

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



**MASTER SYLLABUS**

**LEGAL STUDIES INTERNSHIP**

**LEST 480**

**Last Updated by: Jondavid DeLong**

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

- A. **TITLE: LEGAL STUDIES INTERNSHIP**
- B. **COURSE NUMBER: LEST 480**
- C. **CREDIT HOURS: 3-15**
- D. **WRITING INTENSIVE COURSE: NO**
- E. **GER CATEGORY: NONE**
- F. **SEMESTER(S) OFFERED: FALL AND SPRING**
- G. **COURSE 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.

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

- a. Pre-requisite(s): 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
- b. Co-requisite(s): NONE

I. **STUDENT LEARNING OUTCOMES:**

<b><u>Course Student Learning Outcome [SLO]</u></b>	<b><u>PSLO</u></b>	<b><u>GER</u></b>	<b><u>ISLO</u></b>
a. Identify and explain discipline specific knowledge and skills required for success in a legal setting.	<p>Demonstrate ability to effectively and professionally communicate in writing.</p> <p>Demonstrate ability to effectively and professionally communicate orally.</p> <p>Identify the ethical implications inherent in a particular situation, and evaluate the</p>		<p><b>Communication Skills</b> Oral [O], Written [W]</p> <p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>

	<p>particular course of action to be taken in the face of countervailing pressures.</p> <p>Understand the impact of existing and emerging technologies on the legal system.</p>		
<p>b. Operate and/or use specialized equipment, software and tools required within the environment.</p>	<p>Understand the impact of existing and emerging technologies on the legal system.</p>		<p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>
<p>c. Draft and revise documents used in various legal settings.</p>	<p>Demonstrate ability to effectively and professionally communicate in writing.</p> <p>Understand the impact of existing and emerging technologies on the legal system.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p> <p>Evaluate the credibility, reliability or relevance of legal authority to determine whether and how it applies to</p>		<p><b>Communication Skills</b> Written [W]</p> <p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>

	<p>the legal issues.</p> <p>Create both objective and persuasive legal documents of varying complexity including client letters, memoranda of law, pleadings, and briefs while properly citing both print and electronic sources of law.</p>		
<p><b>d. Perform legal research required within the environment.</b></p>	<p>Understand the impact of existing and emerging technologies on the legal system.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p> <p>Evaluate the credibility, reliability or relevance of legal authority to determine whether and how it applies to the legal issues.</p> <p>Create both objective and persuasive legal documents of varying complexity including client letters, memoranda of law, pleadings, and briefs while properly citing</p>		<p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>

	<p>both print and electronic sources of law.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p>		
<p>e. Perform office management tasks as needed within the environment.</p>	<p>Demonstrate ability to effectively and professionally communicate in writing.</p> <p>Demonstrate ability to effectively and professionally communicate orally.</p> <p>Identify the ethical implications inherent in a particular situation, and evaluate the particular course of action to be taken in the face of countervailing pressures.</p> <p>Understand the impact of existing and emerging technologies on the legal system.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules</p>		<p><b>Communication Skills</b> Oral [O], Written [W]</p> <p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>

	<p>relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p> <p>Evaluate the credibility, reliability or relevance of legal authority to determine whether and how it applies to the legal issues.</p> <p>Create both objective and persuasive legal documents of varying complexity including client letters, memoranda of law, pleadings, and briefs while properly citing both print and electronic sources of law.</p>		
<p>f. Identify how the organization uses technology to create a positive work environment and to handle conflicts.</p>	<p>Demonstrate ability to effectively and professionally communicate in writing.</p> <p>Demonstrate ability to effectively and professionally communicate orally.</p> <p>Identify the ethical implications inherent in a particular situation, and evaluate the particular course of action to be taken in the face of</p>		<p><b>Communication Skills</b> Oral [O], Written [W]</p> <p><b>Industry, Professional, Discipline Specific Knowledge and Skills</b></p>

	<p>countervailing pressures.</p> <p>Understand the impact of existing and emerging technologies on the legal system.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p> <p>Evaluate the credibility, reliability or relevance of legal authority to determine whether and how it applies to the legal issues.</p> <p>Create both objective and persuasive legal documents of varying complexity including client letters, memoranda of law, pleadings, and briefs while properly citing both print and electronic sources of law.</p>		
<p>g. Develop a plan to accomplish performance needs, supervision plan, and rewards.</p>	<p>Demonstrate ability to effectively and professionally communicate in writing.</p> <p>Demonstrate ability to effectively and</p>		<p><b>Communication Skills</b> Oral [O], Written [W]</p>

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Identify the ethical  
implications inherent  
in a particular  
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Understand the  
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technologies on the  
legal system.

Integrate substantive  
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elements of laws,  
regulations, and rules  
relating to specialized  
areas of law such as  
(but not limited to)  
business activities,  
contracts, criminal  
law, family  
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immigration, real  
estate, the  
environment and  
wills and estates.

Evaluate the  
credibility, reliability  
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authority to  
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the legal issues.

Create both objective  
and persuasive legal  
documents of varying  
complexity including  
client letters,  
memoranda of law,  
pleadings, and briefs  
while properly citing



	both print and electronic sources of law.		
<p><b>h. Work with others to accomplish specific goals in a legal environment.</b></p>	<p>Demonstrate ability to effectively and professionally communicate orally.</p> <p>Identify the ethical implications inherent in a particular situation, and evaluate the particular course of action to be taken in the face of countervailing pressures.</p> <p>Understand the impact of existing and emerging technologies on the legal system.</p> <p>Integrate substantive and procedural elements of laws, regulations, and rules relating to specialized areas of law such as (but not limited to) business activities, contracts, criminal law, family relationships, immigration, real estate, the environment and wills and estates.</p> <p>Evaluate the credibility, reliability or relevance of legal authority to determine whether and how it applies to the legal issues.</p> <p>Create both objective and persuasive legal documents of varying</p>		<p><b>Communication Skills</b> Oral [O], Written [W]</p>

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

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

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

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. 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.

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