

**J. Sargeant Reynolds Community College**  
**COURSE CONTENT SUMMARY**

**COURSE PREFIX NUMBER:** LGL 290                      **CREDIT HOURS:** 3

**COURSE TITLE:** Coordinated Internship in Legal Assisting

**PREREQUISITES:** Permission of the program head, which includes the successful completion of a comprehensive examination with a grade of 70 or better.

**COURSE DESCRIPTION:** Provides the student supervised on-the-job training as a Legal Assistant. Laboratory 12 hours per week.

**General Course Purpose:** To provide the student with on-the-job training.

**Major topics to be included:**

- a. Initial interview with Program Head.
- b. Placement in an internship as a Legal Assistant.
- c. Group meetings with other Interns.
- d. Evaluation of the internship.

**COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

- a. Have experience working as a paralegal.
- b. Understand the job interview process and prepare a resume.

**Effective Date of Course Content Summary:** Revised February, 2009.