

Paralegal Practicum

LS - 2010 001

Course Description

This Course is an alternative to LS 2000 - Paralegal CO-OP for students whose schedules do not permit outside work. Students complete legal and research assignments and projects based on hypothetical cases. Students will experience legal work both as individuals and members of a team. Requires a "C" grade or higher to progress in the Paralegal program.

Prereq: Faculty Approval

Semester: Fall

Course Student Learning Outcomes

- Draft Legal Documents.
- Understand basic substantive and procedural legal principles.
- Extract relevant data from complex information, process it appropriately, and draw reasonable conclusions.
- Strive for excellence by developing a strong work ethic and consciously doing their best.
- Developing competence in ethical and moral reasoning relating to legal environments.

College Wide Student Learning Outcomes

- Acquire substantive knowledge in the discipline of their choice sufficient for further study, and/or demonstrate competencies required by employers to be hired and

succeed in the workplace.

- Communicate effectively.
- Develop quantitative literacies necessary for their chosen field of study.
- Think critically.
- Develop the knowledge and skills to be civically engaged, and/or work with others in a professional and constructive manner.
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Course Prerequisites

None

Engagement Plan

Example language:

- I will respond to email within 48 hours will offer feedback on major assignments within 7 days. The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.
- In this course I will be posting interactive announcements which will offer specific opportunities for class questions and extra credit every other week.

Keys for Success (how to succeed in the course)

The best way to do well in this course is to stay up on assignments so you do not fall behind.

Required Text or Materials

Title: NSLT Membership

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Brief Description of Assignments/Exams

Assignments will be completed in NSLT and Canvas.

Assignment Schedule

| Due Date | Assignment Name | Assignment Type | Points |
|----------|--|-----------------|--------|
| | Introduce Yourself | Discussion | 0 |
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| 9/7/25 | ACEDS Module 1 Introduction to E- Discovery | Assignment | 50 |
| 9/7/25 | ACEDS Module 2 Budgeting Considerations | Assignment | 50 |
| 9/7/25 | ACEDS Module 3 Project Planning | Assignment | 50 |
| 9/14/25 | ACEDS Module 4 Information Management and Litigation Readiness | Assignment | 50 |
| 9/14/25 | ACEDS Module 5 Litigation Hold Implementation | Assignment | 50 |
| 9/14/25 | Discussion Post #2 | Discussion | 20 |
| 9/14/25 | NSLT - TimeMap | Assignment | 50 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|---|-----------------|--------|
| 9/21/25 | ACEDS Module 6 Project Management | Assignment | 50 |
| 9/21/25 | ACEDS Module 7 Legal Framework and Obligation | Assignment | 50 |
| 9/21/25 | Discussion Post #3 | Discussion | 20 |
| 9/21/25 | NSLT - CaseMap | Assignment | 50 |
| 9/28/25 | Discussion Post #4 | Discussion | 20 |
| 9/28/25 | ACEDS Module 8 Collection Planning and Implementation | Assignment | 50 |
| 9/28/25 | ACEDS Module 9 Data Processing | Assignment | 50 |
| 9/28/25 | NSLT - TextMap | Assignment | 50 |
| 10/5/25 | ACEDS Module 10 Data Culling | Assignment | 50 |
| 10/5/25 | Discussion Post #5 | Discussion | 20 |
| 10/5/25 | NSLT - CloudNine Concordance | Assignment | 50 |
| 10/12/25 | Midterm Exam | Quiz | 100 |
| 10/19/25 | NSLT - iCONNECT | Assignment | 50 |
| 10/26/25 | ACEDS Module 12 Review Planning | Assignment | 50 |
| 10/26/25 | ACEDS Module 13 Document Review | Assignment | 50 |
| 10/26/25 | Discussion Post #8 | Discussion | 20 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|--|-----------------|--------|
| 10/26/25 | NSLT -VenioOne | Assignment | 50 |
| 11/2/25 | ACEDS Module 14 Technology Assisted Review | Assignment | 50 |
| 11/2/25 | Discussion Post #9 | Discussion | 20 |
| 11/2/25 | NSLT - Everlaw | Assignment | 50 |
| 11/9/25 | ACEDS Module 15 Data Production | Assignment | 50 |
| 11/9/25 | Discussion Post #10 | Discussion | 20 |
| 11/9/25 | NSLT - DISCO | Assignment | 50 |
| 11/16/25 | Discussion Post #11 | Discussion | 20 |
| 11/16/25 | ACEDS Module 11 | Assignment | 50 |
| 11/16/25 | ACEDS Module 16 International Discovery | Assignment | 50 |
| 11/16/25 | NSLT - Sanction | Assignment | 50 |
| 11/23/25 | ACEDS Module 17 Ethics in E-Discovery | Assignment | 50 |
| 11/23/25 | Discussion Post #12 | Discussion | 20 |
| 11/30/25 | Discussion Post #13 | Discussion | 20 |
| 12/14/25 | Course Evaluation Survey | Quiz | 0 |
| 12/14/25 | eDiscovery Technology Certificate | Assignment | 100 |
| 12/16/25 | Final Exam | Quiz | 100 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|---|-----------------|--------|
| 12/17/25 | Extra Credit Assignment | Assignment | 0 |

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)