Course Information

3 Credit Hours Course

Prerequisites: LGLA 1380

Course Description:
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

End-of-Course Outcomes:
Upon successful completion of this course as outlined in the individual student's learning plan, the paralegal student will be able to:

1. 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 paralegal occupation and the business/industry
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the paralegal occupation and the business/industry

Textbook(s): No Required textbook.

Grading Policy:

Evaluation 50%
Application/Forms completion 50%

Attendance Policy:
Students are required to work 15 hours per week during the semester in a paid or unpaid position in which they are assigned paralegal-related duties. In addition, students must complete required course content.

Drop Procedures
If you are unable to complete the course or courses for which you have registered, it is your responsibility to withdraw formally from the course. Failure to drop will result in a performance grade, usually a grade of “F”. THE LAST DAY TO DROP FOR THE SPRING 2017 SEMESTER IS BY 7 P.M. ON WEDNESDAY, APRIL 12 IN THE ADMISSIONS OFFICE Room A130 OR THROUGH ECONNECT.

Institutional Policies

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Classroom Rules and Expectations:

All students are required to practice courteous, respectful, cooperative behavior at all times, as this would be the norm in any higher education or work environment. To avoid distractions in the classroom, students will:
- Arrive on time and stay until class is dismissed;
- Be prepared and stay on task;
- Leave all food, drink, candy and gum outside the classroom;
- Place book bags against the designated wall, not on or under tables and desks;
- Listen courteously to one speaker at a time, with no interruptions and no side conversations;
- Generally behave as mature adults would in the workplace.

Mandatory ID Badge:

All students must wear their ECC Picture ID Badge. It should be worn on the upper part of the body where it is clearly seen. Program uniforms do not replace the college ID requirement. Students who do not have a college ID will not be permitted in class after the 12th class day.

Disability Services:

Students who feel that they may need assistance or accommodations due to a disability should contact the El Centro Disability Services Office in Room A095, phone (214) 860-2411, or go to the DSO webpage at: http://www.elcentrocollege.edu/students/disability-services

Academic Ethics Statement:
Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at [http://www.elcentrocollege.edu/college-policies-procedures](http://www.elcentrocollege.edu/college-policies-procedures)) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.

**Grievance Procedures:**

Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grades appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of Conduct are outlined in the El Centro College Catalog, available in hard copy in Advisement or on the web at [www.elcentrocollege.edu](http://www.elcentrocollege.edu)

**Financial Aid Statement:**

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment status and failing grades may require that you repay financial aid funds.

**Religious Holy Days Statement:**

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

**Children on Campus:**

El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to the classrooms, labs, testing areas or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the Advisement/Counseling center or the Adult Resource Center to receive referrals to childcare services in the area.

**Accessing eCampus:**

How do I log in to eCampus?
eCampus is the web interface used to access Internet-based distance education courses. Some traditional on-campus classes will have supplemental information posted on eCampus. The instructor will inform you if an eCampus site exists for your course.

Go to http://ecampus.dcccd.edu and press “Click here to login”. Type in your Student ID# with a lowercase “e” in front of the number. This is used for both the Username and the Password. Please change your Password after your initial login.

Example:
Username: e3456789
Password: e3456789

If you still cannot log in, here are a few tips that may help you gain access:
1. Use Internet Explorer 6.0 or Netscape 7.0 or higher
2. Have all JAVA script settings enabled in your browser
3. Set your browser to accept all cookies

If you are unsure how to do any of these things, or you still cannot log in, please contact us at ecampus.support@dcccd.edu or call 972-669-6402.

Accessing eConnect:
How do I log in to eConnect?

eConnect is the web interface that provides online student services which allows students to search, register, and pay for credit classes, view final grades and financial aid status.

Go to this address: http://econnect.dcccd.edu/econnect/st/stmenu.html

Check to see if you are eligible to use eConnect:
http://econnect.dcccd.edu/econnect/st/stsrorexp.html

Log in using the “Login” link at the top right of the main page or go to this address:
https://econnect.dcccd.edu/CreditStudentMenu.jsp

Your USERID is your student ID Number, which is 7 digits long, often called the Colleague ID number or CID. It is printed on your College ID Card. Your password, at least initially, is your date of birth. Example: 040479 for April 4, 1979. After you log in to eConnect for the first time, you will be required to change your password. If you are a returning user and cannot remember your password, you can be reminded of it by selecting “Show My Password Hint” on the log in screen or, if you have an e-mail address in the system, reset it by selecting “Forgot My Password”. Please contact your admissions office if you are unable to locate your Student ID#, have forgotten your password or if the system does not recognize you.

You MUST have an e-mail address on file with the College to access eConnect. You may use a DCCCD e-mail address, which is free if you are eligible, or you may use a commercial e-mail address. To be eligible you must be a credit student, or a continuing education (CE) student enrolled in a credit class, and you must be currently enrolled with tuition payment posted to your account. (If you are not
Computer Use Policy (www1.dcccd.edu/cat0406/ss/computer.cfm)

Purpose of Computer Use Policy

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff, and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet in particular supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District’s policies concerning computer use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. [Refer to the Business Procedures Manual for additional information.]

Use of District Resources

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing “resources and facilities” include, but are not limited to, District- and College-owned host computer systems, networks, peripheral equipment (such as modems, terminals, and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks, and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user.

The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal, and international), District policies and procedures, and contractual agreements. Employees who use District computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (REGULATION). The District reserves the right to limit, restrict, or deny computing resources and facilities for those who violate District policies, procedures, or local, state, or federal laws.
Freedom of Expression

Censorship is not compatible with the goals of the District. The District shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality. A minor’s Parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

Privacy
The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to ensure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District’s computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

Intellectual Property

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, District copyright and software policies and procedures, and applicable federal and state law. User should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, use of any electronically transmitted information must comply with the “fair use” principle found in federal copyright law and CR (REGULATION).

Criminal and Illegal Acts

Computing resources of the District, which include hardware, software, and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion, or sex.

Authorized Use

Computing resources are provided by the District to accomplish tasks related to the District’s mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. Imposes no measureable cost on the District;
2. Is not harmful to the District;
3. Is not a hindrance to the daily operations of the District; and
4. Has no adverse effect upon an individual’s job or educational performance.

Unauthorized Use
Unauthorized use of the District’s computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user’s password or use of the user’s account; breach of computer security, harmful access, or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. [Refer to the Business Procedures Manual for additional information.]

Computer Software and Copyright Law

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. [See CR(REGULATION)] The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Student Handbook (www.ecc.dcccd.edu/StudentServices/Spar/default.asp)

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