



**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**

COURSE OUTLINE

LEST 480 LEGAL STUDIES INTERNSHIP

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LAST REVIEWED BY: Alexander Lesyk**

SCHOOL OF BUSINESS AND LIBERAL ARTS

MARCH 2015

LEST 480 LEGAL STUDIES INTERNSHIP

- A. TITLE: Legal Studies Internship
- B. COURSE NUMBER/SHORT TITLE: LEST 480/Internship
- C. CREDIT HOURS: 3-15
- D. WRITING INTENSIVE COURSE: NO
- E. COURSE LENGTH: 3-15 WEEKS
- F. SEMESTER(S) OFFERED: Fall/Spring
- G. HOURS OF INTERNSHIP; LECTURE; SEMINAR ACIVITY: 40 hours per credit
- H. CATALOG DESCRIPTION: The Legal Studies Internship integrates classroom work and practical experience with cooperating businesses or agencies. The Internship allows seniors the opportunity to apply classroom learning in a legal or law enforcement setting. It is a structured field experience in which an Intern, under the guidance of a supervisor, acquires and applies knowledge and skills while working in a responsible role. The Internship will be tailored to the individual student’s career interests and the needs of the supervising organization. Internship assignments and activities may include, but not be limited to, information gathering, research, drafting of documents, office management, and other tasks and responsibilities deemed necessary. This course can be taken multiple times up to a maximum of 15 credit hours.
- I. PREREQUISITES: Senior status in the Legal Studies Program. All required courses must be completed before participating in the Internship. Students need permission of Program Director or Dean.
- J. STUDENT LEARNING OUTCOMES:
Upon successful completion of the Internship, the student will be able to:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Identify and explain discipline specific knowledge and skills required for success in a legal setting.	1. Communication 2. Crit. Thinking 3. Prof. Competence
b. Operate and/or use specialized equipment, software and tools required within the environment.	1. Communication 2. Crit. Thinking 3. Prof. Competence
c. Draft and revise documents used in various legal settings.	1. Communication 2. Crit. Thinking 3. Prof. Competence
d. Perform legal research required within the environment.	2. Crit. Thinking 3. Prof. Competence

e. Perform office management tasks as needed within the environment.	1. Communication 2. Crit. Thinking 3. Prof. Competence 4. Inter-Intra Pers. Skills
f. Identify how the organization uses technology to create a positive work environment and to handle conflicts.	1. Communication 2. Crit. Thinking 3. Prof. Competence 4. Inter-Intra Pers. Skills
g. Develop a plan to accomplish performance needs, supervision plan, and rewards.	1. Communication 2. Crit. Thinking 3. Prof. Competence 4. Inter-Intra Pers. Skills
h. Work with others to accomplish specific goals in a legal environment.	1. Communication 2. Crit. Thinking 3. Prof. Competence 4. Inter-Intra Pers. Skills

- K. TEXTBOOK: Optional; some texts may be specific to and be required for the internship by the sponsoring organization.

ACTIVITIES:

1. Construct and maintain a portfolio of internship assignments.
2. Prepare a final report for the Program Director detailing internship experience.
3. Periodically measure internship progress with field supervisor and Program Director.
4. Undergo an evaluation by the field supervisor that includes both professional and field skills.
5. Participate in scheduled meetings with on-site Supervisor/Mentor
6. Do a reflective presentation that provides a comprehensive overview of the internship with regards to applied learning as it relates to new ideas and theories.

- L. REFERENCES: Optional

- M. EQUIPMENT: Any that may be specifically required by the internship sponsor in addition to SUNY Canton's e-mail address and access to internet service that are appropriate for communication and progress reporting on internship experience; word processing for journal and portfolio of internship

experience.

N. GRADING METHOD: (A-F)

O. MEASUREMENT CRITERIA: Maintain a journal of daily and weekly assignments and activities. Activities should reflect the development of knowledge and skills based upon internship assignments.

Journal (Progress Daily)	10%
Journal (Progress Weekly)	10%
Portfolio/Final Report	50%
Field Assessment	30%
TOTAL	100%

ASSESSMENT: Upon completion of the work experience, the supervisor will evaluate the intern's performance using the Supervisor Assessment Form (see page 9), and the student will complete a Final Report (see page 11). Both the Supervisor's Assessment Form and the Final Report must be submitted to the Program Director no later than the last day of classes. The Supervisor's Assessment and the Final Report will be evaluated and compared with the Statement of Objectives (see page 13). The student will receive a letter grade based on the measurement criteria.

P. DETAILED TOPICAL OUTLINE: See attached.

DETAILED OUTLINE
LEST 480 LEGAL STUDIES INTERNSHIP

- I. Journal (Progress Report)
 - A. Daily hours worked
 - B. Weekly activities
 - C. Responsibilities and assignments experienced
- II. Portfolio and Report
 - D. Internship assignments
 - E. Relevant exhibits and illustrations
 - F. Observations and report summarizing internship experience
- III. Internship Evaluation
 - G. Progress updates
 - H. Field Assessment:
 - 1. Professional skills
 - 2. Field skills
- IV. Seminar
 - I. Oral presentation
 - J. Audience, program director, and participant questions and answers.

LEST 480 LEGAL STUDIES INTERNSHIP
STEPS TO BE FOLLOWED IN COMPLETING THE LEGAL STUDIES
INTERNSHIP

1. Submission of a completed proposal by the student on the capstone form to the Program Director by completion of Legal Studies Orientation to Culminating Experience.
2. Program Director will then review and approve/disapprove proposal and then forward to the Dean for approval and assignment of a faculty advisor.
3. If the proposal is approved, a letter from the Dean will inform the student of his/her faculty advisor. The student may then contact the Registrar's office to enroll/register for the internship.
4. The student will be responsible for meeting with the faculty advisor and for establishing a work schedule that includes such considerations as length of internship and the target date for completing the internship. The timetable must comply with the guidelines set forth in the internship curriculum and SUNY Canton's Internship guidelines.
5. At completion of the internship, the faculty advisor will evaluate the internship report and assign a grade. A copy of the report will be submitted to the office of the Dean of the School of Business and Liberal Arts. The student will submit two additional copies of the approved Internship Report, one of which will be maintained by the Program Director for a period of one year.
6. For questions regarding the internship, contact the Dean of the School of Business and Liberal Arts or the Program Director at (315) 386-7328.

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SUPERVISOR'S EVALUATION OF INTERN'S PERFORMANCE

Intern Supervisor: Please complete and return this form to the Program Director, Legal Studies Internship by mail or fax—this form must not be hand carried by the student.

Student Name:

Supervisor's Name:

Supervisor's Title:

Phone:

Fax:

Name of Company:

Address of Company:

1. How prepared was the student for your internship needs (knowledge in specific areas)? Please suggest additional knowledge or abilities that you would have liked the intern to have.

2. Please evaluate the student's written and oral communications used in this internship.

3. How did the student fit into or adapt to your working environment? (For example, consider such matters as attitude, dress, punctuality, reliability, knowledge of culture, and courtesy).

4. What benefits did you and your company receive by providing an internship experience for this student?

5. How well did the student accomplish the learning objectives from this experience?

6. Please give a brief evaluation of the student's overall performance. To what degree was the student effective and efficient in the performance of his or her duties (for instance, did the intern make good use of his/her time with you)?

7. If you have any suggestions for changes in the curriculum or the internship process, please note them below and feel free to telephone to discuss your ideas.

8. Would you want to have another intern work with your organization?

yes no

maybe, depending on (please explain if not obvious from your responses to the previous questions):

Supervisor's Signature / Date

Return this form (mail or fax) to: Program Director, Legal Studies Internship, School of Business and Liberal Arts, SUNY Canton, College of Technology, 34 Cornell Drive, Canton, NY 13617 Fax: (315) 386 - 7933

**LEST 480 LEGAL STUDIES INTERNSHIP
STUDENT FINAL REPORT**

Student Intern: Please complete and return this form to the Program Director by mail or fax. See the back of this form for mailing address.

Student's Name: _____

Supervisor's Name Phone: _____

Supervisor's Title: _____

Name of Company: _____

Address of Company: _____

City _____ State _____ Zip Code _____

WRITE A SHORT PARAGRAPH ON THE FOLLOWING:

1. Overview:

Describe the internship in general terms. State the mission of the business or agency where you worked. Describe how the department or function you worked in fits into the business or agency as a whole. State the average number of hours worked each week and the overall duration of the internship.

2. Tasks Worked On:

Describe the work activities, the final product, and responsibilities assumed by you. Tasks should be described in terms that will permit the internship director to understand how the work relates to professional practices.

3. Relation to Theory:

Relate how work tasks fit in with theory as presented in classes, in textbooks, and by professors. In most companies, actual practices depart somewhat from methods taught in school. Describe how the company's methods agree or disagree with what you learned in class.

4. Evaluation:

Provide your own evaluation of the internship. Was it intellectually challenging? Were you allowed to use your own initiative? Would you recommend a similar internship for another student? How did it affect your career goals?

Return this form (mail or fax) to: Program Director, Legal Studies Internship, School of Business and Liberal Arts, SUNY Canton, College of Technology, 34 Cornell Drive, Canton, NY 13617 Fax: (315) 386-7933

LEST 480 LEGAL STUDIES INTERNSHIP
STATEMENT OF OBJECTIVES

This statement of objectives is to be completed by the student intern and the student's Program Director for the planned internship. Each party is to sign this form and the student is to return it to the Program Director.

Student Intern's
Name: _____

Semester: _____

Legal Studies Courses Completed to Date: _____

Legal Studies Courses Currently Taking: _____

Emphasis or Career
Objective: _____

Supervisor's name:

Organization's
Name: _____

LEARNING OBJECTIVE

is: _____

The specific activities that the intern will undertake to accomplish this objective are:

LEARNING OBJECTIVE

is: _____

The specific activities that the intern will undertake to accomplish this objective are:

LEARNING OBJECTIVE

is: _____

The specific activities that the intern will undertake to accomplish this objective are:

If additional objectives are used, please outline them below or attach an additional page.

I agree that the objectives stated herein are reasonable, and I will attempt to accomplish them to the best of my ability through the activities suggested above.

STUDENT SIGNATURE
NUMBER

DATE

()
PHONE

I agree that the learning objectives and activities stated above are realistic and I will provide training and assistance to the intern as needed to aid the student's accomplishment.

SUPERVISOR'S SIGNATURE

DATE