

BERGEN COMMUNITY COLLEGE  
School of Business, Arts & Social Sciences  
Legal Studies Department  
Student Course Outline – Course Syllabus

**Instructor:**  
**Telephone:**  
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B-206

**Course Title:** LGL-292 Co-op Work Experience (Paralegal)

**Course Description:** LGL-292 Co-op Work Experience (Paralegal) is a weekly seminar plus part-time employment/internship experience of at least eight (8) hours per week in a college-approved law office. A total of 179 hours of work experience distributed over the semester is required. The course aims to provide students insight into the methods and procedures used by paralegals in the workplace.

**Prerequisites:** LGL-101, LGL-103, LGL-202, LGL 205 or REA-101, LGL-208 or LGL-234, LGL-220 and WRT-101. The student must have attended a “C” or better grade in WRT-101 and WRT-201 and all paralegal specialty courses.

**Credits:** 3 credits (2 hour lecture plus 179 hrs. co-op work experience minimum for semester)

**Text:** *The Empowered Paralegal*, Mongue, Carolina Academic Press Wagner, (2009 or most current edition)

**Recommended Materials:** *The Regulation of Paralegals, Ethics, Professional Responsibility and Other Forms of Control*, William Statsky, West Publishing, Co. (1988 or most recent edition)

*Ethics for the Legal Professional*, Orlik, Prentice Hall, 2014 or most recent edition

Blacks Law Dictionary, 4<sup>th</sup> Edition, Pocket Ed., West Publishing Co.

**Supplemental Materials:** Shall be provided by the professor during the semester.

**Learning Objectives:**

1. To provide the student with an opportunity to review, discuss and analyze job development and experiences in a law related position and share their knowledge with other students and the professor.

Measure: Each class session shall provide the students with the opportunity to present their job experiences to the class on a weekly basis. Thereafter, the Professor will provide an explanation of any information which is not clear to the class and to provide the students with an opportunity to ask questions related to the specific issues. This is to offer each student a through explanation of issues which they may not experience, in their internship. Further students will submit projects at intervals during the course. These projects will relate to a multitude of substantive legal issues whereby the student will be compelled to recognize legal issues and take appropriate actions for clients in the case study.

Standard: At least 80% of all students will receive an average grade of “70” or better on the projects, presentations and performance report with coop employer. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course objective.

2. Students will investigate and explore specific situations inherent in the role of the Paralegal and will present their findings to the class. Specific situations shall include legal research and legal ethics concerns.

Measure: Students will submit projects during intervals during the course which will require the utilization of investigation techniques and the integration of conventional legal research methods with computer assisted legal research skills. Such projects will address legal ethics issues as well as substantive law. Projects will include legal memoranda, legal briefs, use of forms and appropriate practice aides. Students will be required to utilize their legal research and writing skills

Standard: At least 80% of all students will receive an average grade of “70” or better on these examinations and projects. Projects will be reviewed with students and concepts reinforced. Homework assignments will be required specifically addressing this course objective.

3. To provide the student with an understanding of how the New Jersey System of Legal Ethics NJ Rules of Court, the Court System and to New Jersey Legal Actions through analysis of actual experiences presented in hypothetical and/or anonymous formats.

Measure: Students will submit projects during intervals during the course which will have required ethical considerations. The ethical considerations will relate to analysis of the New Jersey State and Federal Court Systems and the processes and procedures required by the respective components of the New Jersey Judiciary.

Standard: At least 80% of all students will receive an average grade of “70” or better on these homework assignments and projects. Projects and homework assignments will be reviewed with students and concepts reinforced.

4. To require students to address legal issues and provide appropriate strategy for legal representation.

Measure: Students will submit projects and homework assignments which will have components requiring the student to analyze, research and draft memoranda.

Standard: At least 80% of all students will receive an average grade of “70” or better on the projects. Projects and homework assignments will be reviewed with students and concepts reinforced.

**Course Content:**

1. The student will be required to work a minimum of 179 hours over the course of the semester.
2. There will be a weekly seminar of two hours each week at which the students will discuss their general on the job exposure, share knowledge gained, share common paralegal experiences and discuss resumes, interviews, job opportunities, career goals and other related topics.
3. The student will be required to complete several practical legal assignments and a final report on achieving their learning objectives.
4. Class sessions will address ethical and legal research considerations for paralegals

**Practical Assignments:** Student shall submit memoranda of law on specific subject matters during the semester. Assigned memoranda shall require student to interpret, research and provide paralegal assistance in delivering legal services to hypothetical clients.

**COURSE CONTENT:**

**CLASS SESSION #**

1. Law Office Environment, Learning Objectives, Profile of the Lawyer-Employer – Lecture – Objective Assignment #1
2. The Paralegal – Essential Part of the Legal Team (Mongue Introduction)
3. Attitude and Appearance of the Professional and the Office  
Lecture – Research - Assignment #2
4. Managing Your Time – Organization, Billing, Protecting the Use of Your Time - Human Relations in the Law Office – Personal Dynamics – The Office Work Environment – Law as a Service Industry (Mongue Ch 1)
5. What is a Paralegal, Ethical Aspects of Paralegal Practice, Ethical Rules Regarding Freelance Paralegals for Hire – Research Memo Assignment #3
6. Presentation on Job Search Technique. The Successful Job Interview (Lecture, Handouts)
7. Post Interview Procedures - Lecture
8. Drafting the Resume – Lecture, Handouts – Resume Assignment #4  
Presentation: Practice interview skills
9. Managing Your Work – Workplace, Docket/Calendar/Files -  
Lecture, Handout, Mongue Ch 2-4  
Presentation: Practice interview skills
10. Ethics, Unauthorized Practice of Law – Assignment #5
11. Ethical Rules Governing Paralegals - Lecture, Handouts
12. Managing Your Clients, Managing Your Attorney, Litigation -  
Tort Liability of Paralegals and Freelance Paralegals Pre-Trial

Lecture, Handout – Assignment #6 finding Employment after layoff notice. Mongue Ch 5-7

- 13. Project Review and Student Forum on Work Experiences
- 14. Resume Revision Workshop, Discussion and Strategy for Employment
- 15. Job Search Strategy – Discussion – Course Review (Lecture and Student Forum)

**Note:** **Students must turn in time weekly time sheet and daily diary signed by employer each week to receive credit for the course. All assigned projects must be submitted by due date. If submitted late, project will be penalized a full grade for each day the project is late.**

**Evaluation:**

Employer’s Evaluation	50%
Assignment #1 (objectives)	10%
Assignment #2 (research - project)	10%
Assignment #3 (resume preparation)	10%
Assignment #4 (job search project)	10%
Class Seminar Reflection Paper	
Presentation Grade	<u>10%</u>
	100%

**Homework:**

Assignment submission may be required for course credit as assigned and required by the Professor during the semester and will be integrated into final grade pursuant to evaluation procedures listed above.

**Attendance:**

Will be taken at each session and is subject to the rules of the college. Attendance at lectures is imperative to acquisition and understanding of the substantive material of the course. Habitual absence (considered more than two unexcused absences) and/or tardiness may result in loss of credit for the course. Students are instructed to notify the professor prior to absences, if known and are responsible for the materials from classes which are missed. Students are required to take all examinations on the announced date or otherwise scheduled at the discretion of the instructor. All projects and examinations must be completed for credit for the course. Late submissions will be penalized a quarter grade for each day project is late. If a student has an excused

absence and misses an exam, that student must be prepared to take an exam on the first day of their return to class. If a student has an unexcused absence for an exam, that student will receive a zero grade for that exam. If a student misses both the midterm and the final examination that student will not receive a passing grade in the class. Students are expected to come to class and share their cooperative education experiences with the instructor and fellow classmates subject to the Rules of Professional Conduct.

**Faculty absence:**

A daily listing will appear in the glass case located in the front lobby of the Administration Wing of the main building and in the Evening Office (across from the bookstore) which will indicate all classes which are cancelled. Another listing will appear in the glass case adjacent to the Hotel/Restaurant bulletin board in Ender Hall and on the Bergen Community College website. Students should consult these bulletin boards before going to class. Students may also consult the department in room W-225.

**Cell/Smart Phones:**

The use of cell/smart phones is not permitted in class and all students must turn off their cell phones prior to class session. No recording of the lectures or taking of pictures in class is permitted.