

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

Fall 2024 and Spring 2025 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: Dr. Christie L. Ferguson
Email: christie.ferguson@nscc.edu
Office Phone: 615-353-3459

Office Location: White Bridge Road Clement Building Room 232-B

Office Hours: Open walk-in office hours on Tuesday and Wednesday from 12:00 p.m. to 5:30 p.m. unless otherwise specified on the office door. Virtual office hours can be scheduled by clicking on [Virtual Office Appointments](#) or scanning the QR Code below:



Instructor Zoom Room link: [Virtual Office Appointments](#)

Textbook(s): No Textbook Required

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>) 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](#) ([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:

There will be 1020 total points possible for this course:

Class Discussions	420 points	(Each week in the D2L)
Internship Site Form	100 points	(Form 1 below)
Hours Completed	100 points	(Form 2 below)
Student Evaluation Form	100 points	(Form 3 below)
Supervisor Report	100 points	(Form 4 below)
Sample Work Product	100 points	(More information will be provided in the D2L)

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.

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:

No late work will be accepted for this course.

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

You are to schedule your assigned days and times with your Paralegal Internship Supervisor (supervising attorney). If you miss a scheduled date, you are to notify both the Internship Supervisor and your instructor within 24 hours. **Failure to notify both Dr. Ferguson and your internship site supervisor will result in an automatic F in the course!**

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 or attorney supervisor questions related to specific personal legal issues. Although instructors and site supervisors are licensed attorneys, they are not your attorney. Instructor and attorney supervisors' words and conduct should never be understood as creating an attorney/client relationship. Instructors and site supervisors do not represent students in any legal issue.

Rules of Professional Conduct

You must follow all of the Tennessee Rules of Professional Conduct at your law office. A violation of any of the rules of professional conduct will result in an automatic F in the course. These rules include you not engaging in the Unauthorized Practice of Law, maintaining the Duty of Confidentiality, failing to notify your site location of a Conflict of Interest, setting legal fees, or failing to act in a professionally responsible manner.

Discussion Questions

Each week you must log into the D2L and answer the discussion question as well as respond to at least one of your classmates. These questions are designed to help you get the most out of your legal internship experience.

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.

Use of AI Software

In the summer of 2023, two attorneys were disbarred for the use of AI software in the preparation of legal documents. The AI software cited fake legal cases. These two attorneys were found to have violated the Rules of Professional Conduct in (1) Duty of Competency (2) Duty of Professionalism, (3) Duty of Candor to a Tribunal, and these cases are also currently under investigation for the Unauthorized Practice of Law by a Software Manufacturer. These attorneys are never going to be able to practice law again because of the use of AI software. AI can be a powerful tool to assist Paralegals in the law office, however, is unreliable and at present will end up with you being out of a job when not used correctly.

The use of AI software without permission from your supervising attorney will be deemed academic misconduct. If you are caught using AI software including but not limited to ChatGPT, TensorFlow, PyTorch, Scikit-learn, OpenNN, Open CV, Synesia, Keras, QuillBot, Inc., Brania, Otter.ai, Dall-E, Microsoft Bing, Google Bard, Eleven Labs, BlueWillow AI, Microsoft Designer, Wonder Dynamics, Codeium, AgentGPT, GFP-GAN, Lumen5, Brandmark.10, Riffusion, Copy.AI, Talk to Books, Fillout QuizMaker, Replika AI, Point-E, Notion.AI, LALAL.AI, Deepbeat.AI, Deep Nostalgia, FireFlies.AI, Excel Formula Bot, Magic Eraser, FontJoy.AI, Namelix, ClipChamp, KickResume, or the like you will violate the Honor Code. If you are using this software to complete your assignments, you are cheating yourself out of perfecting the skills that you will need as you become a paralegal and you violate the Tennessee Rules of Professional Conduct and the Federal Rules of Professional Conduct.

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 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
ATTORNEY SUPERVISOR EVALUATION FORM

To The Intern Supervisor:

Please accept the sincere thanks of the Paralegal Studies program at Nashville State Community College for allowing our student to obtain vital on-the-job experience and training under your supervision this semester. Only through cooperation such as yours can the College fulfill its mission to provide innovative undergraduate programming and continuing education in the professional service areas. We hope this experience has been positive for you and that you will consider allowing others students to intern with you in the future.

In order for the paralegal intern to receive academic credit for completing the Paralegal Internship course, we need your considered responses to the following questions. Please mail your completed report by the end of the semester to:

(Contact Information)

Intern Name: _____

A Number: _____

Firm Name: _____

Firme Address: _____

Firm Phone Number: _____

Attorney Name: _____

Intern Start Date: _____

Intern End Date: _____

TOTAL HOURS COMPLETED: _____

Was this Paid or Unpaid: _____

GUIDELINES FOR A SUCCESSFUL INTERNSHIP:

The following guidelines are offered to make the paralegal internship an effective learning experience and to better utilize the time and talents of the intern while she/he is working under your supervision.

1. Coordinate the intern's talents and skills with the task to be performed whenever possible.
2. If multiple tasks are assigned, establish priorities to ensure that the most important elements are completed first.
3. Provide background information in the project or task assigned to the intern so she/he will understand its relationship to the overall work of the organization.
4. Give specific, step-by-step instructions of the work to be performed. Support this information with a set of written instructions and samples of the desired results.
5. Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage them to ask questions regarding any aspect of the work about which she/he is uncertain.
6. Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
7. Specify the deadline by which projects are to be completed. Set due dates to provide time for

consultation with the intern.

- 8. Give constructive feedback that will assist the intern in developing professional skills.
- 9. While all staff members must occasionally do routine tasks, we ask that the intern not be assigned routine clerical duties, personal errands or receptionist duties as more than 10% of her/his regularly scheduled work.
- 10. Ensure that all interns follow the Tennessee Rules of Professional Conduct.

Upon completion of the internship, please mark (X) the internship duties on which the student spent five percent or more of her/his time under your supervision:

- | | |
|---|--|
| <input type="checkbox"/> Legal research (library) | <input type="checkbox"/> Indexing or gathering medical records |
| <input type="checkbox"/> Computerized legal research | <input type="checkbox"/> Indexing or gathering other records |
| <input type="checkbox"/> Cite checking/proofing | <input type="checkbox"/> Summarizing interview statements |
| <input type="checkbox"/> Drafting legal memoranda | <input type="checkbox"/> Summarizing depositions |
| <input type="checkbox"/> Drafting appellate briefs | <input type="checkbox"/> Viewing accident/crime scenes |
| <input type="checkbox"/> Drafting pleadings | <input type="checkbox"/> Preparing trial exhibits |
| <input type="checkbox"/> Drafting discovery documents | <input type="checkbox"/> Drafting trial subpoenas |
| <input type="checkbox"/> Assisting at depositions | <input type="checkbox"/> Representing agency claimants |
| <input type="checkbox"/> Assisting at trial | <input type="checkbox"/> Searching titles |
| <input type="checkbox"/> Coordinating trial witnesses | <input type="checkbox"/> Drafting real estate documents |
| <input type="checkbox"/> Organizing file materials | <input type="checkbox"/> Assisting in real estate closings |
| <input type="checkbox"/> Drafting corporate documents | <input type="checkbox"/> Drafting correspondence |
| <input type="checkbox"/> Drafting bankruptcy documents | <input type="checkbox"/> Estate accountings |
| <input type="checkbox"/> Drafting testaments/trusts | <input type="checkbox"/> Keeping time/billing records |
| <input type="checkbox"/> Updating/maintaining library | <input type="checkbox"/> Copying/collating documents |
| <input type="checkbox"/> Checking UCC filings | <input type="checkbox"/> Typing for others |
| <input type="checkbox"/> Checking court records | <input type="checkbox"/> Receptionist duties |
| <input type="checkbox"/> Filing court papers | <input type="checkbox"/> Computer operations |
| <input type="checkbox"/> Ordering supplies | <input type="checkbox"/> Deliveries |
| <input type="checkbox"/> Serving subpoenas | <input type="checkbox"/> OTHER (describe)_____ |
| <input type="checkbox"/> Interviewing clients/witnesses | |

Using a scale of 0-5, please give your opinion of the intern's performance in the following categories:

0=no opinion/not observed

1=unacceptable

2=below average

3=average/adequate 4=very

good 5=exceptional

- | | |
|---|-------------|
| 1) Arrives for work on time. | 0 1 2 3 4 5 |
| 2) Completes assignments on schedule. | 0 1 2 3 4 5 |
| 3) Takes and follows directions well. | 0 1 2 3 4 5 |
| 4) Displays initiative well. | 0 1 2 3 4 5 |
| 5) Displays a positive, cooperative attitude. | 0 1 2 3 4 5 |
| 6) Has a professional appearance and demeanor. | 0 1 2 3 4 5 |
| 7) Has good written communication skills. | 0 1 2 3 4 5 |
| 8) Has good oral communication skills. | 0 1 2 3 4 5 |
| 9) Exercises mature judgment. | 0 1 2 3 4 5 |
| 10) Is willing to undertake new assignments. | 0 1 2 3 4 5 |
| 11) Understands the meaning of confidentiality. | 0 1 2 3 4 5 |
| 12) Understands legal processes and procedures. | 0 1 2 3 4 5 |
| 13) Has a good working legal vocabulary. | 0 1 2 3 4 5 |
| 14) Organizes tasks/materials effectively. | 0 1 2 3 4 5 |
| 15) Pays attention to detail. | 0 1 2 3 4 5 |
| 16) Understands and observes ethical standards. | 0 1 2 3 4 5 |

Do you recommend that the student receive credit for this course?

YES NO

What grade would you assign for the course for the student? _____

Did the student ask for a letter of recommendation? _____

OTHER COMMENTS (optional)

Supervisor's signature _____ Date _____