



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Paralegal/Legal Assistant Co-op

Course Prefix and Number

LGLA 2380

Department –

Division Workforce Education – Legal Assistant Technology

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	1	20

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Mixture of academic and work-related activities in student's major. College cooperates with employing supervisor in setting and achieving learning objectives. Weekly seminars in conjunction with on-the-job training.

Prerequisites/co requisites

Needs to be a Legal Assistant major and sophomore standing
Student must have full or part-time job in a law firm.
Approval of Division Chairperson.

Topical Outline

1. Participate in a guided work experience, performing job duties assigned by the employer, and being evaluated by the employer and college on performance.
2. Polish and update entry-level skills learned in the Medical Office Technology program and to add on-the-job experience to these acquired skills.
3. Follow directions and work independently in a job setting by completing assigned tasks in a timely manner.
4. Set short-term and long-term goals, personal goals, and educational goals; and determine effective ways of obtaining those goals.
5. Produce an updated resume that reflects current work and education; write an appropriate letter of application and a letter of resignation.

Course Learning Outcomes

Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with
an "X"

General Education Outcome

	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Optional Text(s)

Material/Technology to be supplied by the student.

Must have full or part-time employment in law firm.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Grade will be determined by the employer evaluations and other criteria established by the instructor. Student will be evaluated in writing by the employer based upon the projects/activities that are assigned.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date