THE UNIVERSITY OF TOLEDO
College of Health & Human Service

PARALEGAL STUDIES PROGRAM
LGL:2940-001 (CRN:47926) – Legal Assisting Internship
LGL: 4940:002 (CRN:46473) – Advanced Paralegal Internship

SYLLABUS FALL 2016

COURSE INFORMATION:
Class Times: Wednesdays: 8:00 a.m. – 8:50 a.m. Room: HH1419
Instructor: Senior Lecturer, John Schlageter, III, J.D. Esq.
Office Phone 419-530-7748
E-mail john.schlageter@utoledo.edu
Office Hours: HH 3017A Tuesdays/Thursdays: 3:30-7pm Mondays/Wednesdays: 9-11 a.m. *or by appointment

COURSE OVERVIEW/CATALOG DESCRIPTION (QM 1.2)
This capstone course will allow students to apply academic knowledge to professional experience by providing 180 hours of on-the-job field experience in a government, private, or corporate law office setting. Students will meet in the classroom to develop skills pertaining to job searching including identification of career goals, resume writing, interviewing, information gathering, acquiring professional contacts for career development, and ethics. Legal Specialty required course for associate degree, bachelor degree, post-baccalaureate certificate and nurse paralegal certificate programs. (3 semester credits, offered every semester).

TEACHING METHODS AND STRATEGIES (QM 1.2)
This face to face course is designed to stimulate student learning through a variety of on-site instructor approaches including lectures, projects, mock interviews and presentations. If the student intern believes that the on-site supervision is inadequate, he or she should contact the Instructor immediately.

WORK WEEK (QM 1.2).
Students will meet in the classroom for 50 minutes per week and complete 180 hours work at their assigned law office during the summer. Students’ work and/or class schedules should be discussed with supervisors at the start of the semester. Although students may be given a certain amount of flexibility as a student intern, students are responsible for keeping track of the number of hours worked and the tasks performed. Students may work as many hours as schedules allow and that supervisors permit, but students must work the minimum 180 hours.
PREREQUISITES (QM 1.5)
Permission of program director and attendance at internship seminar.

REQUIRED TEXTS AND MATERIALS (QM 4.3 and 4.6)
Ethics for the Legal Professional, by Deborah Orlik (8th or most recent edition- Pearson)

COURSE POLICIES/EXPECTATIONS OF CLASSROOM BEHAVIORS (QM 1.4)

a. Class Communications: All email communication to me should be sent to my college email address, john.schlageter@utoledo.edu. In addition, in order to organize my incoming email so I can better respond to your inquiry, use the subject line in the email to indicate the name of the class, “Internship”. Furthermore, a brief description of the purpose of the email should appear after the class section name. For example, an email concerning a question about an assignment should read as follows in the subject line: “Internship-Question about assignment”. This enables me to answer your question quickly and accurately.

b. Attendance and Missed Class: Class attendance is required. If any class sessions are missed, the student will receive an “Incomplete” in the course until that class session can be made up the following semester. I will take attendance at the beginning of each class. Please be punctual. If you arrive late, it is your responsibility to make sure I mark you present for that class. Time management is a crucial skill in the paralegal field. Amidst very busy schedules, courts and employers will require prompt attendance. Therefore, the student’s prompt attendance at each class is required. The student must be on time for class and remain until its completion. The student’s attendance and participation will affect his or her grade for the course.

The University of Toledo Missed Class Policy
Approved by Faculty Senate, 1/22/02; approved by Student Senate, 1/22/02

This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences. Students are expected to attend every class meeting of courses in which they are registered. Only in specific, unavoidable situations does the University excuse absences from class: 1) personal emergencies, including, but not limited to, illness of student or of a dependent of the student [as defined by the Board of Trustees’ Policy on Family and Medical Leave], or death in the family; 2) religious observances that prevent the student from attending class; 3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips and special events connected with coursework; 4) government-required activities, such as military assignments, jury duty, or court appearances; and 5) any other absence that the professor approves.

Students are responsible for complying with the missed class policies of their instructors. Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student’s return to class. Approved written excuses will be at the instructor’s discretion, including, but not limited to, doctor’s notice, funeral programs, etc. It is strongly recommended that the student use two of the three aforementioned methods (email, writing, or voicemail) to insure that the instructor is properly notified of the planned absence. In the event that the instructor should not receive the student’s notification, the student should be prepared to present an alternative excuse. It will be at the instructor’s discretion to approve or disapprove of the alternative excuse.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.
c. **Class Preparation and Participation:** The student’s preparation for each class is critically important to his or her learning experience in this course. The student’s preparation for class is also critically important to his or her training for a career where adequate and timely preparation will be expected by courts and employers. Furthermore, the student’s adequate preparation for class will enable him or her to make valuable contributions to class discussions and define questions that are raised by course materials that can then be addressed in class. Therefore, the student’s consistent and adequate preparation for class will be considered in the determination of his or her course grade.

The ability to communicate through the written and spoken word is essential to success in a paralegal career. A paralegal must be able to clearly and persuasively communicate his or her research, ideas and arguments to attorneys, clients, colleagues and courts. The student’s participation in every class is a valuable opportunity to develop those crucial communication skills.

d. **Work Product:** Each student is responsible for completing the work assigned. Plagiarism and cheating will be addressed in accordance with the applicable policy of the University of Toledo. Academic Dishonesty will not be tolerated. Please read The University’s Policy Statement on Academic Dishonesty available at [http://www.utoledo.edu/dl/students/dishonesty.html](http://www.utoledo.edu/dl/students/dishonesty.html).

e. **Assignments:** Completion of all assignments is a course requirement. Unless otherwise instructed, all assignments must be typed and must follow the proper format as announced in class for the particular assignment. As in the practice of law, the student must retain his or her own copy in case something should happen to the original. Students are expected to complete and submit all assignments at the beginning of class on the date assigned as the deadline. Late assignments will not be permitted unless arrangements are discussed and approved well before the required due date. Only a severe emergency constitutes a valid excuse for submitting a late assignment. Problems with downed computers or similar issues are not valid excuses for missing deadlines in the practice of law and they will not be accepted as valid excuses for the submission of late assignments in this course. If a severe emergency that would prevent the timely submission of an assignment should arise, the student must contact the Instructor immediately in order to make alternative arrangements. The Instructor may ask for verification/documentation of the emergency. If the Instructor determines that a valid excuse did exist, the Instructor will set a new deadline for the student and there will be no penalty if the assignment is submitted before the new deadline. Ask questions as soon as possible by email or by phone if you do not understand an assignment.

f. **Cell Phones:** Cell phones must be off and out of site during class. Anyone caught using their phone without instructor permission will be asked to leave the class. Inform your instructor in advance if you are a primary caregiver or have a family emergency and need to have your cell phone on during class.

g. **Accessibility and Special needs:** Student who qualify for services approved by the Office of Accessibility are to provide documentation to the instructor the first week of classes. Students who have accessibility needs should feel free to discuss those needs with the Office of Accessibility and the Instructor in private. A student’s accessibility needs will be accommodated in accordance with university policy. Any student requiring accommodation for purposes of class or assignments must contact the Office of Accessibility and notify the Instructor by the second class of the semester. Any student wishing to discuss such issues with the Instructor should do so privately before or after class.

The UT Learning Enhancement Center provides students with academic assistance and support. The website can be located at: [http://www.utoledo.edu/success/lec/](http://www.utoledo.edu/success/lec/). A full range of additional student services is provided through the Office of Student Services.
h. **Statement of Diversity and Inclusion:** In concert with the University of Toledo’s values and expectations, the faculty within the College of Social Justice and Human Services upholds the tenets pledged by the University to respect and value personal uniqueness and differences. Specifically, we will actively participate in the initiatives of the University to attract and retain diverse faculty, staff, and students; to challenge stereotypes; and to promote sensitivity toward diversity and foster an environment of inclusion in all curricular and extra-curricular activities. Hence, all students enrolled in this course will be expected to:

- Be considerate of the thoughts and ideas of others
- Demonstrate accountability, integrity and honor in all course-related activities
- Promote a collaborative and supportive educational environment
- Treat every individual with kindness, dignity, and respect regardless of:
  - Gender,
  - Race/ethnicity,
  - Religion,
  - Sexual orientation,
  - Impairment(s)/Disability(ies),
  - Political views, and
  - Other element(s) of uniqueness

**COURSE OBJECTIVES (QM 2.1, QM 2.5, QM 2.3).**

Following the student's field experience, the instructor's lectures, and the student’s completion of the assignments and projects, the student will:

1. Apply academic knowledge and gain hands-on experience in an actual law-related work environment.
2. Acquire specific, task-related skills for inclusion on the student’s resume.
3. Learn to manage time effectively and to account for time worked in an office setting.
4. Gain an understanding of attitudes and work habits that ensure a successful career and demonstrate the ability to interact appropriately with others.
5. Develop skills and experience in conducting a job search, including identification of career goals, resume writing, interviewing, utilizing career resources, and gathering information on prospective employers.
6. Create a portfolio of work samples for the student’s job search.
7. Acquire a wider range of professional contacts for future career development.
8. Acquire an understanding of and assess ethics and professional responsibility in areas such as client confidentiality, conflicts of interest, and unauthorized practice of law.
9. Assess their internship experience, including how well they were prepared by their academic courses.

**TENTATIVE CLASS SCHEDULE/ACTIVITIES/LIST OF TOPICS COVERED**

The following is a tentative course outline as this is a competency based course. *The instructor reserves the right to make changes to this syllabi.* In the event that a student is unable to attend class, it is the responsibility of the student to obtain the information and materials of that day. The exams will be derived from the lecture content, as well as reading assignments, so it is to your advantage to attend class on a regular basis.
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>8/24/16</td>
<td>Lecture: INTRODUCTION TO COURSE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students must return the 3 checked-out “Required Reading” books</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSIGNMENT: Temperament Type Reflection Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Answers to Chapter 1 Critical Thinking Questions 1, 4, and 7 (pgs. 27 &amp; 28)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due date: 8-31-16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students meet with instructor about internship placements</td>
</tr>
<tr>
<td>Week 2</td>
<td>8/31/16</td>
<td>Introduction to Career Resources materials in program library</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture: Discussion of appropriate professional behavior and dress; law office procedures; discuss text layout as it relates to ethical canons.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture: ETHICS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Discussion of Canon One – Integrity and Competence)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(View Orlik Video)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Student’s Preparation for Class: Reading: Chapter 1 in text &amp; assigned handout materials)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discussion: What an Intern Needs to Know</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSIGNMENT: Answers to Chapter 2 Critical Thinking Questions 1, 2, and 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due date: 9/07/16</td>
</tr>
<tr>
<td>Week 3</td>
<td>9/07/16</td>
<td>Lecture: ETHICS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Discussion of Canon Two – Making Legal Services Available to the Public)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Student’s Preparation for Class: Reading: Chapter 2 in text &amp; assigned handout materials)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture: How Employers Can Utilize Paralegals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSIGNMENT: Answers to Chapter 3 Critical Thinking Questions 1, 2, and 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due date: 9/14/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Take Home Reading Quiz Due</td>
</tr>
<tr>
<td>Week 3</td>
<td>9/14/16</td>
<td>Lecture: ETHICS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Discussion of Canon Three - The Unauthorized Practice of Law)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Student’s Preparation for Class: Reading: Chapter 3 in text &amp; assigned handout materials)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture: Resume Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSIGNMENT: Answers to Chapter 4 Critical Thinking Questions 1, 2, and 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Due date: 9/21/16</td>
</tr>
</tbody>
</table>
| Week 4  | 9/21/16  | Lecture: ETHICS  
(Discussion of Canon Four – Preserving Confidences & Secrets)  
(Student’s Preparation for Class: Reading: Chapter 4 in text & assigned handout materials)  
Lecture: Standing Out From the Crowd  
Discussion: Subtle Things Highly Productive People Do Every Day  
ASSIGNMENT: Answers to Chapter 5 Critical Thinking Questions 1, 3, and 6  
Due date: 9/28/16 |
|--------|--------|------------------|------------------|------------------|------------------|------------------|
| Week 5 | 9/28/16| Lecture: ETHICS  
(Discussion of Canon Five – Representing Adverse Interests)  
(Student’s Preparation for Class: Reading: Chapter 5 in text & assigned handout materials)  
Lecture: Interviewing and Cover Letters  
Discussion: Advice For Getting Hired as a Paralegal  
Cover Letter Disasters That Won’t Get You an Interview  
Handling Inappropriate Questions  
ASSIGNMENT: Answers to Chapter 6 Critical Thinking Questions 1, 2, and 3  
Due date: 10/05/16 |
| Week 6 | 10/05/16| Lecture: ETHICS  
(Discussion of Canon Six – Competence and Professional Negligence)  
(Students’ Preparation for Class: Reading: Chapter 6 in text & assigned handout materials)  
Lecture: Job Search Techniques  
ASSIGNMENT: Answers to Chapter 7 Critical Thinking Questions 1, 2, and 3  
Due date: 10/12/16 |
| Week 7 | 10/12/16| Lecture: ETHICS  
(Discussion of Canon Seven – Zealous Representation)  
(Students’ Preparation for Class: Reading: Chapter 7 in text & assigned handout materials)  
Lecture: How to Close the Deal  
Discussion: Negotiating Your Salary  
ASSIGNMENT: Answers to Chapter 8 Critical Thinking Questions 1, 2, and 4  
Due date: 10/26/16 |
| Week 8 | 10/19/16| NO CLASS |
| Week 9 | 10/26/16| Lecture: ETHICS  
(Discussion of Canon Eight – Working to Improve the Legal System) |
ASSIGNMENT: Answers to Chapter 9 Critical Thinking Questions 1 and 2
Due date: 11/2/16

Week 11 11/02/16 Lecture: ETHICS
(Discussion of Canon Nine – Avoiding the Appearance of Impropriety)
(Students’ Preparation for Class: Reading: Chapter 9 in text & assigned handout materials)

Week 12 11/09/16 Lecture: Etiquette and Professionalism

Week 13 11/16/16 Lecture: Careers & Employment Planning; Preparation for Mock Interviews

11/23/16 NO CLASS

Week 14 11/30/16 Mock Interviews

Week 15 12/07/16 Mock Interviews

**EVALUATION OF STUDENT PERFORMANCE/OUTCOME MEASURES:** Students will complete at least the following:

1. 180 hour internship experience in placement
2. Required reading quiz pertaining to time management, dressing for success and Roger’s Rules
3. Ethics problem exercises as assigned
4. Temperament type reflection paper
5. LinkedIn profile creation and evaluation
6. Daily/weekly activity reports (one for every day worked in the internship). Students are expected to keep a journal of the time spent at the site and the activities assigned and completed
7. Sample cover letter (such as would accompany a resume in application for employment)
8. Portfolio: Each student will submit a portfolio of completed projects at the end of the semester including: at least one writing sample from your internship (if you have permission) and at least one writing sample from your classes that demonstrate your quality writing and research abilities. Students will need to provide a letter or email from your supervisor giving permission to use the internship writing samples
9. An updated resume (which includes internship experience)
10. Mock Interview
11. A formal paper detailing the work experience. Each student will submit a written self-evaluation report, taking stock of, among other things, their internship performance, professional experience, goals and strategies for the future along with a survey
12. Oral presentation. Students will select one completed internship site project for oral presentation to the class. The oral presentation shall include a description of the assignment, the process used for completion and an explanation of the item completed. Presentations may include handouts and power point slides. (*LGL 4940 only*)
13. Mid-Term and Final Internship Performance Evaluations (students must meet with and review their performance with supervising attorney)
14. Thank you letter to the intern supervisor
15. Class Participation: Students are expected to attend classes, share experiences, prepare assignments and discuss
assigned readings

**GRADING POLICIES** (QM 3.2, QM 5.3, QM 1.4).

Student work will be assessed as follows. Specific guidelines, grading criteria, and a timeframe for grades and feedback will be provided as each assignment is announced. Grades will be determined by the following weighing methods:

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Available</th>
<th>What you need to do</th>
<th>My Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1-Required Reading Quiz</td>
<td>10 points</td>
<td>A perfect score is 10. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #2-Ethics Problems</td>
<td>135 points (5 points each)</td>
<td>A perfect score is 135 If you do not turn problems in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #3-Temperament Type Reflection Paper</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #4-LinkedIn Profile and Profile Evaluations</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #5-Daily/Weekly Activity Reports</td>
<td>20 points</td>
<td>A perfect score is 20. Review. If you do not turn reports in as instructed – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #6-Sample Cover Letter</td>
<td>10 points</td>
<td>A perfect score is 10. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #7-Portfolio items</td>
<td>20 points</td>
<td>A perfect score is 20. If you do not turn items assigned in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #8-Updated Resume</td>
<td>10 points</td>
<td>A perfect score is 10. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #9-Mock Interview</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not complete an interview on the date assigned – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #10-Work Experience Paper</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #11 Final Attorney Evaluation</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Assignment #12-Thank You Letter</td>
<td>10 points</td>
<td>A perfect score is 10. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
<tr>
<td>Class participation</td>
<td>30 points</td>
<td>A perfect score is 30. (Place your points in My Grade).</td>
<td></td>
</tr>
<tr>
<td>Oral presentation <em>(LGL 4940 only)</em> summarizing paralegal internship</td>
<td>20 points (see rubric for grading)</td>
<td>A perfect score is 20. If you do not turn it in by due date – you earn Zero points</td>
<td></td>
</tr>
</tbody>
</table>

**Your Final Grade** 345 or 365 points

Add the numbers in MY Grade. This is your final grade.
Students are expected to complete and submit all assignments by the due date listed in the Course Schedule. Late assignments will not be permitted unless arrangements are discussed and approved well before the required due date. Ask questions as soon as possible by email or by phone if you do not understand an assignment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>%</th>
<th>Grade</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>328-365</td>
<td>90-100</td>
<td>A</td>
<td>310-345</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>292-327</td>
<td>80-89</td>
<td>B</td>
<td>276-309</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>255-291</td>
<td>70-79</td>
<td>C</td>
<td>241-275</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>219-254</td>
<td>60-69</td>
<td>D</td>
<td>207-240</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-218</td>
<td>59% or less</td>
<td>F</td>
<td>0-206</td>
<td>59% or less</td>
</tr>
</tbody>
</table>

PLEASE NOTE:

- The Internship agreement, all 180 working hours and all class assignments including the revised resume (which includes your internship experience), cover letter (a sample of one you might send to apply for a job), thank-you letter (a copy of the original you have sent to your internship supervisor), ethics problems as assigned, mid-term evaluation, final evaluation, daily time records, work experience paper and all other assignments are due to my mailbox no later than **4:00 p.m. on FRIDAY, December 9, 2016**.

- All of the above must be turned in to receive a grade in this course.

**THIS SYLLABUS IS SUBJECT TO CHANGE**