

Course Outcomes Guide

Course/Program Title: PLS 269 Internship in Paralegal Studies

Course/Program Team: Loretta Thornhill

Student Learning Outcomes:

1. Demonstrate knowledge of terms and facts of this subject
2. Apply basic knowledge to new situations
3. Solve problems
4. Communicate solutions
5. Demonstrate professional and ethical behavior

Assessment:

Students are assessed in the following manner:

- *completion of the required number of hours according to the number of credits they opted for
- *a journal of work activity to demonstrate the types of tasks performed
- * a 3 to 5 page paper or a major project at the workplace
- *three evaluations by the workplace supervisor. The blank form is shown at the end of this COG.

Spring 2014

One intern (Schroer)

activity	satisfactory	Unsatisfactory
3 evaluations by workplace supervisor	192 out of 210 pts (91%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Results: Students benefit greatly from this experience and learn important workplace behaviors that it is difficult to reinforce in the classroom. Students tend to take the internship very seriously and focus on the quality of their work as well as professional workplace behaviors.

Follow up: Students are encouraged to do internships if their schedules permit.

Summer 2013

Two interns (Brown and King)

Activity for Brown	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	155 out of 210 pts (73.8%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Activity for King	satisfactory	unsatisfactory
3 evaluations by workplace supervisor		Student did not complete any activities
Time sheets to document completion of required hours		
Work journal to document tasks		
3 to 5 page paper OR major project at workplace		

Results: Both of these students had some difficulty in their internship due to their own personal characteristics and behaviors. Issues in the classroom carried over to this experience and these include tardiness, absences, and failure to complete assignments.

Follow up: Additional emphasis on workplace behaviors in all of our classes.

Spring 2013

One intern (McCurdy)

Activity	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	196 out of 210 pts (93%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Results: Alaina McCurdy was a stellar student and this is reflected in her internship experience.

Spring 2012

4 interns

Activity for Beckwith	satisfactory	unsatisfactory
3 evaluations by workplace supervisor		*there were special circumstances with this student and she was removed from one internship site and completed her hours at another
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Activity for Copeland	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	210 out of 210 pts (100%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Activity for Sweeney	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	201 out of 210 pts (96%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Activity for Kelly	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	196 out of 210 pts (93%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Results: A new experience this semester—a student was dismissed from an internship due to a past criminal matter which she failed to reveal.

Follow up: This topic should be included in discussions with potential interns.

Fall 2012

One intern (Wright)

Activity	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	208 out of 210 pts (99)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Summer 2012

One intern (Bernhard)

Activity	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	185 out of 210 pts (73.8%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major project at workplace	yes	

Spring 2011

One intern (Sites)

Activity	satisfactory	unsatisfactory
3 evaluations by workplace supervisor	230 out of 264 pts (88%)	
Time sheets to document completion of required hours	yes	
Work journal to document tasks	yes	
3 to 5 page paper OR major	yes	

project at workplace		

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 Evaluation for PLS 269 Paralegal Studies Internship
 (3 required at regular intervals, depending on the number of credit hours)

Student Name:
 Date:
 Place of Internship:
 Site Supervisor:

	Outstanding (5 pts)	Very good (4 pts)	Average (3 pts)	Marginal (2 pts)	Unsatisfactory (1 pt)
Responsibility					
Self-management					
Punctuality					
Dependability					
Appropriate professional appearance					
Integrity and honesty					
Quality of specific job skills					
Ability to relate content knowledge to work-related tasks					
Participates as a team member					
Serves clients and customers					
Acquires and evaluates information					
Interprets and communicates information					
Problem solving					
Applies newly-					

acquired information					
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Additional comments:

Supervisor's signature:

Student's signature