Miami Dade
College

Course Description
PLA2940 | Paralegal Studies Internship | 1.00 – 3.00 Credits
Prerequisite: Permission of the Program Director

Course Competencies:
Competency 1: The student will obtain a practical understanding of business, legal, or governmental work environments by:
1. Complying with office expectations in a professional manner.
2. Learning to interact effectively with supervisors, co-workers, clients, and professionals inside and outside the internship office.
3. Acquiring a wider range of professional contacts for future career development.
4. Creating a portfolio of work samples or writing samples for a job search.
5. Creating a professional-style resume.

Learning Outcomes:
1. Communication
2. Cultural / Global Perspective
3. Ethical Issues
4. Information Literacy

Competency 2: The student will learn how to apply skills acquired in the program in a work setting by:
1. Creating and utilizing databases.
2. Performing file organization and management.
3. Interviewing clients and investigating matters.
4. Drafting correspondence and legal documents.
5. Summarizing documents.
6. Applying deadlines.

Learning Outcomes:
1. Communication
2. Cultural / Global Perspective
3. Ethical Issues
4. Information Literacy

Competency 3: The student will gain a practical knowledge of ethics within a particular workplace by:
1. Apply legal and professional ethics with regard to issues involving: Client confidentiality, Conflicts of Interest, Unauthorized Practice of Law Identifying ethical dilemmas

Learning Outcomes:
1. Communication
2. Cultural / Global Perspective
3. Ethical Issues
4. Information Literacy

Competency 4: The student will become familiar with various legal software applications by:
1. Using time-keeping systems for billable and non-billable hours.
2. Utilizing legal software applications for calendaring.
3. Applying the knowledge acquired to learn new systems

Learning Outcomes:

Updated: Fall 2024

1. Communication
2. Cultural / Global Perspective
3. Ethical Issues
4. Information Literacy