

Paralegal Institute of Washington D.C.

Course Syllabus

General Information

Description

The Paralegal Institute of Washington, D.C. (PIW) provides paralegal job training and professional advising including resume reviews and mock interviews. The PIW Paralegal Certificate Program is composed of two parts: classroom learning and an internship or project. You must complete the classroom portion and an internship or capstone project in order to earn a certificate.

Classroom Learning

During your classroom education you will learn the skills and terminology you need in order to become a successful paralegal. The classroom portion can be delivered in person or over the internet, and consists of the following:

- 12 classes
- 17 homework assignments
- Various assignments
- 7 quizzes
- Final exam

Internship

When conditions permit, Paralegal Institute of Washington, D.C. will assist you in obtaining an internship placement in your geographic area. In the internship you will gain valuable experience working in a paralegal position. This will help you bridge the gap between the textbooks and the position. The internship will also allow you to get your foot in the door and show your superior that you would be a great asset to the firm, as well as allow you to network with others in the legal field.

Capstone Project

If you prefer, you can choose to do a capstone project instead of an internship. The project consists of a deep dive into two cases, an auto accident case and a medical malpractice case. The project help enhance your legal reasoning skills, and will significantly hone your legal research, legal writing, and legal citations capabilities.

Expectations and Goals

Class Absence (For In-person and Live-stream students only): As stated in the Student Handbook, students are permitted to miss a maximum of one class. Although it is not required, most students send a brief email to explain their absence in advance to admin@paralegal-institute.com. You must also contact the Admin to schedule a make-up class. **Missing more than one class may cause you to be terminated from the program.**

Tardiness is not accepted as well. If you are tardy (arriving more than 15 minutes after class starts) for two classes, it counts as one (1) absence. Being tardy for more than two (2) classes may result in termination from the program.

Recording: No student may record any classroom activity without express written consent from the President, Avon Alexander. If you have (or think you may have) a disability such that you need to record or tape classroom activities, you should contact the Office of Equal Opportunity Services, Disability Resources to request an appropriate accommodation.

Final Exam: You are not permitted to use any electronic devices during the exam (no phones, tablets, etc.). You are also not permitted to talk or share materials during the exam. **Any infractions are just cause for an automatic fail on the test.**

Assignments: All assignments must be completed and turned in to move on to the Internship phase of our program. Please submit all assignments to admin@paralegal-institute.com.

Internships: In order to earn your certificate, you must complete either a capstone project or a 140-hour internship. Though we at PIW are happy to assist you in securing an internship placement, we have found that students have best results when they also take initiative to find their own internships.

We expect students to find 3-5 internships possibilities before the last day of class. If any student is unsure how to request an internship or who to contact, the PIW staff will assist you with contacting the law firms.

Course Materials

Required Textbooks

- PIW Class Binder (included in digital format for online students)
- The Bluebook: A Uniform System of Citation 20th Edition. You can purchase this book at <https://www.legalbluebook.com/>. We recommend the digital version, but you can also purchase the physical book if you choose. The Bluebook is also for sale at other online books sellers. **Please ensure you purchase the 20th edition.**

Optional Textbooks

- Legal Terminology with Flashcards
- Paralegal Practice & Procedure
- Pocket Guide to Legal Writing

Optional Materials and Assignments

In your **Legal Terminology** book, after each unit, there are exercises to complete. While these exercises are not required, we encourage you to complete them to better understand the material.

Course Schedule

Class Date	Topic	OPTIONAL Reading (Preparation for Next Class)	Homework (Due Next Class)
Class #1	Introduction to Course Legal Ethics Finding an Internship	NONE	Assignment #1 - Internet Article Assignment #2 - Notary Application Submit resume and cover letter to ajones@paralegal-institute.com
#2	Westlaw/Discovery	NONE	Assignment #3 Westlaw Training, Parts A and B
#3	Introduction to Cite Checking	NONE	Optional Legal citations assignment

#4	Paralegal Tasks, Legal Writing, and Legal Research	NONE	Assignment #4 Westlaw - D.C. Statutes Assignment #5 - Obtain Medical Records Assignment #6 - Demonstrative Evidence
#5	Family Law	NONE	Assignment #7 - Brief a Case Assignment #8 Child Support Guidelines
#6	Torts/Civil Rights/Employment Discrimination/Civil Procedure	Paralegal Practice and Procedure Chapter 14 Corporations Chapter 16 Contracts Legal Terminology Unit 7: Contracts Unit 18: Corporations and Partnerships	Assignment #9 Freedom of Information Act (FOIA) Assignment #10 DCHRA/ADA
#7	Contracts/ Immigration Law/Partnerships and Corporations	Paralegal Practice and Procedure Chapter 13 Bankruptcy Chapter 17 Trusts and Estates Chapter 19 Real Estate Legal Terminology Unit 17: Bankruptcy Unit 11: Wills, Trusts and Estates Unit 12: Real Property and Landlord/Tenant Law	Assignment #11 Immigration Assignment #12 Corporations

		Pocket Guide to Legal Writing SKIM: Chapter 3 Grammar	
#8	Wills, Trusts & Estates/Real Property/Bankruptcy	Paralegal Practice and Procedure Chapter 15 Criminal Law Chapter 22 What You Should Know About Trademarks-Protectable Business Marks Legal Terminology Unit 3: Criminal Law and Procedure Unit 9: Intellectual Property Pocket Guide to Legal Writing Appendix A p. 251-256 Appendix B p. 257-264	Assignment #13 Estate Forms Assignment #14 Wills
#9	Intellectual Property/Criminal Law and Procedure Internship Search Check In	NONE	Bring Resume and Cover Letter to Class Assignment #15 Intellectual Property Assignment #16 Police Report/Driving Record Assignment #17 Criminal Records
#10	Mock Interview Preparation/Interview Techniques Internships	NONE	Please submit all prior assignments to mock interview next class. All assignments must be completed before receiving an internship.
#11	Mock Interview What Comes Next: Final Exam Internship	NONE	Survey (Due Day of Final)
#12	Final Exam		

Exam Schedule

Date	Subject
Quiz 1	The Court System, Legal Ethics, and the Paralegal Profession
Quiz 2	Cite Checking
Quiz 3	Family Law
Quiz 4	Torts/Civil Rights/Employment Discrimination/Civil Procedure
Quiz 5	Contracts/ Immigration Law/Partnerships and Corporations
Quiz 6	Wills, Trusts & Estates/Real Property
Quiz 7	Intellectual Property/Criminal Law and Procedure
Final Exam	Final Exam

Additional Information and Resources

Computers and Printing

This course requires that you have access to a computer and printer.

Questions, Concerns, Submissions

If you have any questions, concerns, or things needing PIW review, please email: admin@paralegal-institute.com.