

Nashville State Community College
School of Business and Professional Studies
Paralegal Studies

Fall 2023 Master Course Syllabus
15 Week On Ground

LEGL 2390 Legal Internship

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Course Title: Legal Internship
Credits: 3
Class Hours: 3

Program Director Approval Required to take this course. This course requires that you have completed LEGL 1300 Intro to Paralegal Studies and LEGL 1330 Legal Writing. This course is a practical application course. You will complete a legal internship under the direct supervision of a licensed attorney. You must complete 150 hours of paralegal work which may include but is not limited to legal research, legal writing, assisting an attorney, visiting court, preparing legal documents, sitting in on client interviews, and working with other paralegals.

The internship work schedule shall be determined between the supervising office and the student intern to afford a minimum of 150 hours on the job during the full fall or spring or summer semester. Since the student is interning for academic credit, no remuneration is required, although it is not prohibited. Supervising offices may in their discretion elect to provide stipends, paid parking, mileage reimbursement, or other benefits of employment. The intern shall observe all standards of legal ethics and confidentiality and comply with all office policies. The intern supervisor should submit the evaluation form (see attachment) to the Paralegal Studies director near the end of the semester.

Course Description:

Supervised practical experience in a legal environment in which the student is assigned definite paralegal tasks and responsibilities. Classroom instruction is arranged to support the field experience.

Instructor Information:

Name:
Email:
Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual):

Textbook(s): No Textbook Required

ISBN:

Access Code: *(if applicable; delete line if not applicable)*

Reference Materials: Black's Law Dictionary (Optional)

Supplies: Students participating in Virtual Synchronous Learning must have access to a computer with internet access, a camera, and microphone capabilities. Students who do not have access to this material should use the following link for the Laptop Assistance Program:

<https://www.nsc.edu/student-experience/student-support-resources/technology-assistance.php>

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu. Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) ([bkstr.com/nscstore/shop/textbooks-and-course-materials](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials)) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363, or accesscenter@nsc.edu.

Digital Course Materials: This course has no digital course materials.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

- Demonstrate a complete and thorough understanding of legal ethics.
- Employ skills during employment interview process.
- Demonstrate research skills by finding law applicable to assignment.
- Demonstrate effective computer use in legal environments.
- Describe the various types of employment for paralegals.
- Demonstrate the characteristics of an effective paralegal.
- Appreciate the critical importance of honesty and integrity in the legal environment.
- Arrive for work on time.
- Complete assignments on schedule.
- Take and follow directions well.
- Display initiative.
- Display a positive, cooperative attitude.
- Exhibit a professional appearance and demeanor.
- Exercise mature judgement.
- Understand legal processes and procedures.

- Use a good working legal vocabulary.
- Pay attention to detail

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Critical thinking
- Ability to read and comprehend complex legal documents
- Research and update the law
- Draft and edit legal documents
- Ability to work with others

The following are general education competencies intended to support the course outcomes:

- Read critically and comprehend complicated texts
- Write clearly utilizing proper rules of grammar
- Speak and present in front of large groups
- Practice and improve problem-solving and teamwork skills

Topics to Be Covered:

- These will vary depending on the internship location.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills: These will vary by instructor.

Grading Policy:

This will vary by instructor.

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

(While the above information should appear in all syllabi, faculty are encouraged to make additional statements that would clarify the policy for students and provide the applicable FA date for their section.)

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

This will vary by instructor

Attendance Policy

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is: This will vary by instructor.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.

- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu ([student email](#)) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your [MyNSCC](#) to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail accesscenter@nsc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

This will vary by instructor.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: getrave.com/login/nsc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include information on student support, student D2L resources, [NSCC email](#), scheduling, online courses, and more.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

Westlaw Access

Students receive access to Westlaw in their Introduction to Paralegal Studies Course and will continue to have access throughout their enrollment in the NSCC Paralegal Program student. Students should review the policies and procedures for using Westlaw and adhere to all the terms of the Westlaw agreement. If you are an NSCC Paralegal Studies Program student and you completed Introduction to Paralegal Studies elsewhere or are in need of new Westlaw login credentials, please contact Paralegal Studies Director Christie Ferguson at: christie.ferguson@nsc.edu or by phone at (615)-353-3459.

Legal Advice and Paralegal Responsibilities

Paralegals are not licensed attorneys and cannot give legal advice. Paralegal students should not answer legal questions for family members, friends, or members of the general public or perform any legal services without the direct supervision of a licensed attorney.

Seeking Legal Advice

Paralegal students should not ask their instructors questions related to specific personal legal issues. Although instructors are licensed attorneys, instructor words and conduct should never be understood as creating an attorney/client relationship. Instructors do not represent students in any legal issue.

Confidentiality

Paralegal students should not discuss specific legal issues involving themselves, people they know, or clients they are working with in class. This may constitute a breach of client confidentiality.

Forms

You are required to complete all of the attached forms. Form 1 will be due the first week of class. Forms 2 – 4 will be due the last week of class.

Work Sample

You will be required to provide a work sample during the course. The work sample will consist of an example of something you do on a regular basis in your law office. It may be any of the following a brief, motion, letter, FOIA request, complaint, answer, release of information form, or any other previously approved form. All client information must be removed from the work sample prior to submission. Students may create a fictitious client and use fictitious information for this work sample. Students completing a virtual internship under the supervision of Dr. Ferguson will not need to submit this work sample, as their homework assignments will be substituted in the work samples place.

FORM ONE
NASHVILLE STATE COMMUNITY COLLEGE
PARALEGAL INTERNSHIP SCHEDULE (LEGL 2390)

Instructions to the Paralegal Student Intern:

Please complete this form, obtain your supervisor's signature, and return the form to the Paralegal Studies director. You will receive permission to register for the internship course only after this form is returned.

Intern's name:

A#: _____

Semester of internship: Fall Spring Summer Year:

Name and mailing address of law office or agency where intern will be working:

Name and title (attorney, judge, paralegal supervisor, etc.) of intern's supervisor:

Supervisor's telephone number:

Description of types of work experience which the student intern will undertake:

Intern's start date:

Intern's weekly work schedule (days and hours):

APPROVED:

Supervisor's signature: _____

Date: _____

FORM TWO

NASHVILLE STATE COMMUNITY COLLEGE

PARALEGAL INTERNSHIP (LEGL 2390)

STUDENT'S NAME: _____

DATE HOURS SPENT WORK COMPLETED

STUDENT & SUPERVISOR INITIALS

Date	Hours Spent	Work or Task Completed	Student Initials	Supervisor Initials

***Make copies of this form as needed to show all work completed**

FORM THREE
STUDENT EVALUATION

Nashville State Community College
Paralegal Studies LEGL 2390

(To be prepared after the Paralegal Internship is completed)

STUDENT'S NAME: _____

SUPERVISOR'S NAME: _____

INTERNSHIP LOCATION: _____

START DATE _____

END DATE _____

Student's description of the internship and comments on her/his performance:

Signature of student _____ Date _____

**FORM FOUR
HOURS COMPLETED**

Nashville State Community College
Paralegal Studies LEGL 2390

(To be prepared while the Paralegal Internship is ongoing. Make copies if needed)

STUDENT'S NAME: _____

SUPERVISOR'S NAME: _____

Date	Task (Be detailed without including confidential information)	Time (Record in .10/hr)
TOTAL	PLACE YOUR TOTAL TIME IN THE BOX TO THE RIGHT 	