

COURSE OUTLINE		
TERM: Fall 2018	COURSE NO: LAW 498	
INSTRUCTOR:	COURSE TITLE: Practicum	
OFFICE:	LOCAL:	SECTION NO(S):
E-MAIL:	@capilanou.ca	
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE PREREQUISITES: 48 LAW credits

COURSE FORMAT:

Seminar dates and course schedule to be announced. Students are required to attend classes and seminars during the 15-week on-campus portion of the course, as well as a scheduled meeting with the practicum instructor for the purpose of reviewing his or her cover letter, résumé, letters of reference, and writing samples.

After the on-campus portion of the course is completed, students will complete a six-month (five full working days per week) paid practicum in a law firm, government law department, corporate law department or other law related employment as approved by the practicum instructor or the Chair. The practicum employer will provide law-related projects appropriate for an entry-level paralegal. During the practicum, students must be supervised by a lawyer (and a School of Legal Studies faculty member may conduct one on-site visit).

The student, in consultation with the instructor or Chair, is responsible for obtaining his or her own practicum.

Note that if a degree student is admitted to law school and successfully completes the first year of law school, he or she will be exempt from having to complete the six-month off-campus work portion of LAW 498.

CALENDAR DESCRIPTION:

Students will be assisted in obtaining a paid practicum placement. Students will participate in the following instructional sessions:

- résumé and cover letter preparation;
- interviewing techniques; and
- practicum search and follow-up.

The student will complete a six-month (five full working days per week) paid practicum in a law firm, government law department, corporate law department, or other law-related employment as approved by the practicum instructor. The practicum employer will provide meaningful projects appropriate for an entry-level paralegal designed to encourage personal responsibility, independent problem solving, and the application of high ethical standards. The student must be supervised by a lawyer during the practicum.

COURSE NOTES:

LAW 498 is an approved Capstone course and an approved Experiential course for Cap Core requirements. LAW 498 is equivalent to LAW 499. Duplicate credit will not be granted for this course and LAW 499. Departmental approval is required to register in this course.

REQUIRED TEXTS AND/OR RESOURCES:

- Sharon Borovoy, *Getting Ready for Work: A Career Preparation Workbook for Legal Students* (Toronto: Emond Montgomery Publications Limited, 2010)
- LAW 498 Practicum Manual
- LAW 498 handouts

COURSE STUDENT LEARNING OUTCOMES:

On successful completion of this course, students will be able to do the following:

1. Assemble an employment package that includes:
 - a. a cover letter
 - b. an effective résumé
 - c. writing samples (should include one research assignment and one legal drafting assignment)
 - d. three references
 - e. transcripts of secondary/post-secondary marks (copies of special awards/Dean's list, certificates)
 - f. a summary (from University calendar) of the program
2. Review effective job interviewing techniques:
 - a. summarizing previous employment background
 - b. summarizing number of years worked in an office (or specialty area)
 - c. summarizing Capilano University paralegal courses and their relevance
 - d. asking questions to demonstrate interest concerning job duties and responsibilities
 - e. negotiating starting salary
 - f. referring to work practicum details/duties and relevance to graduation requirements
3. Work with other employees in the law firm or similar job environment as part of a team

Students who complete this Capstone course will also be able to do the following:

1. Identify a topic of inquiry or practice.
2. Gather and organize relevant research materials.
3. Evaluate, synthesize, and apply research findings.
4. Share findings or results in a means appropriate to a field of study.

Students who complete this Experiential course will also be able to do the following:

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.
2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

COURSE CONTENTPre-course preparations (faculty):

- Organize various guest speakers (lawyers, HR managers, recruiters, etc.)
- Draft interview and guest speaker schedule
- Arrange and attend student photography sessions for Paralegal Yearbook (and distribute digital photographs to students via e-mail)
- Draft and send practicum employment request letters to 400+ law firms and corporate/government law departments in December

WEEKLY COURSE CONTENT	
WEEK	CONTENT
1	Introduction Résumés and Cover Letters
2	Continue Résumés and Cover Letters (and writing samples) Paralegal Yearbook
3 – 4	Individual student/instructor meetings Meetings will take place during scheduled class time as well as on additional dates so that students are properly prepared to apply for practicum positions (schedule provided)
5	Continue individual student/instructor meetings Meetings will take place during scheduled class time as well as on additional dates so that students are properly prepared to apply for practicum positions (schedule provided)
6	Continue individual student/instructor meetings Meetings will take place during scheduled class time as well as on additional dates so that students are properly prepared to apply for practicum positions (schedule provided)
7	MID-TERM WEEK

WEEKLY COURSE CONTENT	
WEEK	CONTENT
8	Interviewing
9	Continue interviewing
10 – 11	Review practicum search progress Q & A session re practicum expectations and student concerns
12	Law Firm Expectations
13	Review practicum search progress Q & A session re practicum expectations and student concerns
14 – 15	NO FINAL EXAM

Post-course work:

- Faculty:
 - Regular contact with students during practicum application period, interview process, and practicum
 - Contact with employers during student practicums
(due to the staggered nature of practicum start dates, contact with students and employers can exceed one year in duration)
 - Monitor student progress through on-site visits and/or consultation with practicum host supervisors
 - Follow up for and review 3-month and 6-month evaluations
 - Maintain currency of employer database

EVALUATION PROFILE:

3-month Evaluation Report by employer

CR/NC

6-month Evaluation Report by employer

CR/NC

TOTAL:

CR/NC

GRADING PROFILE:

Credit/No Credit

Incomplete Grades:

Grades of Incomplete "I" will not be assigned in this course.

Late Assignments:

Assignments are due at the beginning of the class on the due date listed. If students anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.:

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed activities may not be able to be accommodated. Student should consult with their instructor.

Attendance:

Students are expected to attend all classes and associated activities. Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

English Usage:

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices:

Students may use electronic devices during class for note-taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

Express additional clarification/expansion of departmental or course level policies may be provided at the discretion of the instructor.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.654444444444