

**LAW 293S, COOPERATIVE LEGAL SECRETARY EDUCATION**  
**Syllabus – Spring 2012, Sec. 34420**

<https://laulima.hawaii.edu/portal>

**INSTRUCTOR:** Estelle C. Ogawa, Associate Professor, M.Ed., PLS  
**OFFICE:** KCC, Kopiko Building, Room 201C (locked at 4:30 p.m.; please call for access after hours)  
**OFFICE HOURS:** Tue.: 5:00 to 6:00 PM or by appointment  
Sat.: 11:45 AM to 12:45 PM (after class meetings, please confirm) or by appointment  
Mon. – Fri.: By appointment  
**TELEPHONE:** (808)734-9143 (voice mail) or (808)734-9100 or (808)734-9140 (department office)  
**E-MAIL** [estelle@hawaii.edu](mailto:estelle@hawaii.edu)  
**SEMESTER UNITS:** 3  
**PREREQUISITES:** Legal Secretary Certificate of Completion program major  
LAW 105 with a grade of C or higher  
LAW 145 with a grade of C or higher  
LAW 148 with a grade of C or higher

**RECOMMENDED PREPARATION:**

Students should be in the last semester of the Legal Secretary Certificate of Completion program.

**COURSE DESCRIPTION:**

LAW 293S is a capstone cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experiences related to a legal secretary career. This course provides opportunities that allow the student to apply and reinforce legal secretary skills learned in Legal Education courses in an actual legal office environment. Students will also have the opportunity to analyze their general and technical work skills as well as the business of law as learned in their courses. Job search skills are also emphasized.

Comment: Letter grade only. LAW 293S may not be audited. LAW 293S may not be taken credit/no credit. LAW 293S was formerly LAW 193S.

**COURSE COMPETENCIES:**

Upon successful completion of LAW 293S, the student should be able to:

- Apply job search skills in an internship or potential employment search
- Obtain and compare legal secretary-related work experience in a legal office to correlate with the skills and knowledge acquired in the classroom and evaluate its benefits
- Identify the personal qualities and work skills required of legal secretaries
- Apply and further develop knowledge of the law, legal secretary-related skills, and law office procedures
- Demonstrate and describe the ethical and professional practices used in the legal field

- Identify areas for improvement in general work skills and technical/legal-related skills through self-reflection
- Clarify and describe career goals
- Explain professionalism in the legal secretary field including lifelong learning, continuing legal education, professional organizations and membership, and national certification options and resources

**REQUIRED TEXTBOOK:**

Bouchoux, Deborah E. and Susan M. Sullivan (1999). *Internships Through Employment: The Paralegal Job Hunter's Handbook*. New York, N.Y.: Aspen Publishers.

**REFERENCE MATERIALS:**

Various publications and online resources (@Law, Paralegal Today, National Paralegal Reporter, etc.) related to job search skills, paralegal skills, law practice and administrative skills, etc.

**SUPPLIES:**

Three-ring binder with indexes

**COMMUNICATION:**

Personal/private emails regarding the course should be sent to the instructor via "Private Messages" within the Lualima course site. This will be helpful to avoid overloading instructor's general email -- @hawaii.edu email.

General questions related to the course should be posted to **Questions** (Discussion and Private Messages) within the Lualima course site instead of using Private Messages. If instructor is unable to answer general questions immediately, a fellow classmate may be able to respond for faster feedback. You are encouraged to assist each other with general questions without crossing the line of plagiarism or cheating (see next page for more information). If you have concerns, please discuss them with the instructor.

Instructor will respond to emails within the courtesy 24 to 36 hours, sometimes earlier, excluding weekends and holidays.

**ATTENDANCE:**

As a legal education student, you are expected to attend all classes on time. Class attendance is essential for successful completion of this course. Lectures, demonstrations, tips, and helpful hints are brought up in each class session that help you to understand the course material. Advance notice of an absence is preferable; however, when this is not possible, you are expected to contact the instructor as soon as possible.

It is your responsibility to make arrangements for handouts or information covered if you are late or miss class. The instructor will be available to assist you if you have difficulty understanding the work or require clarification; however, the instructor is not obligated to give a private lecture for a missed class.

### **CLASS PARTICIPATION:**

Students are required to read the class materials and participate in class discussions of course subject matter. Reading must be completed prior to the class lecture or lab session for which it is assigned. All course seminars and participation are required for successful completion of this course. Numerous absences will lower your final course grade.

### **QUESTIONS/PROBLEMS:**

If you have any questions about the course, including problems with deadlines or class attendance, please contact instructor via Private Messages in Lualima as soon as the problems arise so that the issues can be resolved together in a timely manner.

If your questions pertain to general questions about the course, you are encouraged to post them to Questions under Discussion and Private Messages in Lualima. Others might have the same question and/or can assist you even before the instructor answers your question. Everyone is encouraged to help each other.

### **ASSIGNMENTS:**

Assignments are due on the due date at the beginning of class unless otherwise announced. Assignments should be printed prior to attending class. If you will not be in class, it is your responsibility to have your assignment (hard copy) turned in by a fellow classmate. If dropping off your assignment before class, you may drop it off in instructor's mailbox in the Business, Legal and Technology Education Department office, M-F, 7:45 a.m. to 4:30 p.m., excluding holidays, or see instructor prior to class during office hours.

Each assignment must be your own work and must be completed independently of other students in the course. Plagiarism is not acceptable and may result in Student Conduct proceedings and possible expulsion from the course and/or the college. If it is obvious that an assignment has been copied or plagiarized, a zero score will be given for that assignment and a memo to that effect will be placed in the student's department file.

All assignments shall be completed in a professional looking manner adhering to required format rules/requirements. Assignments must be in printed form, computer generated. No assignment may be turned in via e-mail, CD, or computer disk unless the student has made arrangements to do so with the instructor prior to the due date of the assignment. No assignment may be handwritten unless otherwise directed.

**Late Assignments (received after class ends).** Assignments up to two days late will receive a deduction of 20% from the graded score. No points will be awarded for assignments submitted three or more days late.

### **EVALUATION:**

The final grade is determined by the student's performance in the following areas:

Sponsor's Final Evaluation (144 hours)	50%
Intern's Portfolio and Final Written Report	25%
Seminar Activities/Assignments	20%
Internship Documentation	<u>05%</u>
TOTAL	100%

**Sponsor's Final Evaluation will be graded as follows:**

- A = Excellent, distinctive work
- B = Above average work, good
- C = Average work, satisfactory
- D = Insufficient, below average work
- F = Unacceptable work, very poor

**Intern's Final Written Report will be graded using an evaluation sheet provided to students at the beginning of the semester. Points will be assigned based upon format, organization, and content.**

Format and Organization (25%):

- All required components are present
- Adherence to same format throughout document
- Logical organization

Content (75%):

- Relates to assignment
- Ideas clearly expressed
- Breadth and depth appropriate for report
- Mechanics—correct use of grammar, spelling, punctuation, etc.

<u>Percent of Total Points</u>	<u>Grade</u>	TOTAL	100%
90-100	A		
80-89	B		
70-79	C		
60-69	D		
59 and below	F		

**Seminar Activities/Assignments will be graded as follows:**

<u>Percent of Total Points</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

**Internship Documentation\* will be graded as follows:**

- A = Submission of all Internship Documentation by deadline:
  - Information Sheet (first class meeting)
  - Assumption of Risk and Release (15 hrs.)
  - Sponsor/Intern Agreement (15 hrs.)
  - Learning Objectives Final (27 hrs.)\*\*
  - Sponsor's Midterm Evaluation (70 hrs.)
  - Intern's Midterm Evaluation (70 hrs.)

B = Submission of all Internship Documentation; one late submission

C = Submission of all Internship Documentation; two late submissions

D = Submission of all Internship Documentation; three late submissions

F = Submission of all Internship Documentation; four or more late submissions

\*All Internship Documentation must be turned in to receive a final course grade.

\*\*Late submission will result in deduction of internship hours applied to 144-hour course requirement. Student will have an opportunity to amend learning objectives prior to 70 hrs. if requested.

**Seminar Participation:** All course seminars and participation are required for successful completion of this course. Numerous absences will lower your final course grade.

2+ absences or equivalent – final course grade lowered by one grade

#### **STUDENT CONDUCT:**

Students are expected to behave and conduct themselves in an appropriate, business-like, respectful, and professional manner. Please refer to the Student Conduct Code in the most current KCC General Catalog. Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. This includes email, chat room, and online discussions.

#### **PLAGIARISM/CHEATING:**

Plagiarism is forbidden. Plagiarism is the copying of another's work either in part or whole, word-for-word, or paraphrased, without giving the author due credit. You must do your own work. If students are using another's words or ideas, they must reference them appropriately. Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to "Student Conduct Code," in the most current KCC General Catalog.

#### **MISCELLANEOUS:**

##### **Forms/Reports**

Please make an extra copy for your files. The originals will not be returned.

##### **Withdrawal**

A student without an internship position by the semester withdrawal date must withdraw from the course.

If personal or work issues prevent you from completing the requirements for this course, please be sure to speak to your instructor and counselor for reasonable and available options. The last day to withdraw from this class is April 2, 2012. Complete withdrawal from college (all courses at KCC) must be done in person at KISC. See the academic calendar and deadlines at the KCC website, <http://kapiolani.hawaii.edu/page/calendars>. Please check this site for the latest updates.

It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. Instructor does not sign requests for late withdrawals. A courtesy notification of withdrawal to instructor would be welcomed.

### **Incomplete Grade**

At the end of the semester, instructor may grant an incomplete grade for this course based upon the following:

- Student has completed at least three-fourths of internship hours (108 hrs.)
- Student has met the minimum requirements in all other areas
- Student has submitted all required forms up to the end of class
- Student will submit the following within 8 weeks of the next semester
  - Sponsor's Final Evaluation
  - Intern's Portfolio and Final Written Report
  - Remaining required forms

**NOTE:** It is the student's responsibility to notify instructor regarding a request for an incomplete form prior to the last day of class. Be aware that the Incomplete grade process will require additional time for separate grading, the change of grade process, and subsequent posting.

### **Addendum to Syllabus**

See Attachment: Important Student Information

**NOTE: THIS MATERIAL IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST.**

## **Important Student Information Business, Legal & Technology (BLT) Department**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In instructional activities, students are responsible for meeting all of the instructor's attendance and assignment requirements. Failure to do so may affect their final grade. In all college related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

### **LAW COURSES**

Courses offered through the paralegal program are designed to train paralegals and legal secretaries to work in law offices and other legal environments. The courses are not intended to provide "self-help" instruction for individuals who are interested in working on a personal legal problem. The courses are not designed to provide an opportunity for students to ask legal questions regarding specific legal problems. Our law courses and the instructors provide general legal educational information related to the subject matter covered. The instructors do not engage in rendering legal advice or services on personal matters, and the course information is not provided as a substitute for obtaining professional legal advice. If personal legal advice or other expert assistance is required, the services of a competent professional outside of class should be sought.

### **ELECTRONIC COMMUNICATION**

For the consideration of classmates, beepers must be turned to vibrate during class sessions and cell phones must be turned off. Check your messages between classes or during the break.

### **EMAIL--University of Hawai'i Policy on Email Communication**

The electronic communications policy adopted in December 2005 establishes the University of Hawai'i internet service as an official medium for communication among students, faculty, and staff. Every member of the system has an @hawaii.edu address, and the associated username and password provide access to essential web announcements and email. You are hereby informed of the need to regularly log in to UH email and web services for announcements and mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others. For more information go to MyUH at <http://myuh.hawaii.edu>.

### **WORK AREA/WORKSTATIONS**

In consideration of other classroom users, please restart computers, clear workstation area of all rubbish, and return chairs to their proper position at the end of each class session.

### **FOOD AND DRINK**

Food and drink of any kind are not permitted in the classrooms.

### **UNINVITED GUESTS/CHILDREN**

As a courtesy to your classmates as well as to your instructor, uninvited guests and children are not allowed in the classroom. Please make special arrangements for childcare. For childcare information, see Single Parents and Displaced Homemakers Program under "STUDENT SUPPORT SERVICES."

### **WITHDRAWAL**

The last day to withdraw from this class is noted on the academic calendar and deadlines at the Kapi'olani CC website, [www.kcc.hawaii.edu](http://www.kcc.hawaii.edu). Please check this site for the latest updates. It is your responsibility to withdraw via the web or obtain the withdrawal form from the Kekaulike Information and Service Center (KISC), formerly Admission, Records, and Financial Aid offices, or from your counselor. It is to your advantage to consult with your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

### **STUDENT CONDUCT CODE**

The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and

local laws and University regulations. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

### **AUDIO AND VISUAL RECORDINGS**

Prior permission of the instructor is required for audio and/or visual recordings of lectures or class presentations. Student initiated recording(s) and use of any electronic means of capturing or transmitting lectures or class presentations are prohibited and may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

### **PLAGIARISM/CHEATING**

Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

### **DISRUPTIVE BEHAVIOR**

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

### **ILLEGAL DRUGS AND ALCOHOL ABUSE**

In conformance with existing law, students are not permitted to manufacture, distribute, possess, use dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law on campus. Students found in violation of this shall be subject to the provisions of the "Student Conduct Code." The university will cooperate with law enforcement agencies. For more information, please refer to "Student Conduct Code," Kapi`olani Community College General Catalog.

### **FINAL COURSE GRADE**

Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at <http://myuh.hawaii.edu> to view grades.

## **STUDENT SUPPORT SERVICES**

For more information, please refer to "Student Support Services," Kapi`olani Community College General Catalog.

**Academic Advising** counselors assist students with course selection and planning towards graduation.

Melvin Jadulang advises BLT students with last names A-K, Kopiko 111, email [melvini@hawaii.edu](mailto:melvini@hawaii.edu), phone 734-9017. Cynthia Kimura advises BLT students with last names L-Z, Kopiko 109, email [ckimura@hawaii.edu](mailto:ckimura@hawaii.edu), phone 734-9107. BLT counselors email declared accounting, information technology, marketing, and paralegal majors important program/departmental/counseling information. Please read your @hawaii.edu email and use your @hawaii.edu email when contacting the counselors.

**Disability Services** provides support services to students with documented disabilities. Extended time in a distraction-free environment is an appropriate accommodation based on a student's disability. If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Disability Support Services Office, `Iliahi 113, email [kpdss@hawaii.edu](mailto:kpdss@hawaii.edu), or phone 734-9552 for assistance.

**Kahikoluamea** counselors and peer advisors encourage and support first-year students in their transition to college and toward the successful completion of their academic courses. Services provided include peer counseling, tutoring, academic counseling, financial aid application assistance, and connections to programs and services, `Iliahi building, phone 734-9341.



**Kekaulike Information and Service Center (KISC)** (formerly the Admission, Records, and Financial Aid offices) assists students regarding registration concerns, transfer credits, financial obligations, scholarships/ grants/loans, on campus employment, etc., `Ilima 102, email [kapinfo@hawaii.edu](mailto:kapinfo@hawaii.edu), phone 734-9555.

**Malama Hawai`i** assists all Native Hawaiian students as well as students enrolled in Hawaiian Language, Hawaiian Studies, & Pacific Island Studies with academic, social, and cultural success. Visit them in the Manele building, phone 734-9700, or check out their Facebook (Malama Hawaii).

**The Native Hawaiian Career & Technical Education Project** helps Native Hawaiian students in Business, Legal & Technology Education; Culinary; Emergency Medical Services; Health Sciences; Nursing; and Hospitality and Tourism with academic, financial, career, and cultural success. Visit them in the Manele building, email [nhtep@hawaii.edu](mailto:nhtep@hawaii.edu), phone 734-9554.

**Single Parents and Displaced Homemakers Program** assists eligible single parents and displaced homemakers to gain marketable skills. Services include academic, career and personal counseling; referral networks; career/life planning seminars; financial aid; childcare information; and workshops/club activities. You are invited to contact the program in `Iliahi 201, email [spdh@hawaii.edu](mailto:spdh@hawaii.edu), phone 734-9504.

**TRIO-Student Support Services** helps qualified low-income, first-generation students and/or students with disabilities to succeed in academics, attain their educational goals, or transfer to a four-year educational institution. You are invited to contact TRIO in `Iliahi 113, email [kaptrio@hawaii.edu](mailto:kaptrio@hawaii.edu), phone 734-9553.

This and all other course materials are available in alternative formats upon request.

**LAW 293P, COOPERATIVE PARALEGAL EDUCATION, Sec. 34419**  
**LAW 293S, COOPERATIVE LEGAL SECRETARY EDUCATION, Sec. 34420**  
**Schedule – Spring 2012**

Saturdays (1/14, 2/4, 2/25, 3/17, 4/14, and 4/28–5/05 optional)

<https://laulima.hawaii.edu/portal>

(Subject to change)

\*Class meets in Kopiko 104

Week of	Topics/Readings	✓
*01/14/12 #1 of 6	<p>Overview of course, introductions  Laulima, Help, Email, Textbook, Syllabus, Schedule, etc.  Documentation and Forms for Internship  Weekly Status Reports  Learning Objectives for Internship  Web Resources for Job Search  Cover Letter and Résumé  Self-Assessments</p> <p>Readings:  Review text organization, table of contents, list of figures, appendices  Laying the Foundation for a Successful Internship and Career, pp. 1-75, Chapters 1-4</p> <p>DUE: Weekly Status Report No. 1 (01/14/12)  Learning Objectives, Draft No. 1  Self-Assessments</p>	
01/21/12	<p>Readings:  Laying the Foundation for a Successful Internship and Career, pp. 1-75, Chapters 1-4, continued</p> <p>DUE: Weekly Status Report ending 01/20/12 (Laulima Assignments)</p>	
01/28/12	<p>Readings:  Laying the Foundation for a Successful Internship and Career, pp. 1-75, Chapters 1-4, continued</p> <p>DUE: Weekly Status Report ending 01/28/12 (Laulima Assignments)  <u>01/28/12 Postmark or earlier</u>, Cover Letter and Résumé, No. 1</p>	
*02/04/12 #2 of 6	<p>Building an Effective Resume and Cover Letter  The Internship Experience  The Interview and Thank You Letter  Internship Documentation  Time Log and Daily Journal</p> <p>Readings:  Chapter 5, Revising Your Internship Resume and Cover Letter for Permanent Employment, pp. 79-97  Chapter 6, Interviewing and Negotiating, pp. 99-128</p>	

	DUE: Weekly Status Report ending 02/03/12 (Laulima Assignments) Cover Letter and Résumé Feedback (bring 2 sets to class)	
02/11/12	Readings: Chapter 5, Revising Your Internship Resume and Cover Letter for Permanent Employment, pp. 79-97, continued Chapter 6, Interviewing and Negotiating, pp. 99-128, continued  DUE: Weekly Status Report ending 02/10/12 (Laulima Assignments)	
02/18/12	Readings: Chapter 5, Revising Your Internship Resume and Cover Letter for Permanent Employment, pp. 79-97, continued Chapter 6, Interviewing and Negotiating, pp. 99-128, continued  DUE: Weekly Status Report ending 02/17/12 (Laulima Assignments)	
*02/25/12 #3 of 6	Developing Your Professional Image List of Professional Contacts Client List (Potential Conflicts of Interest) Midterm Evaluation Forms Sponsor's Midterm Evaluation (70 hrs.) Student's Midterm Evaluation (70 hrs.) Internship Experience Outline and Oral Presentations  Readings: Chapter 7, The Law Firm Environment, pp. 131-156 Chapter 8, Keeping Your Job and Advancing in Your Career, pp. 157-178  DUE: Weekly Status Report ending 02/24/12 (Laulima Assignments)	
03/03/12	Readings: Chapter 7, The Law Firm Environment, pp. 131-156, continued Chapter 8, Keeping Your Job and Advancing in Your Career, pp. 157-178, continued  DUE: Weekly Status Report ending 03/29/12 (Laulima Assignments)	
03/10/12	Readings: Chapter 7, The Law Firm Environment, pp. 131-156, continued Chapter 8, Keeping Your Job and Advancing in Your Career, pp. 157-178, continued  DUE: Weekly Status Report ending 03/09/12 (Laulima Assignments)	

<p>*03/17/12 #4 of 6</p>	<p>Time Management Discuss Intern's Final Written Report Begin Internship Experience Oral Presentations (submit outline to instructor before presentation)</p> <p>Readings: Chapter 9, Quitting Your Job and Getting Your Next Job, pp. 179-199 Chapter 10, Trading in Your Backpack for a Briefcase: Strategies for Success in the Workplace, pp. 201-219 Chapter 11, Alternative Career Paths, pp. 221-241</p> <p>DUE: Weekly Status Report ending 03/16/12 (Laulima Assignments) List of Professional Contacts Client List (Potential Conflict of Interest) Internship Experience Outline</p>	
<p>03/24/12</p>	<p>Readings: Chapter 9, Quitting Your Job and Getting Your Next Job, pp. 179-199, continued Chapter 10, Trading in Your Backpack for a Briefcase: Strategies for Success in the Workplace, pp. 201-219, continued Chapter 11, Alternative Career Paths, pp. 221-241, continued</p> <p>DUE: Weekly Status Report ending 03/23/12 (Laulima Assignments)</p>	
<p>03/31/12</p>	<p>Readings: Chapter 9, Quitting Your Job and Getting Your Next Job, pp. 179-199, continued Chapter 10, Trading in Your Backpack for a Briefcase: Strategies for Success in the Workplace, pp. 201-219, continued Chapter 11, Alternative Career Paths, pp. 221-241, continued</p> <p>DUE: Weekly Status Report ending 03/30/12 (Laulima Assignments)</p>	
<p>04/07/12</p>	<p>Readings: Appendix H, Paralegal Codes of Ethics, pp. 307-320</p> <p>DUE: Weekly Status Report ending 04/06/12 (Laulima Assignments)</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> <li>• Begin organizing and drafting Intern's Portfolio and Final Report.</li> <li>• Remind Sponsor to complete the Final Evaluation before the end of the semester; schedule a meeting with your sponsor in advance to discuss your final evaluation; continue to finalize final report; update résumé and cover letter.</li> </ul>	
<p>*04/14/12 #5 of 6</p>	<p>Internship Experience Oral Presentations continued Continuing Education and Professional Organizations National Certification Examinations Salaries</p>	

	<p>Questions – Intern’s Portfolio and Final Report Ethics and Professionalism</p> <p>Readings: Appendix H, Paralegal Codes of Ethics, pp. 307-320</p> <p>DUE: Weekly Status Report ending 04/13/12 (Laulima Assignments)</p> <p>REMINDERS:</p> <ul style="list-style-type: none"> <li>• Begin organizing and drafting Intern’s Portfolio and Final Report.</li> <li>• Remind Sponsor to complete the Final Evaluation before the end of the semester; schedule a meeting with your sponsor in advance to discuss your final evaluation; continue to finalize final report; update résumé and cover letter.</li> </ul>	
04/21/12	<p>Readings: Appendix H, Paralegal Codes of Ethics, pp. 307-320 (continued)</p> <p>DUE: Weekly Status Report ending 04/20/12 (Laulima Assignments) Course Evaluations Online, if available</p> <p>REMINDERS: Remind Sponsor to complete the Final Evaluation before the end of the semester; schedule a meeting with your Sponsor in advance to discuss your final evaluation; continue to finalize final report; update résumé and cover letter.</p> <p>Review Intern’s Portfolio and Final Written Report for form, content, and organization. Proofread carefully and correct errors. Keep a copy for your records. Submit to instructor next week. Be sure to send a formal than you letter to your Sponsor and include a copy in your final report.</p>	
*04/28/12 #6 of 6	<p>Continuation of topics, if needed, from last class session:</p> <ul style="list-style-type: none"> <li>• Continuing Education and Professional Organizations</li> <li>• National Certification Examinations</li> <li>• Salaries</li> <li>• Ethics and Professionalism</li> </ul> <p>Finding a Job, Using Documented Skills in Your Job Search, and Miscellaneous Topics Course Summary and Closing Comments End of semester celebration</p> <p>DUE: Weekly Status Report ending 04/27/12 (Laulima Assignments) Intern’s Portfolio and Final Written Report Sponsor’s Final Evaluation of Student Intern (orig.)</p>	
05/06/12	<p>Last Day to turn in Intern’s Portfolio and Final Written Report No extensions.</p>	

04/02/12 – Last day to withdraw from full-semester classes. Complete withdrawals (all KCC courses) must be done in person at KISC.

05/16/12 – Instructor grades due to KISC 4:30 p.m. Check final grades after this date.