

Kankakee Community College Syllabus

Course prefix and number: PLAS 2413

Course title: PARALEGAL INTERNSHIP, Spring 2018

Credit hours/Length: Lecture hours: 3 Clinical/Lab hours: None

Catalog description: This course is a culmination of all previous PLAS courses and applies the paralegal skills learned in class to use in a real-life setting. A total of 240 hours of on-site time will be required for 3 credit hours. The Program Coordinator will make periodic visits to the site for observation and feedback from the internship provider.

The following are prerequisites:

1. Completion of all PLAS courses or instructor consent.
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Faculty

Dr. Kristine M. Condon, Professor and Program Coordinator
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Department Phone (815) 802-8850

Office Location/Office Hours

Location Workforce Development Center, D116
Office hours change weekly; please check my web site at www.kcc.edu/facultysites/kcondon. I will post my office hours on a monthly basis.

Textbook(s) and Other Materials

1. Hughes, Richard. *Surviving and Thriving in the Law Office*. Clifton Park, NY: Cengage Learning, 2005.
 2. Supplemental handouts and other materials will be distributed during class.
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Instructional Methods

Methods will include class discussions, presentation of case briefs, guest speakers, weekly writing assignments, simulated interviews and interview dinners, and in-class presentations of paralegal portfolios.

Relationship to Academic Programs and Transferability

The Paralegal Internship course was designed to meet specific student needs, either individually or within a program. Transferability of this course will be determined by each transfer institution. Please see an academic

advisor for an explanation concerning transfer options. Refer to the IAI web page at www.itransfer.org for more information.

Course Goals and Learning Outcomes

At the conclusion of this course, you, the legal professional, will be able to:

1. Analyze and determine the kinds of skills that best suit you for a paralegal career;
2. Determine the kind of legal organization in which you want to begin your paralegal career;
3. Apply professional standards of dress, conduct, and business etiquette to your own internship;
4. Review and apply your knowledge of office systems to your internship and follow the rules of ethics as they apply to client confidentiality and timekeeping;
5. Enhance your interpersonal skills and management capabilities through role-playing scenarios with work assignments, time management, and client interaction;
6. Develop and compile a portfolio of your work product from your KCC paralegal training with the goal of finding full-time employment as a paralegal;
7. Focus on long-range career planning;
8. Define and apply the Illinois Rules of Professional Conduct to a variety of ethical situations paralegals might encounter.

Evaluation of Student Performance

See the Course Calendar and Homework Table for this session. Homework will generally be due at the start of a class period as noted in this syllabus. All homework is to be stapled, with your name on the top page, along with a description of the homework assigned. For example:

John Smith
PLAS 2413
Review Problem 3
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Homework that is not clearly labeled and stapled will be returned to the student ungraded.

Students are expected to submit homework on the evening it is due. The final homework grade will be reduced by 10% (1 letter grade) per class period until the homework is submitted. The exception to this rule is if you are absent on the date a homework assignment is due; in that case, the due date is automatically extended to the date you return for your next class without any reduction in points. All homework will be submitted in typewritten format (typewriter or PC acceptable) unless otherwise directed by the instructor.

The instructor reserves the right to alter or modify the content of an assignment or its position in the course calendar.

90-100% of total points possible = A
80-89% of total points possible = B
70-79% of total points possible = C
60-69% of total points possible = D
Under 60% of total points possible = F

The points will be apportioned as follows:

- 75% of final grade: Internship performance, based upon site visits (100 points each) and provider evaluations (evaluation form is the basis for these grades).
- 20% of final grade: Attendance at on-campus internship activities, substantive participation, and completion of assignments.
- 5% of final grade: Professional conduct demonstrating readiness to work in the career. These components are demonstrated by the following activities:
- * Proper scheduling/rescheduling of and preparation for site visits;
 - * Professional conduct related to mock interview dinner;
 - * Professional conduct related to Advisory Committee meeting;
 - * Professional conduct related to guest presenters;
 - * Professional conduct in preparing for and delivering internship portfolio.

The most integral part of this course is the successful completion of 240 hours of site time with an internship provider.

1. Students are required to spend a minimum of 15 hours weekly at their internship sites (30 hours weekly during the eight-week summer session), with the exception of Spring Break during the spring semester.
2. If students complete the 240 hours of site time prior to the conclusion of the semester, they are still expected to work 15 hours weekly through the last week of the semester.
3. The sole exception to this 15-hour weekly requirement is during Thanksgiving week, when legal offices or the courthouse are closed for two consecutive weekdays. If students are interning during the fall semester and cannot meet their 15-hour requirement during Thanksgiving week, then they are expected to make those hours up by adding hours to the remainder of their weekly schedules.
4. If students normally intern on a Monday and a federal or other holiday falls on that Monday, they are still expected to accumulate 15 hours during that week and are advised to schedule extra hours or shorten lunch hours accordingly. This also applies to other weekday holidays.
5. As noted later in this syllabus, students are only permitted one week during the semester where they have not accumulated 15 hours of internship service. All absences will require medical documentation.
6. Students who do not complete 240 hours of site time will receive an "F" for the internship, regardless of their in-class performance on other assignments or activities.

Students are expected to abide by the Learning Contract they have signed with both the Internship Site Provider and the PLAS Program Coordinator. A copy of the Learning Contract is attached to and made part of this syllabus.

Course Policies: Please review these carefully.

Absences. You will be allowed a total of three absences for the on-campus internship activities for this semester. I reserve the right to inform you that your successful completion of the class is being jeopardized when you have missed your third class. I also reserve the right to request that you withdraw from the class with a grade of "W" when you have missed your fourth class. Each absence in excess of three will result in a one letter grade reduction of your final course grade. Class will begin promptly; students are expected to be on time for class and are strongly encouraged to get notes from fellow students if they miss a class.

Absences from Site Provider. If illness or another emergency results in your being unable to attend your internship for the day, you are expected to follow the site provider's policies for employee absences (calling in by a certain time, etc.). If this absence results in your inability to meet the 15-hour weekly deadline, you will need medical documentation explaining your absence, and you will need to make up those hours. Again, **please note that you will be permitted ONLY one week where the 15-hour minimum is not met. A second instance of not meeting the minimum hours is considered not actively pursuing completion of the course under KCC catalog guidelines and will result in administrative removal from the course.**

Site Visits. Students will be required to set up three internship site visits at the points specified on the syllabus (two for summer session). Accuracy and follow-through on coordinating a site visit between the student, the site provider, and the program coordinator are both critical. **Any rescheduling of a site visit must be communicated in writing to the program coordinator with a cc to the site provider.** Students who fail to schedule site visits by the deadlines established in the syllabus, who fail to notify the program coordinator of a reschedule, or who otherwise neglect the responsibilities associated with scheduling site visits will automatically receive a minimum one-letter deduction in the site visit grade. The penalty may be increased, at the instructor's discretion, depending upon the severity of the student's failure to comply.

LexisAdvance Access. Each student's KCC-based lexisadvance.com account is for academic use only. Any student or site provider use of such account to accumulate billable hours, to generate client fees, or for any other income-producing use is strictly prohibited under the terms of the Intern's LexisAdvance Acceptable Use Policy; further, such use serves as grounds for immediate termination of the internship and possible sanctions under college policy. Any student interning in a private environment (i.e., not at the courthouse or government office) is expressly prohibited from using LexisAdvance for that employer's client research.

Timesheets. Each Monday, all timesheets from the preceding week's work will be due. If the student fails to submit one timesheet in a timely manner, a grade of "zero" out of five points is recorded. If the student fails to submit a second timesheet in a timely manner, the student will be administratively withdrawn for not actively pursuing completion of the course or will be asked to withdraw from the course.

Food and Drink Policy. As is the case in all KCC computing labs and classrooms, no food, drink, or smoking is permitted. Children are also not permitted in the labs.

Examination Policy. The Program's in-class examination policy is pursuant to Section 4.1 of the Code of Campus Affairs and Regulations, which states that "permission to make up work missed because of absence may be granted at the instructor's discretion." For in-class examinations, there are no makeups allowed for any reason except for illness, which must be documented with an original note explaining the absence which is

signed by the treating physician. For final projects, the project is due on the assigned due date. Final projects received after the due date will not be graded. Students may not use notes, books, or reference materials on examinations unless specifically authorized to do so by the instructor. Students are to turn off all cell phones and pagers during an examination. Sending and receiving e-mails, instant or text messages, or other forms of electronic communication during the exam are strictly prohibited. Students are expected to be on time for exams and will not be given additional time to complete an exam due to a late arrival.

Academic Honesty. It is assumed that all course assignments and examinations represent the student's own efforts. Any impropriety, or appearance of impropriety, will result in a minimum of a "zero" for that assignment/examination and possible removal from the course. In addition, any student found copying software for personal use or altering settings on the computers (beyond the scope of any classroom assignment) will be removed from the course.

In addition, all assignments shall be submitted with a cover sheet containing this statement regarding academic honesty:

Because academic dishonesty fundamentally undermines the mission of KCC's PLAS Program and diminishes my individual efforts and those of my classmates, I certify that this work product is the result of my own independent and original effort; that I have completed this work product without the assistance of others unless otherwise directed by the instructor; and that I understand the syllabus's sanctions for work product meeting the definition of "impropriety or the appearance of impropriety."

The cover sheet shall also contain the student's original signature.

College Policies

Withdrawals

When it is necessary to withdraw from a course or from the college, a student may do so on or before the withdrawal date stated on the syllabus without receiving a punitive final grade. Change of Schedule forms (used to add or drop a course) are available in Student Services and the student should obtain the required signatures prior to submitting the Change of Schedule form to an adviser in Student Services. Students may submit Change of Schedule forms through the mail, but they must be postmarked no later than the withdrawal date. No withdrawals are allowed by phone. The last date to withdraw with a grade of "W" is ten school days after the midpoint of the course pursuant to the Kankakee Community College catalog.

Code of Conduct

By participating in this course, the student agrees to adhere to the KCC Code of Conduct, found in each academic year's catalog, and understands that his or her classroom behavior shall be in compliance with the Code.

Inclement Weather

As a general rule, KCC will remain open during inclement weather. If the College will be closed due to inclement weather, cancellation announcements will be broadcast over Kankakee radio stations WKAN-

AM, WBSW-FM, and WLRT-FM; Watseka stations WGFA-AM/FM; and Pontiac stations WJEZ-AM/FM. In addition, KCC reports campus closings at www.emergencyclosings.com.

Use of KCC Student E-mail Accounts

To ensure a student's privacy under all applicable education laws and to facilitate timely interactions, two College-authorized methods of electronic communication exist: KCC-issued student email accounts (using the domain name of .student.kcc.edu) and the Canvas Learning Management System. Students are expected to regularly check their KCC email accounts and Canvas for important incoming communication from the college or from individual instructors. Students understand that emails they send from personal email accounts (other than those listed above) may not be delivered to the KCC recipient, and students should have no expectation that such messages will be answered. Students are also expected to respond to e-mails promptly (within 24 hours of receipt), and the instructor will comply with the same guideline.

Non-Attendance/Non-Participation

KCC complies with state law and federal financial aid policy. If you receive an attendance grade of F or are institutionally withdrawn from a course, it will affect your eligibility for financial aid. (1) You must attend at least one class, or participate at least once for an online course (logging in without participation is not attending), by the 10th day of 16 week courses or within the first 10% of shorter term classes. Non-attendance will result in an attendance grade of F. (2) If you have excessive absences and no reasonable chance of passing the course at midterm (or after), your instructor may give you a WX grade and have you institutionally withdrawn from the course.

College Resources

Writing Lab

KCC's Writing Lab is now paired with the English Department. Tutors have been trained by English faculty in an attempt to better align classroom instruction with tutor advice. The lab is free and available on a walk-in basis to support students of all levels and at all points throughout the writing process. Location: L341. For a current tutoring schedule, go to <http://www.kcc.edu/tutoring>.

Office of Disability Services

KCC offers advisement and special instructional support for students who are physically and learning disabled, as well as those with academic deficiencies. Students will receive appropriate academic instructional support, including preparatory courses, tutorial assistance, study skills assistance, and self-instructional programs. For disability services, go to room D234, Tel: 815-802-8632.

Miner Memorial Library

The Miner Memorial Library provides a variety of services free to students, including books, computer access, Wi-Fi access, and numerous research databases available online. Reference librarians are also available to assist in locating information. The library is open Monday through Friday and online resources are available 24/7. For additional information go to <http://www.kcc.edu/library>.

Syllabus Disclaimer

The course syllabus and calendar are subject to change.

Copyright

The materials on this course are only for the use of students enrolled in this course for purposes associated with this course. Further Information regarding KCC's copyright policy is available at www.kcc-online.org/copyright/policy.html.

Article Summaries

In order to keep you informed about current events in the legal community, you will prepare article summaries at several different points during the semester. The article summaries will conform to the following guidelines:

1. The article must be from the Chicago Daily Law Bulletin, and a copy of the article must be included with your article summary. The article cannot be more than two weeks older than the summary's due date. Copies of the Law Bulletin are available in the LRC, although they arrive a few days after publication and often in bundles. Most law offices, courthouses, and even area libraries also carry the Law Bulletin. It is suggested that you budget your time during the week to include a trip to the Library to locate and copy these articles.
2. Submissions must be at least two pages in length, double-spaced, with standard 1" margins and 12-point font; any citations must conform to ALWD format, not the Law Bulletin format.
3. The summary must include a substantive discussion about the article's relevance to you as a paralegal. What implications do these articles' contents have for you as a legal professional? Be detailed and thorough in your response. **This should not be a summary of several paragraphs and only a single paragraph dedicated to how the article impacts you. The discussion must be substantive.**

Article summaries will be due on the dates shown in the syllabus. The following guidelines are used for proper citation format:

FULL vs. SHORT CITES. The purpose of a FULL CITATION is to cite the source for the first time in your writing. The purpose of a SHORT CITATION is to cite that same source later in your writing (because you have already cited the source once). ALWD Rule 21 (of the Fifth Edition) governs full and short citations to the Law Bulletin. For a full citation to the Law Bulletin, refer to ALWD 21.3(f)(1)-(3) on pages 219-220. For the short citation, you will need to adapt the appropriate portions of Rule 21 since the Illinois Supreme Court does not normally permit the use of supra as it is shown in the ALWD rule. I would suggest printing this page and attaching it to Rule 21 in your ALWD manual.

FULL CITATION, LAW BULLETIN

Patricia Manson, <i>Bogus Filing Costs Litigant Bias Claims</i> , Chicago Daily Law Bulletin 1 (September 2, 2015).

Note what is italicized and what is not; what is underlined and what is not; what is punctuated and what is not.

SHORT CITATION, LAW BULLETIN

Manson, Chicago Daily Law Bulletin at 3.
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ILLINOIS SUPREME & APPELLATE COURT OPINIONS. As a reminder, Illinois Supreme Court Rule 6 governs proper citation format for cases issued after July 1, 2011. This rule is summarized on the "red sheet" that you would have received in Legal Research & Writing I; it is also available on the Illinois courts website if you need a new copy. Remember that the Law Bulletin uses its own editorial format for citation. That does not

make their citation format court-acceptable. In other words, ALWD always applies UNLESS superseded by Illinois Supreme Court Rule 6.

Journals

An important part of the internship experience is keeping a journal, or a record, of your activities and of your reactions to those activities. You may find that some of the tasks you perform in a legal environment are tasks you ideally want to perform in a full-time job. Some of the tasks may instead prompt your recommendations for improving or changing the way we do things in the PLAS Program. In any case, you will keep a journal chronicling your activities during the internship, interspersed with “thought questions” to help you refine and clarify what is of interest to you.

The journal entries will conform to the following guidelines:

1. Each session’s entry must be double-spaced, with standard 1” margins and 12-point font; each day’s session should begin at the top of a new page.
2. Note that journals are due following Weeks 4, 8, 12, and 16, and that **the “thought question” needs to be incorporated into your journal entry. Journals that do not incorporate a thought question receive an automatic 25-point deduction.**
3. Remember that I will be reading these journal entries and providing feedback; therefore, you should not disclose anything that would breach client confidentiality, but instead talk about your reactions to and observations of activities in the legal environment.

It is strongly encouraged that you journal your activities at the conclusion of each session.

Weeks 1-4 “Thought Question”: For several semesters now, we have discussed the regulation of paralegals, from their ability to “practice” on a limited basis in some jurisdictions to whether or not they should be considered exempt employees. You have been on the job for a few weeks now. In light of the tasks you have been asked to perform, discuss the necessity for professional regulation, either at the state or national levels, and whether exempt status in your current environment would enhance or hinder your performance as a paralegal.

Weeks 5-8 “Thought Question”: During this portion of the course, we have stressed “the paralegal package”—presenting yourself to a prospective employer in a way that guarantees an interview. We have talked about writing in a clear, concise format, about sharpening interviewing skills, and about standard rules of business etiquette that can make or break a second interview. Think about the interpersonal part of your job and reflect on “the paralegal package.” Do you think you present yourself well? How do you think you come across in an interview? Do you feel that you have appropriate business etiquette? Where are your strengths? Are there areas where improvement is needed? Discuss how you would promote the positive and provide a plan for strengthening areas as you deem appropriate.

Weeks 9-12 “Thought Question”: In this last phase of the course, we have stressed ethics and propriety. We have discussed UPL, preserving client confidences, and zealous client representation. How do you feel your legal environment handles these ethical issues? Have you been in a situation where you have had to rely on your training in ethics? How did you handle the situation? Did you feel that you could have/should have handled it differently?

Weeks 13-16 “Thought Question”: Wrap up your experiences, both in this course and the PLAS program. If you could redo your internship, what would you do differently, knowing then what you know now? How did the

experience make you a better legal professional? What circumstances could have made this a better internship for you—or for your site provider? Explain in detail the course’s strengths and areas for improvement, and provide the same information on your overall perception of the PLAS program.

Portfolios

Because this course is a “capstone” course, (hopefully) leading to employment within the profession, a portfolio is an important part of the curriculum. You will also present your portfolio to your colleagues for comments and feedback during Finals Week. The portfolio should be in a three-ring binder with dividers and organized into the following sections:

1. Your resume and a separate list of references. (Budget sufficient time to locate and secure these references.)
2. Letters of recommendation from individuals who can speak to your potential for success in the profession. (Budget sufficient time to locate and secure these letters; remember, the outside world does not run on a 16-week semester, and waiting until the week before finals to get a recommendation letter is not the way to handle the professional conduct component of the course.)
3. Samples of work from each PLAS course in which you have enrolled. (Start looking for them now; clean up and edit samples as needed, or include grading rubrics where you received positive feedback from an instructor.)
4. Samples of article summaries, case briefs, or other documents from this course.
5. Other materials that you think would be both helpful and relevant.

You will need to provide **two copies** of your portfolio. One will be returned to you at the end of the semester. The other one will stay in the PLAS Program’s “archives” for review during future American Bar Association reapproval site visits.

Each section of the portfolio should be tabbed and appropriately labeled. Make sure your portfolio has a cover page. Your presentation should be 5-10 minutes in length, and you will get feedback from your peers and PLAS alumni on the overall appearance of your portfolio.

Course Calendar Detailing Subject Coverage and Homework Table

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
Week 1: Monday, 1/8/2018	<ul style="list-style-type: none"> • Introductions and review of course syllabus and expectations • Set up e-mail accounts, if needed • Review Hughes text • Distribution of KeyTrain account information 		
Week 2: Monday, 1/5/2018	<p>• NO CLASS—DR. KING HOLIDAY FOR FACULTY AND STUDENTS. STUDENTS ARE STILL EXPECTED TO CLOCK 15 HOURS THIS WEEK.</p>		
Week 3: Monday, 1/22/2018	<ul style="list-style-type: none"> • Chapter 1, Why Have Goals? • Chapter 2, What Should Your Goals Be? • Chapter 3, Who Can Help You Achieve Your Goals? • Chapter 4, What is Possible in the Paralegal Profession? 	<p>Chapter 1, Why Have Goals?</p> <ul style="list-style-type: none"> A. A Career is Too Important to Leave to Chance B. Why Employees Fail C. Goals Cause the Behavior Needed to be Successful D. Goals Are a Measuring Stick for Success <p>Chapter 2, What Should Your Goals Be?</p> <ul style="list-style-type: none"> A. Your Goals Should Be Your Own B. You Cannot Afford a Poor Job Situation C. Goals Should Be Specific D. Self-Assessment is Critical 	<ul style="list-style-type: none"> • Timesheets for preceding weeks' work due (OBJECTIVES 3, 4) • Article Summaries #1 and #2 due (OBJECTIVES 1, 6, 8) • Three Program Coordinator site visits to be scheduled by today (OBJECTIVES 1 THROUGH 8) • Student presentations on Hughes, Chapters 1-4 (OBJECTIVES 1 THROUGH 8)

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
		<p>E. Your Paralegal Education is an Example of Specific Goal Setting F. Setting Time Frames is Important G. How High Should You Set the Bar?</p> <p>Chapter 3, Who Can Help You Achieve Your Goals?</p> <p>A. You Can't Achieve Success by Yourself B. Your Inner Circle C. Beyond the Inner Circle: Others Who Can Help D. Establishing Professional Relationships Is an Ongoing Process</p> <p>Chapter 4, What Is Possible in the Paralegal Profession?</p> <p>A. How Do I Evaluate Salary and Benefits? B. How Much Can I Make? C. How High Can I Go?</p>	
<p>Week 4: Monday, 1/29/2018</p>	<ul style="list-style-type: none"> • Discussion of Chronological vs. Functional Resumes • Cover Letter Construction using AIDA Format 	<p>A. Chronological Resumes B. Functional Resumes C. AIDA Format</p>	<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #3 due (OBJECTIVES 1, 6, 8) • Bring your most current resume draft to class
<p>Week 5: Monday, 2/5/2018</p>	<ul style="list-style-type: none"> • Business and Interview Etiquette Presentation with PowerPoint • Begin developing interview questions 	<p>Business Etiquette</p> <p>A. Attire B. Introductions—Business vs. Social C. Introducing Yourself D. Dining Etiquette</p>	<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #4 due (OBJECTIVES 1, 6, 8) • Review returned resume drafts • KeyTrain Reading for Information scores due • Review PPT slide show in advance of class

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
		E. Reading the Table F. Dining Do's and Don'ts G. Goal of Interview Lunches/Dinners H. Guidelines for Interview Meal	<ul style="list-style-type: none"> Journal for weeks 1-4 due (ALL OBJECTIVES) Program coordinator site visit to be completed by the end of this week (ALL OBJECTIVES)
Week 6: SPECIAL DATE: Tuesday, 2/13/2018	<ul style="list-style-type: none"> BUSINESS ETIQUETTE DINNER, 4:00 P.M., WDC 300 (GOVERNORS' ROOM, THIRD FLOOR INSIDE MAIN ENTRANCE TO WDC). INTERVIEW ATTIRE AND COPIES OF YOUR RESUME ARE REQUIRED. ARRIVE NO LATER THAN 4:00 P.M.; DINNER WILL BE SERVED AT 4:15 P.M. YOU WILL BE FINISHED FOR 5:30 P.M. CLASSES. TIMESHEET FOR PRECEDING WEEK'S WORK DUE (OBJECTIVES 3, 4) ARTICLE SUMMARY #5 DUE (OBJECTIVES 1, 6, 8) 		
Week 7: Monday, 2/19/2018	<ul style="list-style-type: none"> NO CLASS—PRESIDENTS' DAY HOLIDAY FOR FACULTY AND STUDENTS. STUDENTS ARE STILL EXPECTED TO CLOCK 15 HOURS THIS WEEK. 		
Week 8: Monday, 2/26/2018	<ul style="list-style-type: none"> Chapter 5, Getting Off to a Good Start Chapter 6, What is Important to a Law Firm? Chapter 7, Handling the Dreaded Billable Hour Chapter 8, How to Manage Your Workload Chapter 9, What Kinds of Assignments Can You Expect? 	<p>Chapter 5, Getting Off to a Good Start</p> <ul style="list-style-type: none"> A. First Impressions Are Important B. What to Do Before Your First Day on the Job C. What to Expect the First Day, Week, Month, and Year <p>Chapter 6, What is Important to a Law Firm?</p> <ul style="list-style-type: none"> A. Knowing What Is Important . . . Is Important B. Clients Are Important C. Fees Are Important D. Status, Prestige, and Reputation Are Important E. Your Time Is Important F. You Are Important 	<ul style="list-style-type: none"> Timesheets for preceding weeks' work due (OBJECTIVES 3, 4) Article Summaries #6 and #7 due (OBJECTIVES 1, 6, 8) Student presentations on Hughes, Chapters 5-9 (OBJECTIVES 1 THROUGH 8)

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
		<p>Chapter 7, Handling the Dreaded Billable Hour</p> <ul style="list-style-type: none"> A. What Are Billable Hours, and Why Are They Important? B. A Word About Ethics C. How to Achieve Billable Hour Success D. Don't Become Obsessed <p>Chapter 8, How to Manage Your Workload</p> <ul style="list-style-type: none"> A. How to Approach Your Workload B. Prioritize by Due Date, Assignor, and Nature of Assignment C. What to Do If You Are Unable to Finish Your Work on Time <p>Chapter 9, What Kinds of Assignments Can You Expect?</p> <ul style="list-style-type: none"> A. Transactional versus Litigation Assignments B. Nonlegal Assignments C. How to Turn In High-Quality Work 	
<p>Week 9: Monday, 3/5/2018</p>	<ul style="list-style-type: none"> • NO CLASS—SPRING BREAK FOR FACULTY AND STUDENTS. STUDENTS ARE NOT REQUIRED TO CLOCK 15 HOURS THIS WEEK, BUT ARE STILL REQUIRED TO ACCUMULATE 240 HOURS TOTAL BY THE END OF THE SEMESTER. 		
<p>Week 10: SPECIAL DATE: WEDNESDAY, 3/14/2018</p>	<ul style="list-style-type: none"> • PARALEGAL/LEGAL ASSISTANT STUDIES ADVISORY COMMITTEE MEETING, 5:30 P.M., WDC IROQUOIS ROOM. BE PREPARED TO TELL THE COMMITTEE, IN A TWO-MINUTE PRESENTATION, ABOUT YOUR INTERNSHIP. YOU WILL ALSO GIVE YOUR INTERNSHIP SITE PROVIDER A CERTIFICATE OF APPRECIATION. DINNER WILL BE SERVED. INTERVIEW ATTIRE REQUIRED. WE WILL NOT MEET AS A CLASS THIS WEEK. • TIMESHEETS FOR PRECEDING WEEKS' WORK DUE (OBJECTIVES 3, 4) 		

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
	<ul style="list-style-type: none"> • ARTICLE SUMMARIES #8 AND #9 DUE (OBJECTIVES 1, 6, 8) • KEYTRAIN LOCATING INFORMATION SCORES DUE • JOURNAL FOR WEEKS 5-8 DUE (ALL OBJECTIVES) • PROGRAM COORDINATOR SITE VISIT TO BE COMPLETED BY THE END OF THIS WEEK 		
Week 11: Monday, 3/19/2018	<ul style="list-style-type: none"> • Review internship portfolios • Begin personal statement to use as basis for internship portfolio • Review of LinkedIn and IDES Salary Data 	A. LinkedIn for Job Searches B. IDES Salary Data C. Other Sources of Salary Info	<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #10 due (OBJECTIVES 1, 6, 8)
Week 12: Monday, 3/26/2018	<ul style="list-style-type: none"> • Overview of Career Services 		<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #11 due (OBJECTIVES 1, 6, 8)
Week 13: Monday, 4/2/2018	<ul style="list-style-type: none"> • Chapter 10, Where Do You Go for Help? • Chapter 11: Communication: Coworkers, Clients, the Court, and Other Firms • Chapter 12, Office Politics: Danger Lurking Around Every Corner • Chapter 13, How to Know What You Are Worth • Chapter 14, The Importance of Growing Professionally 	Chapter 10, Where Do You Go for Help? A. Whom to Seek Out and Whom to Stay Away From B. Other Resources That May Help Chapter 11, Communication A. Coworkers: What They Like and Don't Like B. Clients: Don't Assume Anything C. The Court: Courtesy and Helpfulness Are the Keys D. Other Firms: Minefields Everywhere Chapter 12, Office Politics A. Politics Exists in Every Office	<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #12 due (OBJECTIVES 1, 6, 8) • Student presentations on Hughes, Chapters 10-14 (OBJECTIVES 1 THROUGH 8) • Journal for Weeks 9-12 due (ALL OBJECTIVES)

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
		<p>B. Don't Be a Gambler; Play it Safe</p> <p>Chapter 13, How to Know What You Are Worth</p> <p>A. Economics: A Dismal but Necessary Science B. The Market's Influence on Pay and Benefits C. Noneconomic Factors Firms Consider D. How to Ask for a Raise</p> <p>Chapter 14, The Importance of Growing Professionally</p> <p>A. What Does It Mean to "Grow Professionally"? B. Job Security and Advancement C. Using Your Inner Circle</p>	
<p>Week 14: Monday, 4/9/2018</p>	<ul style="list-style-type: none"> • Peer review and editing of resumes • Methods of Professional Development • Print and Online Portfolios • Work on internship portfolios • Finalize resume • Finalize cover letter • Finalize thank you letter 		<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #13 due (OBJECTIVES 1, 6, 8) • KeyTrain Business Writing scores due
<p>Week 15: Monday, 4/16/2018</p>	<ul style="list-style-type: none"> • Chapter 16, Staying Motivated: Keeping Your Career Interesting • Chapter 17: Mission Accomplished: Now What? 	<p>Chapter 16, Staying Motivated</p> <p>A. Balance and Variety Are Important B. Take Advantage of Opportunities within Your Law Firm</p>	<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #14 due (OBJECTIVES 1, 6, 8) • Program Coordinator site visit to be completed by the end of this week

Class Date	In-Class Activity (Each Class is 45 Minutes in Length)	Subject Matter Outline	Evaluation Tool(s) and Competency of Course Objective(s) Evaluated
		C. Seek Out Continuing Education Opportunities D. Volunteer E. Be a Regular Guest Speaker F. Teach a Class Chapter 17, Mission Accomplished A. Losing That "New" Tag B. Now What Happens? C. Looking Back and Looking Ahead	
Week 16: Monday, 4/23/2018	<ul style="list-style-type: none"> • Semester wrapup • Visit from KCC Alumni Association 		<ul style="list-style-type: none"> • Timesheets for preceding week's work due (OBJECTIVES 3, 4) • Article Summary #15 due (OBJECTIVES 1, 6, 8)
Week 17: Monday, 4/30/2018	<ul style="list-style-type: none"> • LAW WEEK ACTIVITIES. • Journal for Weeks 13-16 due (ALL OBJECTIVES) 		
SPECIAL DATE: FRIDAY, 5/4/2018	<ul style="list-style-type: none"> • LAST DAY TO COMPLETE 240 CLOCK HOURS. FINAL TIMESHEETS DUE, 4:30 P.M. 		
Week 18: Monday, 5/7/2018	<ul style="list-style-type: none"> • IN-CLASS FINAL PRESENTATIONS • PORTFOLIOS DUE 		

**KANKAKEE COMMUNITY COLLEGE
PARALEGAL/LEGAL ASSISTANT STUDIES PROGRAM
PLAS 2413 (PARALEGAL INTERNSHIP)**

INTERNSHIP LEARNING CONTRACT

Intern's Name _____

Intern's Phone _____

Internship Site Provider _____

Site Provider's Address _____

Site Provider's Phone _____

Internship Period (Circle One) FALL SPRING SUMMER Semester, 20_____

1. **Definitions.** For purposes of this Internship Learning Contract:
 - a. "Site Provider" is defined as a supervising attorney affiliated with a law firm or other legal organization who will assume responsibility for mentoring the intern during the semester internship period.
 - b. "Intern" is defined as a Kankakee Community College Paralegal/Legal Assistant Studies student enrolling in PLAS 2413 (Paralegal Internship).
 - c. "Program Coordinator" refers to the coordinator of the Kankakee Community College Paralegal/Legal Assistant Studies Program.

2. **Site Provider's Responsibilities.**
 - a. The Site Provider agrees to provide the Intern with a variety of appropriate, paralegal-specific training experiences and to guarantee the minimum hours of work necessary for the Intern to complete class guidelines.
 - b. The Site Provider will verify the Intern's work by signing weekly work logs, which serve as a record of internship work and hours completed.
 - c. The Site Provider will meet periodically with the Intern and the Program Coordinator to provide both interim progress reports and a final evaluation report at the end of the grading period.
 - d. The Site Provider will insure that the Intern abides by the Illinois Rules of Professional Conduct and other appropriate laws regarding the unauthorized practice of law and client confidentiality.
 - e. The Site Provider acknowledges that the Intern's LexisAdvance account is for academic use only, and that any use of such account to accumulate billable hours, to generate client fees, or for any other income-producing use is strictly prohibited under the terms of the Intern's LexisAdvance Acceptable Use Policy and serves as grounds for immediate termination of this Learning Contract.

- f. The Site Provider will notify the Program Coordinator immediately of any substantive problems with the Intern's work product or performance, or of the Intern's failure to comply with any of the provisions of this Learning Contract.
- g. Severance of the Intern's employment shall not be made without first consulting with the Program Coordinator.
- h. The Site Provider certifies that he or she is not the subject of any pending complaint or other legal proceeding with the Illinois Attorney Registration and Disciplinary Commission and further acknowledges that failure to disclose this information to the Program Coordinator serves as grounds for immediate termination of the Learning Contract.

3. Intern's Responsibilities.

- a. The Intern agrees to relinquish the internship experience if he or she withdraws from Kankakee Community College, the Paralegal/Legal Assistant Studies Program, or PLAS 2413.
- b. The Intern will meet periodically with the Site Provider and the Program Coordinator to provide both interim progress reports and a final evaluation report at the end of the grading period.
- c. The Intern will follow the work policies and personnel procedures of the legal organization, including policies on professional attire and conduct, and will further abide by the Illinois Rules of Professional Conduct and other appropriate laws regarding the unauthorized practice of law and client confidentiality. If uniform-style attire is required in the legal organization, the Intern is expected to comply with those attire requirements. If uniform-style attire is not required in the legal organization, the Intern is expected to comply with the Program-standard attire requirements found in PLAS course syllabi and incorporated as Appendix A to this Internship Learning Contract.
- d. The intern's KCC-based LexisAdvance account is for academic use only. Any unauthorized use of such account to accumulate billable hours, to generate client fees, to provide work product for an internship site provider or individual authorized by statute or court rule to provide legal advice, or for any other income-producing use is strictly prohibited under the terms of the LexisAdvance Acceptable Use Policy; further, such use serves as grounds for immediate withdrawal from the course and possible sanctions under college policy.
- e. The Intern agrees to participate in related seminar instruction on the KCC campus as part of the PLAS 2413 syllabus guidelines.
- f. The Intern agrees that the Program Coordinator may administratively withdraw the Intern from the internship site pursuant to the College's Code of Campus Affairs and Regulations and/or Code of Conduct if, in the Program Coordinator's judgment and with appropriate supporting documentation, the student fails to comply with the provisions of this Learning Contract.
- g. Severance of employment with the Site Provider shall not be made without first consulting with the Program Coordinator.

4. Program Coordinator’s Responsibilities.

- a. The Program Coordinator agrees to make site visits and provide related seminar instruction to the Intern during the semester pursuant to the syllabus guidelines.
- b. The Program Coordinator agrees to mediate any concerns between the parties and take appropriate action to resolve those concerns.
- c. The Program Coordinator will review the weekly internship logs, notify the Intern if the logs are unacceptable, and work with the Intern to resolve any academic difficulties the Intern may have in completing the internship.
- d. The Program Coordinator will meet periodically with the Site Provider and the Intern to provide both interim progress reports and a final evaluation report at the end of the grading period.
- e. The Program Coordinator may administratively withdraw the Intern from the internship site pursuant to the College’s Code of Campus Affairs and Regulations and/or Code of Conduct if, in the Program Coordinator’s judgment and with appropriate supporting documentation, the student fails to comply with the provisions of this Learning Contract.

5. Internship Dates and Hours. The internship, consisting of 240 clock hours of substantive paralegal work under direct attorney supervision, shall start on _____ (start date shall be a date during the first week of the semester) and conclude no later than _____ (concluding date shall be a date during the week preceding final exam week). The Intern shall work a minimum of 15 hours weekly (16-week period) or a minimum of 30 hours weekly (8-week summer session) to accrue a total of 240 clock hours. The Intern may work in excess of the weekly minimums, but will be required to work the minimum hours during each and every week of the semester or summer session. If the Intern has not returned a completed Learning Contract, signed by all three parties shown here, before the start of the first scheduled class session, the Intern shall be found to be “not actively pursuing completion of the course” pursuant to the Code of Campus Affairs and Regulations and shall either withdraw from the course or shall be administratively withdrawn from the course.

Intern _____ Date

For the Site Provider _____ Date

KCC Program Coordinator _____ Date

Kankakee Community College, an equal opportunity/affirmative action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972. It is the policy of the college that no person, on the basis of race, color, religion, sex, national origin, age, handicap or veteran’s status, shall be discriminated against in regard to employment, educational programs, and activities or admissions.

Appendix A to Internship Learning Contract

Student interns are ambassadors of the College and the PLAS Program, and they are expected to dress as such in the workplace. This dress policy also shows respect for the bench and the bar. Students are expected to appear for their internship hours in the permissible attire listed here. In addition, the locations of resale and consignment shops are listed here. The Program policy is that if the attire is not on this list, students may not wear it to the internship site.

Permissible Attire—Men

1. Dress pants
2. Dockers (cargo pants are not permitted)
3. Open-collared sport shirts (ties are not necessary, but are acceptable)
4. Dress shoes or loafers (sockless or flip-flops are not permitted)
5. Sweaters or sweater vests and jackets

Permissible Attire—Women

1. Dress pants (yoga pants and Spandex-type leggings are not permitted)
2. Dresses, skirts, and blouses (spaghetti straps, tube tops, and excess cleavage are not permitted)
3. Sweaters, shrugs, and jackets
4. Dress shoes or dress flats (flip-flops are not permitted)

Resale and Consignment Shops:

1. Asbury Thrift Store, 504 North Fifth Avenue, Kankakee, IL; 815-935-8993
2. Closet to Closet, Plus Size Women's Consignment Boutique, 125 E Brookmont Blvd, Kankakee, IL 60901; <http://closettocloset.co/>
3. Embrace Consignment, Meadowview Shopping Center, 39 Meadowview Center, Bradley, IL 60915; www.embraceconsignment.com
4. Fancy Pants Kankakee, 163 South Schuyler Avenue, Kankakee, IL 60901; <http://www.fancypantskankakee.com/>
5. Sequels Resale Shop, 417 South Main Street, Bourbonnais, IL 60915; <http://www.sequelsresaleshop.com/>
6. St. Vincent DePaul Resale Shop, 105 North Kennedy Drive, #4, Bourbonnais, IL 60914; <http://www.yellowpages.com/bourbonnais-il/mip/st-vincent-de-paul-society-8441239?lid=8441239>
7. Victory Resale Shop, 202 North Indiana Avenue, Kankakee, IL 60901; <https://plus.google.com/108138859058991265999/about?hl=en>