I. Course Name: Paralegal Practice  
   Course Prefix & Number: PLG 260  
   Credit Hours & Contact Hours: 2 credit hours - 2 contact hours  
   Catalog Description including pre- and co-requisites: 
   Paralegal Practice is a seminar designed to give students a more complete 
   appreciation of the duties and functions of a paralegal. The course covers the 
   historical development of the role of the paralegal, legal and ethical 
   responsibilities, client interviewing, fact investigation, and law office 
   administration. The course also provides preparation for completion of the New 
   York State Notary Public Examination and training in job search skills. 
   Prerequisites / Corequisites: PLG 100, PLG 120, PLG 210, PLG 220, PLG 230, 
   PLG 235, and PLG 240. Offered on a regular, rotating basis.

II. Course Outcomes and Objectives  
   Learning Outcomes:  
   The general goals of this course are to:  
   1. Give the student an understanding of the functions of the paralegal in the 
      practice of law  
   2. Give the student an understanding of the legal and ethical responsibilities of 
      both attorneys and paralegals  
   3. Give the student a basic knowledge of law office procedures including: the 
      gathering of factual information, investigative techniques, interviewing 
      skills, timekeeping and client billing  
   4. Introduce the student to the role of the paralegal in law office administration  
   5. Introduce the student to the total legal environment including: courts, law 
      libraries, law offices, computer equipment and computer software available 
      and in use  
   6. Work with students to prepare for the notary public examination  

   Relationship to Academic Programs and Curriculum:  
   The course is one of two alternative capstone courses required for students 
   matriculated in the Paralegal A.A.S. degree program. Students matriculated in 
   other degree programs may not take the course.

   College Competencies Addressed by the Course:  
   The Paralegal Practice course addresses the following general competencies: 
   ethics and values, information resources, professional competency, reading, 
   writing and oral communication.

III. Methods of Instruction  
   Types of Course Materials:  
   Textbook  

   Methods of Instruction:
Lectures, guest speakers and class discussions

Assessment Measures:
Faculty may use a variety of assessment measures including, but not limited to: informal writing, non graded quizzes, and discussions

Methods of Evaluation:
Class Participation
Term paper
Classroom Presentation
Written Assignments

IV. General Outline of Topics Covered
I. The Paralegal in the Legal System
II. Legal and Ethical Responsibilities
III. Skills of the Paralegal
IV. Notary Public