

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



MASTER SYLLABUS

ORIENTATION TO CULMINATING EXPERIENCE IN LEGAL STUDIES

LEST 429

Last Updated by: Jondavid DeLong

**SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS
SPRING 2019**

A. **TITLE: ORIENTATION TO CULMINATING EXPERIENCE IN LEGAL STUDIES**

B. **COURSE NUMBER: LEST 429**

C. **CREDIT HOURS: 3**

D. **WRITING INTENSIVE COURSE: NO**

E. **GER CATEGORY: NONE**

F. **SEMESTER(S) OFFERED: FALL AND SPRING**

G. **COURSE DESCRIPTION:**

This course is intended as the precursor to the Senior Culminating Experience or the Senior Project in the Legal Studies (LEST) program. Seniors will meet with faculty on a weekly basis to discuss resume preparation, job interviewing techniques, on- the-job training, identifying and securing internships, internship requirements, performance assessment/evaluation as well as the expectations and requirements for the Senior Project. This course is a prerequisite to LEST 480– Internship in Legal Studies and LEST 485– Senior Project.

H. **PRE-REQUISITES/CO-REQUISITES:**

a. Pre-requisite(s): Senior status in the Legal Studies program.

b. Co-requisite(s): NONE

I. **STUDENT LEARNING OUTCOMES:**

<u>Course Student Learning Outcome [SLO]</u>	<u>PSLO</u>	<u>GER</u>	<u>ISLO</u>
a. Prepare an appropriate resume for job searches and interviews.	Demonstrate ability to effectively and professionally communicate in writing.		Communication Skills Written [W]
b. Successfully complete a job search interview.	Demonstrate ability to effectively and professionally communicate orally.		Communication Skills Oral [O]
c. Identify appropriate mentorship opportunities in law firms or similar organizations that are commensurate with the student's area of interest.	Demonstrate ability to effectively and professionally communicate in writing. Demonstrate ability to effectively and		Communication Skills Oral [O], Written [W]

	professionally communicate orally.		
d. Complete sample (similar) internship agreement with a law firm or similar organization.	Demonstrate ability to effectively and professionally communicate in writing.		Communication Skills Written [W]
e. Discuss and assess the criteria necessary to successfully complete the culminating experience or senior project	Demonstrate ability to effectively and professionally communicate orally.		Communication Skills Oral [O]

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes X No

- K. **TEXTS:** No specific text will be used
- L. **REFERENCES:** Articles of current interest and other resources placed on the course online learning site.
- M. **EQUIPMENT:** Technology Enhanced Classroom.
- N. **GRADING METHOD:** A-F
- O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:** Seminar assignments, completion of internship contract or senior project proposal.

P. DETAILED COURSE OUTLINE:

- I. Purpose and rationale for the culminating experience in Legal Studies.
 - A. History of senior internships/senior projects.
 - B. Case studies of successful internships/senior projects
 - C. Discussion of student's expectations from internships/senior projects
 - D. Discussion of potential for employment as result of the internship.
- II. Senior projects
 - A. What is a senior project proposal?
 - B. Research design and preparation for senior project
- III. Resume design and preparation.
 - A. Career Services
 - B. Resume & cover letter writing
 - 1. What is a resume
 - 2. Preparing resume
 - 3. What employers look for
 - C. Sample resumes & cover letters
 - D. Interview & negotiation preparation
 - E. Applying for a job
 - F. Email job notifications
 - G. Research companies
 - H. Editing your profile
 - I. Resume writing tips
- III. Interview techniques/skills
 - A. Listening and answering
 - B. Asking questions
 - C. Opening interviews
 - D. Tough questions
 - E. Following through
 - F. General interview guides
 - G. Dressing for Success
- IV. Research and Citation Techniques
 - A. Annotated bibliography
 - B. Reviewing APA-style citation
 - C. Quantitative v. qualitative research

V. The Role of Structured Interviews

- A. What Is a Structured Interview and When Should It Be Used?
- B. Understanding a Structured Interview
- C. Contacting Interviewer
- D. Introduction to Ethnography

VI. Creative Techniques for Getting an Interview

- A. Getting an Interview: What Works, What Doesn't
- B. The Public Job Market: How to Get Interviews
- C. The Hidden Job Market: Getting Your Interviews

VII. Developing the Project Proposal

- A. Elements of the proposal
- B. Writing the proposal
- C. Selecting an advisor and committee

VIII. Preparation and study for job search interviews.

- A. Objective of interview.
- B. Practice interview.
- C. Critique of interview.
- D. Before the Interview: Getting Ready
 - 1. Learning About Your Prospective Employer
 - 2. Preparing Your Questions
 - 3. How to Answer Your Interviewer's Questions: A Dozen Tough Ones
 - 4. Building Psychological Confidence
- E. During the Interview: Techniques and Strategies
 - 1. Waiting Room Strategies and Greeting Your Interviewer
 - 2. Getting Off to a Great Start
 - 3. Nontraditional Interviews: How to Manage Them
 - 4. Guidelines for Success
 - 5. Concluding the Interview
- F. After the Interview
 - 1. If You Get an Offer/If You Don't Get an Offer
 - 2. Should You Negotiate the Comp?
 - 3. Concluding Comments

IX. Internship/project agreements.

- A. Culminating experience contract.
- B. Culminating experience outcomes and expectations.
- C. Drafting the internship agreement.
- D. Contracting with the committee

X. Job Performance, Assessment/Evaluation – Supervisor/Mentor

- A. Job knowledge
- B. Job skills
- C. Attitude & motivation
- D. Interpersonal effectiveness
- E. Self-management
- F. Career potential

XI. Faculty review and discussion of Intern duties/responsibilities and requirements.

XII. Faculty review and discussion of responsibilities and requirements for senior project.

Q. **LABORATORY OUTLINE:** N/A