

# Course Syllabus

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**Department** : Legal Assistant  
**Course Title** : Practicum  
**Section Name** : LGLA 2366  
**Start Date** : 08/22/2011  
**End Date** : 12/09/2011  
**Modality** : FACE-TO-FACE  
**Credits** : 3 hours

## Instructor Information

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

Office Hours for Fall 2011

Monday - 10:00 - 12:00  
Tuesday – 8:00 - 11:00  
Wednesday - 10:00 - 12:00  
Thursday – 8:00 - 11:00  
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

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

### Prerequisites/Corequisites

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Sophomore standing and consent of the department chair

[Scans](#)

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(5, 7, 9, 10, 11)

### **Course Objectives**

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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**

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None.

### **Course Requirements (Lectures, Assignments and Assessments)**

<b>Dates</b>	<b>Assignments</b>	<b>352 Hours to be Completed</b>
August 22, 2011	Orientation – Hand out instruction sheets, Training Station Agreement, Timesheets	
September 6, 2011	Training Station Agreement to be signed and turned in. Timesheet for August due	
October 5, 2011	Timesheet for September due	
November 4, 2011	Timesheet for October due	
December 5, 2011	Timesheet for November due	
December 5, 2011	Timesheet for December due	
December 5, 2011	Supervisor Performance Evaluation due	
Appreciation Luncheon	OC Saulsbury Room 130	

*Bring your boss*	November 16, 2011 11:30 – 1:00	
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## Grading Policy

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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.**

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### 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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

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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.**