

Santa Ana College
PARA 105/299 Cooperative Work Experience Fall 2015

Instructor: Kristen Robinson, Esq.
Ticket: 10329/10428 Units: Varies Class Meetings: By Appointment
Email: Robinson_Kristen@sac.edu (please include PARA 105/299 in the subject line)
Phone: 714.564.6813
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Office Hours & Location: **A-107-13**
Mondays: 2:30 – 4:30 PM
Tuesdays: 2:30 – 4:30 PM
Wednesdays: 1:00 – 2:00 PM

Course Objectives: The student and the on-the-job supervisor will write learning objectives which ensure the student will develop skills in a new aspect of the job which furthers their occupational or educational goals. The student, working the supervisor, will create three measurable objectives to meet the required workload of the class.

Course Description: Supervised paid or volunteer experience in the paralegal field, including new or expanded responsibilities.

Blackboard: Documents and information for the class can be accessed at <http://rsccd.blackboard.com>. You may access this web site from your worksite, home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the Blackboard class web page.

Attendance and Grading

Your attendance is verified by the time sheet which your supervisor will sign once a month. To receive credit the time sheet will be collected during your instructor’s on-site visit at the end of the semester.

If your work experience is unpaid you must complete 60 hours per unit of credit.
If your work experience is paid you must complete 75 hours per unit of credit.

1 Unit:	75 – 149 hours of work on objectives =	Average of 5 hours per week
2 Units:	150 – 224 hours of work on objectives =	Average of 10 hours per week
3 Units:	225 – 299 hours of work on objectives =	Average of 15 hours per week
4 Units:	300 – 360 hours of work on objectives =	Average of 20 hours per week

You will earn a grade of credit for the class if you meet the standards of your performance objectives, work the required hours, and submit your paperwork according to the deadlines. You will be required to complete all assignments listed on blackboard. You will earn a grade of NO CREDIT if you do not return the completed paperwork by the end of the third week of school, do not complete your performance objectives, or fail to comply with the Regulations you signed at the beginning of the semester. The Work Experience Coordinator has final authority on all matters regarding Cooperative Work Experience.

****You must submit your paper work by the end of the third week of class or I may drop you.**