

**WILMINGTON UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
BASIC COURSE INFORMATION**

COURSE TITLE: Internship in Legal Studies

COURSE NUMBER: LES 490

STRUCTURE OF COURSE:

This is a two or three (2-3) credit course that runs in the semester format. Students will work in law offices, corporations, and other industries involved in the delivery of legal services. Students are required to work approximately forty (40) hours for each credit attempted for a minimum of 80-120 hours. Individual schedules are to be coordinated with the student and sponsor.

I. MAJOR INSTRUCTIONAL GOALS:

GOAL A: Develop an understanding of attitudes and work habits that ensure a successful career.

Learning Outcomes: The student will:

- A-1 Complete an application process for participation in the Internship.
- A-2 Prepare and participate in interviews for the Internship position.
- A-3 Report on the work habits of successful employees at the Firm/Company.
- A-4 Identify and chart Individual Learning Objectives.

GOAL B: Demonstrate an understanding of legal and professional ethics.

Learning Outcomes: The student will:

- B-1 Properly redact all items submitted as work product after consultation with the supervisor.
- B-2 Demonstrate confidentiality in all log entries.
- B-3 Designate and account for time as billable or non-billable.

II. METHODOLOGY:

A. Teaching Methods

On-site Instruction: Instruction on office assignments and procedures is provided by the student's on-site supervisor. Co-workers may also provide instructive assistance when they are available for that purpose.

Meetings with Program Coordinator: In addition to on-site instruction and work experience, the student will meet with the Program Coordinator according to the schedule provided. In these sessions, the student will turn in reports, work samples, time records, and any other materials that are assigned. These sessions also provide the student with an opportunity to alert the Coordinator to any difficulties in the Internship.

B. Evaluation Procedures

Student Evaluation of On-Site Internship Work: The student must complete an evaluation of the on-site experience prior to being awarded a grade for this course, using the form provided for this purpose.

Evaluation of Student Performance: The student's grade for on-site office work will be determined by the following methods:

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| a. Evaluation by internship supervisor | 50% |
| b. Student's daily timesheets and journal | 40% |
| c. Student's Internship Evaluation | 5% |
| d. Student's attendance at internship site and meetings with Coordinator | 5% |