

## **LGLA 2366.271**

### **Practicum Course Syllabus**

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CLASS TIME: Tuesday; 8:30-9:20 a.m. (Dates TBD)  
CLASSROOM: LC123

**COURSE DESCRIPTION:** This course is practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**COURSE OBJECTIVES:** This course exposes the student to the practical aspects of the paralegal profession. The student will experience the skills and behavior required of a professional paralegal. Students successfully completing this course will gain practical, marketable experience in legal assisting, enhance the student's knowledge of the practical aspects of the paralegal profession, understand the application of ethics required of the legal profession, integrate classroom knowledge with on-the-job experiences, and be familiar with the requirements of the Certified Legal Assistant examination.

#### **TEXTBOOK:**

Title: Certified Paralegal Exam Fundamentals  
Publisher: NALA  
ISBN: 978-0-57845486-3

**ATTENDANCE:** All Practicum meetings are **MANDATORY**.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a

class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the instructor, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

#### GRADING:

(1) The student will complete a writing assignment on a topic related to the paralegal profession. The topic will be chosen by the student with the approval of the instructor. Points will be deducted from the final grade if the student fails to get approval for the topic. The length of the writing assignment will be sufficient to adequately cover the chosen topic. The writing assignment must contain a table of references. The writing assignment will count 25% of the final grade. Late writing assignments will not be accepted.

(2) The student will work a minimum of 200 hours in a sponsoring law firm, law office or legal department during the semester on a schedule agreed upon by the employer and student. An end-of-course sponsor evaluation of the student’s work performance will count 25% of the final grade. The student is responsible for ensuring the employer evaluation is completed and submitted timely.

(3) Each student must also maintain a detailed journal of the student’s paralegal work (dates, hours, and tasks completed sans confidential client information). The journal will count 10% of the final grade.

(4) A final exam (mock CP examination) will count 30% of the final grade. See information hereinafter for details of new CP Examination format effective 2018.

(5) Quizzes will be given at each class meeting. Quizzes will count 10% of the final grade. No makeup quizzes will be permitted.

Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; Below 60% = F.

NOTE: Assignments will NOT be accepted by email. All assignments must be typed unless otherwise instructed. Students must maintain academic integrity in all assignments – “copying and pasting” from other sources (e.g. the Internet) is plagiarism and will be grounds for dismissal from the course.

DISMISSAL: A student may be dismissed from the internship program for cause at any time, including but not limited to, failure to attend work as scheduled, failure to abide by sponsor rules or policies, or failure to comply with course requirements.

CLASSROOM ETIQUETTE: Paralegals are legal professionals, and as such, must maintain a professional attitude and demeanor. Spirited discussion is encouraged, but respect for the opinion of others is required. All students are expected to be prepared for every class. Disruptive or unprofessional behavior in class is grounds for a student to be removed from the classroom and dropped from the course without notice. Students are referred to the SPC Student Guide for more information about the policies and procedures concerning student conduct which are incorporated herein by reference.

CELL PHONES: Cell phones must be turned off before entering the classroom. The professor reserves the right to answer any cell phone (on speaker) that rings during class time. “Texting” (text messaging) during class is prohibited. Violation of this policy may result in the student being removed from the classroom and dropped from the course. Use of cell phones for class purposes may be permitted with instructor approval.

COMPUTERS: Laptop computers and electronic tablets may be used during class for class-related purposes only and provided speakers are muted. Wireless internet access is provided at SPC for education-related purposes only. Paralegal Studies students also have access to computers available in LBC109, as well as on other SPC

campuses. All student work must be saved on a removable storage device, e.g. a flash drive, and not on an SPC computer.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. South Plains College's Notices Visit this link for SPC Syllabus

Statements: <https://www.southplainscollege.edu/syllabusstatements/>.

#### ADDITIONAL INFORMATION:

1. Do not use Blackboard Messenger to contact me, you should email me directly at khayes@southplainscollege.edu or come to my office during office hours (both listed on blackboard under contact me).
2. Blackboard – if you have technical issues with Blackboard, you will need to contact Amy Shriver, [ashriver@southplainscollege.edu](mailto:ashriver@southplainscollege.edu) , I cannot fix any technical issues you may encounter.
3. If you email me with a question that is answered in the syllabus, I will not respond.
4. I will not respond to emails during the last 3 weeks of the semester asking to do make-up work (unless you have a signed and dated doctor's note) or questions about extra credit (there is none).
5. When/if you email me, please include your course section (ex. LGLA 1303-271) so I can easily find your information.

6. You will have one opportunity to take the tests or quizzes. Make sure you do not submit them unless you have answered all the questions.

7. Do not turn anything in using Google Docs.

8. Blackboard lets me know when and how long you log in to this course.

9. If you email me over the weekend, it may take longer for me to respond.

10. It is your responsibility to check the schedule weekly for assignments, discussions, tests, quizzes, etc.