take at least one subject matter course at the same time. Exception: A student, who has completed or will complete in the current semester, all courses listed in that semester of the course of study where the internship is listed may enroll for the internship.
2. A student must have a declared major in the area in which the internship is done.
3. A student may not challenge an internship course through credit by examination.
4. 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 director prior to registration.
5. The minimum acceptable work experience is 15 clock hours and one seminar or conference hour per week.
6. 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 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

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, 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 given guidelines

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

Communicate by giving oral presentations.

Competencies of the Course

Work effectively in groups to make decisions.

Understand the need for human relations

Make your attitude count.

Recognize the relationship between productivity and human relations.

Develop constructive attitudes.

Recognize morale and job satisfaction.

Handle frustration on the job.

Avoid the rumor mill
 Accept responsibility
 Use communication skills.
 Evaluate the correlation between your attitude and job success.
 Identify elements of workplace success
 Demonstrate the ability to be dependable and on time.
 Handle making mistakes.
 Welcome criticism.
 Create a PowerPoint Presentation
 Find a paralegal job – Resume and Cover Letter

Course Outline or Schedule:

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

TENTATIVE SCHEDULE
Instructor: Kristy Turner
Tuesday Seminars: 5:00 to 6:00 p.m.

DATE	ACTIVITIES
1-10	Orientation to the class Find a work place and obtain approval from instructor Discuss Objectives Discuss Weekly Job Progress Reports Write a paragraph to describe yourself when asked “tell me about yourself”.
1-17	Discuss Ergonomics – Introduction to Ergonomics in the Office (Ch 1) and Understanding Ergonomic Challenges in the Office (Ch 2) Assignment: Weekly Job Progress Reports Due
1-24	Read Pages 34 - 97 in Book – <u>How To Land Your First Paralegal Job</u> Assignment: Read Appendix A and Ch. 6 Weekly Job Progress Reports due Due Today: Write a paragraph to describe yourself.
1-31	Discuss Resume Writing View Video on Division of Labor Weekly Job Progress Reports Due
2-7	Draft Resume and Cover Letter Discuss Interviewing Assignment: Weekly Job Progress Reports Due

2-14	Search for Job Openings Weekly Job Progress Reports Due Due today – First draft of resume and cover letter
2-21	Introduction to LinkedIn Assignment: Weekly Job Progress Reports Due
2-28	Discussion re: Finding a Job Due Today: Final Draft of Resume and Cover Letter. Weekly Job Progress Reports Due
3-14	Where do you see yourself in 5 years? Weekly Job Progress Reports Due Final Draft of Resume and Cover letter due
3-21	Introduce Big Interview Assignment: Read Case Studies 1-5 in <u>Your Attitude Counts</u> LinkedIn page due.
3-28	<u>Your Attitude Counts</u> – Case Studies 1 – 5 Assignment: Read Case Studies 6-10 in <u>Your Attitude Counts</u> Assignment: Weekly Job Progress Reports Due Assign PowerPoint of Case Study 13 or 14 -- Due 4-18
4-4	<u>Your Attitude Counts</u> – Case Studies 6 – 10 Assignment: Weekly Job Progress Reports Due Assignment: Read Case Studies 11 - 15 Start working on Final Job Objectives Report – due April 25
4-11	<u>Your Attitude Counts</u> – Case studies 11-15, Assignment: Read Case Studies 16, 19, 20, 21 Assignment: Weekly Job Progress Reports Due
4-18	<u>Your Attitude Counts</u> – Case Studies 16, 19, 20, 21 Assignment: Weekly Job Progress Reports Due Due Today: PowerPoint of Case Study 13 or 14
4-25	Generations Discussion; Review for test <u>Assignment: Final Job Objectives Report Due Today</u>
*** TEST OVER <u>Your Attitude Counts</u> *** Review employer evaluations with students	

REMEMBER to call your instructor BEFORE class time if you cannot make a class.

You will be notified in class 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, Attendance, 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.

PERSONAL TECHNOLOGY POLICIES: Electronic devices should be off or silenced and put away during class and exams. Laptops used for note-taking purposes will be permitted. However, if I find that laptops in the room turn out to be more of a distraction (for example, Facebook, twitter, email, etc.) than as a learning tool, this policy may change. **If your electronic device makes noise and interrupts class, you will have 10 points deducted from that day's grade.** Please do not bring in food or drinks. Only water in a re-sealable container is allowed.

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".

The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#)

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**

(<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.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

Updated 11/04/2022

McLennan
C O M M U N I T Y
COLLEGE

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 254-299-
8122
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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/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.