

Course Syllabus

Department : Legal Assistant
Course Title : Practicum
Section Name : LGLA 2366
Start Date : 01/18/2011
End Date : 05/06/2011
Modality : FACE-TO-FACE
Credits : 3 hours

Instructor Information

Name : Kayla Zeigenbein
OC Email : kzeigenbein@odessa.edu
OC Phone # : 432-335-6485

Office Hours for Spring 2011

Monday - 10:00 - 12:00
Tuesday – 9:00 - 12:00
Wednesday - 10:00 - 12:00
Thursday – 9:00 - 12:00
Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisites/Corequisites

Sophomore standing and consent of the department chair

Scans

(5, 7, 9, 10, 11)

Course Objectives

1. Create documents as instructed by supervisor. May use reference manuals.
2. Follow the office protocol and work within the organization to meet the demand of supervisors and other co-workers.
3. Participate as a team member and develop "people" skills.
4. Monitor and correct performance when counseled by the supervising employer or supervising faculty member.
5. Demonstrate appropriate business etiquette, initiative, and dependability.
6. Project positive attitude when dealing with client/customers and co- workers.
7. Apply decision - making techniques in the workplace.
8. Develop job-seeking skills.

Required Readings/Materials

None.

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignments	352 Hours to be Completed
January 18-21, 2011	Orientation – Hand out instruction sheets, Training Station Agreement, Timesheets	
January 31, 2011	Training Station Agreement to be signed and turned in. Timesheet for August due	
February 7, 2011	Timesheet for January due	
March 7, 2011	Timesheet for February due	
April 5, 2011	Timesheet for March due	

	Pick up Supervisor Performance Evaluation	
April 29, 2011	Supervisor Performance Evaluation due	
May 6, 2011	Timesheet for April and May due	
Appreciation Luncheon *Bring your boss*	Odessa College Saulsbury Room 130	

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Grading Scales	Grading Percentages
A = 90 – 100	Training Station Agreement 20%
B = 80 – 89	Timesheets 30%
C = 70 – 79	Employer Evaluation 20%
D = 60 – 69	Instructor Evaluation 20%
F = Below 59	Attend Luncheon 10%

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**