WORK EXPERIENCE

PLS 99i Paralegal Intern Handbook
<table>
<thead>
<tr>
<th>1</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>- See page 1 for instructions to receive 10 points for completion of orientation.</td>
<td>10 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>LEARNING OBJECTIVES</th>
</tr>
</thead>
</table>
| - Give your supervisor the letter. See pages 3-4.  
- Talk with your supervisor to develop your four objectives. See pages 5-9.  
- Have your draft worksheet page 7 completed for your first job site visit with your instructor. | 80 points |

<table>
<thead>
<tr>
<th>3</th>
<th>YOUR ASSIGNED INSTRUCTOR &amp; JOB SITE VISITS</th>
</tr>
</thead>
</table>
| - Your Instructor’s Name: Debbie Winters  
- Phone #: 707-484-5988  
- Email: dwinters@santarosa.edu  
- Date of 1st job site visit _______________________________ | 15 points |

<table>
<thead>
<tr>
<th>4</th>
<th>SEMINARS/ACTIVITIES</th>
</tr>
</thead>
</table>
| - Four hours required for the semester.  
- See page 11 for details.  
- Complete course evaluation at workexperience.santarosa.edu | 20 points |

<table>
<thead>
<tr>
<th>5</th>
<th>PORTFOLIO</th>
</tr>
</thead>
</table>
| - See pages 12-22.  
- Submit to your instructor at required group seminar. | 25 points |

<table>
<thead>
<tr>
<th>6</th>
<th>FINAL JOB SITE VISIT &amp; WORK HOURS</th>
</tr>
</thead>
</table>
| - Track your hours of work during the semester on the Worksheet.  
See pages 14-15 & 22.  
Report total hours to your instructor at the final job site visit. | |

<table>
<thead>
<tr>
<th>7</th>
<th>GRADING</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Grading is explained on page 23.</td>
<td>150 points</td>
</tr>
</tbody>
</table>
PARALEGAL INTERN ORIENTATION

Attend Paralegal Orientation on:

DATE: Friday, August 28, 2015

TIME: 5:00 - 6:00pm

LOCATION: 2704, Maggini

At the conclusion of the “Live Orientation” complete an Orientation Attendance Form and give to your instructor. Attendance is MANDATORY and worth 10 points.
MESSAGE FROM THE WORK EXPERIENCE FACULTY TO OUR STUDENTS

What does our department expect you to learn after completing this course?

We’ve identified three specific instructional goals that SRJC calls Student Learning Outcomes:

● Demonstrate application of discipline-specific skills and knowledge at the job site.
● Write a resume targeted to a discipline-specific career that includes the new skills acquired in the internship.
● Demonstrate improvement of discipline-specific job skills at the job site.

How will you know if you were successful in achieving these outcomes?

To assess, measure and evaluate your performance in this course, we have developed seven course requirements that are listed on the inside front cover of this Handbook. Each one is designed for students to learn, practice and demonstrate new/improved skills on the job.

PORTAL /EMAIL MESSAGES

● You will receive periodic email messages from the Work Experience Department on course reminders, due dates and special announcements.

● You will also receive periodic email messages from Debbie Winters, your Assigned Instructor.

CONTACT US:

● Santa Rosa Work Experience Office
  4842 Bertolini Student Center
  (707) 527-4329  Monday - Thursday  8:00 - 5:00/Friday 8:00 - Noon

● Debbie Winters
  (Your ASSIGNED Instructor)
  (707) 484-5988
dwinters@santarosa.edu

● Lauralyn Larsen
  (Instructor of Record)
  4842 Bertolini Student Center
  (707) 527-4604
llarsen@santarosa.edu

NON-DISCRIMINATION POLICY

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics—and application for District employment.

The Sonoma County Junior College District is an equal opportunity employer.
TO: Employer (Supervisor)  
FROM: Work Experience Paralegal Intern Program

The Paralegal Studies student delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience Intern Program. The purpose of our course is to help the student obtain on-the-job training so the student will be a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. The program gives you the opportunity to make a contribution to the student’s college education in a way that will directly benefit you and your organization. Your participation in this process includes:

• Active involvement in selection of learning objectives  
• Two meetings with instructor and employee/student  
• Evaluation of the objectives and verification of employee/student hours

In order for this contribution to be documented for college course credit, the program requires that four learning objectives be written at the beginning of the semester. Objectives are written to help the student progress and become a more valuable employee. Please discuss the learning possibilities with your intern, accepting only those objectives that meet with this intent. See the employer’s guide for objectives below for assistance in this process.

The student is required to fill out a worksheet of objectives. Near the beginning of the semester program instructor, Debbie Winters, will contact you to schedule an appointment at your office to review the objectives. The objectives will be written in final form and you will be given a copy for reference and evaluation. The objectives will be used as the basis of evaluation at the second jobsite appointment.

You will be asked to score your intern’s performance and verify employee/student hours at the end of the semester during the evaluation meeting. The student will also be attending seminars and will complete a portfolio.

If you have any questions you may contact Debbie Winters at 707-484-5988 or dwinters@santarosa.edu

Thank you for your cooperation. Your support of our program is greatly appreciated.

EMPLOYER’S GUIDE FOR OBJECTIVES

Devising good objectives is a very important part of the student’s Work Experience Intern success. Approximately one half of a student’s grade is dependent upon performance on the objectives. Employer input is essential. Following are some guidelines to help you when considering objectives.

1. Make sure each objective is achievable within the semester time frame and is measurable.
2. Make sure each objective is specific enough for you to evaluate.
   
   Too general: To do a good job as an intern so that I can get a full time job as a paralegal. Better: To summarize one deposition to the satisfaction of my supervisor by (date).

3. Some objectives may be more difficult or more valuable than others. Objectives are to involve new learning, new growth, or improvement on the job for your employee/student. They are not to describe what the student has already accomplished.

4. Make the objectives work for you. If there is an area in which your employee/student needs to improve (e.g., reliability, promptness, courtesy, communication, etc.) design an objective around that need.

5. Make sure the objectives involve substantive, rather than clerical work. A list of Sample Learning Objectives is included to help you an idea of the nature of substantive tasks that are suitable for your student intern. It is fine for students to perform a task more than once (e.g., they may summarize more than one deposition, draft more than one estate plan, etc.)

It is the goal of the Santa Rosa Junior College Work Experience Program that the time you invest in this employee/student will be well worth the effort. The result should be a better, more efficient and motivated employee.

Sample Learning Objectives:

- To accompany attorney to one court appearance and report proceedings as directed by (date)
- To summarize one deposition to the satisfaction of my supervisor by
- To draft one set of form and/or special interrogatories by
- To propound one Request for Production of Documents by
- To perform legal research for one issue as directed by
- To draft legal office memoranda concerning one issue as directed by
- To draft one case brief by
- To perform one initial client intake by
- To attend and report on one deposition by
- To draft one item of client correspondence by
- To assemble one document production by
- To draft a Marital Settlement Agreement by
- To proofread and cite check 4 documents, and provide updates as necessary by
- To attend one client meeting and record proceedings by
- To draft a simple estate plan by
- To draft and/or review a contract by
- To interview one client, witness or other person to gather or augment existing information by
- To draft one set of corporate minutes by
- To accompany attorney on a site inspection and record results by
A learning objective is a measurable goal that you set with your supervisor to be accomplished at work this semester. You will need to have your direct supervisor’s approval of the objectives. Therefore, you are expected to develop these together. Some certificate programs have specific guidelines so check with the Intern Program Coordinator or your instructor.

You are required to develop four learning objectives which will then be evaluated by your supervisor and yourself at the final job site visit.

A learning objective is specific, measurable, limited to a single definite result, and has a completion date. Each objective statement starts with the word “To”, has an action word, a description, a measurement, and a completion date.

**EXAMPLE**

To properly save and restore user profile installation of software to supervisor’s satisfaction by 11/10

<table>
<thead>
<tr>
<th>To</th>
<th>Action word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>draft</td>
<td>one case brief</td>
<td>to supervisor’s satisfaction</td>
<td>by 11/10</td>
</tr>
</tbody>
</table>

**ACTION WORDS**

<table>
<thead>
<tr>
<th>Activate</th>
<th>Adjust</th>
<th>Administer</th>
<th>Analyze</th>
<th>Arrange</th>
<th>Articulate</th>
<th>Assemble</th>
<th>Assist</th>
<th>Audit</th>
<th>Build</th>
<th>Calculate</th>
<th>Categorize</th>
<th>Change</th>
<th>Chart</th>
<th>Collect</th>
<th>Combine</th>
<th>Complete</th>
<th>Compose</th>
<th>Compute</th>
<th>Conduct</th>
<th>Configure</th>
<th>Consolidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create</td>
<td>Construct</td>
<td>Convert</td>
<td>Coordinate</td>
<td>Decrease</td>
<td>Define</td>
<td>Demonstrate</td>
<td>Describe</td>
<td>Design</td>
<td>Develop</td>
<td>Diagnosis</td>
<td>Eliminate</td>
<td>Establish</td>
<td>Estimate</td>
<td>Evaluate</td>
<td>Examine</td>
<td>Exhibited</td>
<td>Expanded</td>
<td>Expedited</td>
<td>Explain</td>
<td>Facilitate</td>
<td>Formulate</td>
</tr>
</tbody>
</table>
SAMPLE LEARNING OBJECTIVES

- To accompany attorney to one court appearance and report proceedings as directed by (date)
- To summarize one deposition to the satisfaction of my supervisor by
- To draft one set of form and / or special interrogatories by
- To propound one Request for Production of Documents by
- To perform legal research for one issue as directed by
- To draft legal office memoranda concerning one issue as directed by
- To draft one case brief by
- To perform one initial client intake by
- To attend and report on one deposition by
- To draft one item of client correspondence by
- To assemble one document production by
- To draft a Marital Settlement Agreement by
- To proofread and cite check 4 documents, and provide updates as necessary by
- To attend one client meeting and record proceedings by
- To draft a simple estate plan by
- To draft and/or review a contract by
- To interview one client, witness or other person to gather or augment existing information by
- To draft one set of corporate minutes by
- To accompany attorney on a site inspection and record results by

You are not limited to these sample learning objectives. Develop learning objectives with your supervisor that create the opportunities to practice the skills you have been learning in your courses. Learning objectives should enhance your paralegal knowledge, skills, and abilities.

- All students will develop four objectives with their supervisor
- This draft must be ready prior to your first job site visit with your instructor
- Your instructor will ask you to email your draft prior to the job site visit
- Your instructor will bring an Objective Agreement (see page 9 for sample) to job site visit
**LEARNING OBJECTIVES WORKSHEET**

**LEARNING OBJECTIVE #1**
Write out the objective that includes: an action word, description, measurement, and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

**LEARNING OBJECTIVE #2**
Write out the objective that includes: an action word, description, measurement, and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

**LEARNING OBJECTIVE #3**
Write out the objective that includes: an action word, description, measurement, and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

**LEARNING OBJECTIVE #4**
Write out the objective that includes: an action word, description, measurement, and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>
**SAMPLE OBJECTIVES FORM**

**Santa Rosa Junior College**

**INTERNERSHIP OBJECTIVES AND HOURS**

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Jane Doe</th>
<th>Student ID# 999-999-999</th>
<th>Employer</th>
<th>Your Employer</th>
<th>Supervisor</th>
<th>Your Supervisor</th>
<th>Instructor</th>
<th>Your Instructor</th>
<th>Instructor's Phone (707) 527-4329</th>
</tr>
</thead>
</table>

**OBJECTIVES**

Agreement: The undersigned supervisor, student, and college instructor agree with the validity of the objectives listed below. The supervisor and college agree to provide necessary supervision and counseling to insure maximum educational benefits to the student. The supervisor agrees to meet all employment regulations without regard to race, color, national origin, sex or handicap as required by law. The student agrees to abide by Work Experience guidelines.

<table>
<thead>
<tr>
<th></th>
<th><strong>To accompany attorney to one court appearance and report proceedings as directed by 10-01.</strong></th>
<th>10</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>To draft one case brief to the satisfaction of my supervisor by 9-27.</strong></td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td><strong>To attend and report on one deposition to the satisfaction of my supervisor by 11-15.</strong></td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td><strong>To interview one client, witness or other person to gather or augment existing information and summarize to the satisfaction of my supervisor by 10-21.</strong></td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

**Comments:**

---

**PROJECT**

Student will complete a ______ hour project

<table>
<thead>
<tr>
<th><strong>Attend Professional Seminar 1.5 - 3.5 hours.</strong></th>
</tr>
</thead>
</table>

**Project Completed**

| Yes | No |

**TOTAL HOURS WORKED DURING SEMESTER**

| From 8/17 to 12/21 | total 120 hours |

---

**Your Supervisor**

| 8/28 date |

---

**Jane Doe**

| 8/28 date |

---

**Your Instructor**

| 8/28 date/1st visit |

---

**TOTAL POINTS**

| 38 | 36 |

**RATING SCALE**

9-10 - Excellent

6-8 - Good

4-5 - Fair

0-3 - Needs Improvement

---

**Work Experience**

YOUR ASSIGNED INSTRUCTOR/ JOB SITE VISITS

- An instructor will be assigned to you, who will be your resource person for the semester.

- Your instructor will contact you by email, text, phone or mail within the first few weeks of school. Please respond promptly.

- Your instructor will meet with you at your job site twice during the semester. She will review your objectives and facilitate the meetings with you and your supervisor.

- At the first job site visit, the Internship Objectives and Hours Form (see page 9) will be completed and signed by you, your supervisor and your assigned instructor.

- At the second job site visit, you and your supervisor will evaluate your four learning objectives and verify hours worked (see page 22).

- You will be graded according to your planning and communication with your instructor using the scale below.

INSTRUCTOR GRADING SCALE

<table>
<thead>
<tr>
<th>Based on Student Communication/Planning</th>
<th>Possible Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Orientation by 1st meeting. Came prepared for 1st appointment; cooperatively wrote realistic objectives with supervisor.</td>
<td>4</td>
</tr>
<tr>
<td>Responsive to Instructor’s contacts; kept Instructor’s appointments or handled reschedule in a timely manner; informed Instructor of changes in job, contact information etc.</td>
<td>7</td>
</tr>
<tr>
<td>Prepared at 2nd appointment to evaluate objectives and to report hours worked</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
<tr>
<td>STUDENT REPORT / PORTFOLIO (see pages 13)</td>
<td>25</td>
</tr>
<tr>
<td>GRAND TOTAL POSSIBLE</td>
<td>40</td>
</tr>
</tbody>
</table>
Attend Seminars

Four hours of seminars are required. You will need to attend the following:

- Professional Seminar(s), ranging from 1.5 to 3.5 hours

There are three options for the Professional Seminar:

1. Choose from seminars sponsored by the Sonoma County Bar Association at a reduced rate for students. **It is advisable to attend this meeting as early in the semester as possible.** Scheduled seminars are listed on the instructor’s homepage.

2. Choose from seminars sponsored by the Redwood Empire Association of Paralegals (REAP). Upcoming seminars are listed on REAP’s web site. The REAP site is currently underconstruction. For other seminars please see Joni Bourcher’s site.

3. Choose a seminar for paralegals and/or attorneys in another location. **If you select this option, email your assigned instructor for approval prior to attending.**

You will include a written summary and analysis of the seminar in your portfolio, see page 16.

- Group Seminar, 1.5 hours

  - Your portfolio will be submitted at this seminar.

  Date: Friday, November 20, 2015
  Time: 5:30 - 7:00pm
  Location: 2704, Maggini

- Complete **Intern Course Evaluation**, 1 hour

  Do not submit before meeting with your instructor for the second job site visit.

Note: You may earn up to two extra hours of credit. See the Work Experience web site for schedule of other seminars and activities.
PORTFOLIO REQUIREMENTS

Portfolios are due to your instructor at the scheduled Group Seminar.

DO NOT use sheet protectors anywhere in the notebook. Remember this is your “capstone” course. Your work product (portfolio) is expected to be a thoroughly professional product in content and appearance.

GENERAL PORTFOLIO INFORMATION

Please follow the instructions and suggestions below while collecting materials for your portfolio and preparing to turn it in. It is strongly recommended that you use this document as a checklist to be sure you have included all the required elements.

- Time log including dates, time spent and description of tasks See pages 14 -15. All client references MUST be redacted. You may use the highlight function in Word, to set to Black to Redact. Please redact any personal client references as to asset information.

  If your place of internship does not have it’s own timekeeping or billing system for your use, you may create one similar to the sample provided on page 15 of the handbook.

  As you enter your time, imagine that your time log will be going to a bookkeeper, who will then bill each client according to the information you provide. Be detailed, but concise as well. Put yourself in the client’s position as he reads your billing.

- Samples of your written work, in rough draft and/or final form.

  This means YOUR written work—not the attorney’s, not a bunch of forms from form books or web sites. YOUR WORK ONLY!

- Internship objectives form.

  As you complete your objectives, be certain to note them as such on your objectives form.

- Letter of recommendation signed by the supervising attorney or a senior paralegal.

  This is optional and desirable, but NOT required.

- A written summary and analysis (1-2 pages) of a professional seminar for paralegals and/or attorneys See page16.

  This is to be a formal paper. You may organize it as you would a legal memorandum.

- Your resume

  Please see pages 17 -21 for assistance in preparing your resume.
PORTFOLIO REQUIREMENTS

PORTFOLIO GRADING SCALE

<table>
<thead>
<tr>
<th>Student Portfolio</th>
<th>Possible Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content (included all areas as outlined on page 12)</td>
<td>7</td>
</tr>
<tr>
<td>Presentation, organization and appearance</td>
<td>7</td>
</tr>
<tr>
<td>Spelling/Grammar</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total for Portfolio</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resume</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Objective</td>
<td>1</td>
</tr>
<tr>
<td>Format and Organization</td>
<td>2</td>
</tr>
<tr>
<td>Education &amp; Experience</td>
<td>1</td>
</tr>
<tr>
<td>Skills &amp; Qualifications</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total for Resume</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>TOTAL Portfolio/Resume</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

Note: Report your total hours worked to your assigned instructor at the final job site visit.
PORTFOLIO REQUIREMENTS

TIMEKEEPING

The time that paralegals spend on client files is billed to that client’s file. In the legal field, this time is billed in tenth-hour increments. This means that you must convert minutes to tenths of an hour. To do this, see the TimeKeeping Calculator below.

You will keep track of the hours worked during the internship. Please be sure to track all of your time, including work you may do on tasks that may be traditionally “non-billable”.

If your office has a timekeeping system in place, please feel free to use it to track your time and provide a copy of your time records in your internship portfolio.

If your office does not have a timekeeping system, you will need to create a time log to track your time and include it in your portfolio. Tip: Microsoft Excel is a simple program for creating timesheets.

Regardless of the system you use, the time log should contain information for each task you perform for each client’s file. An example of a typical timesheet appears on the following page.

If you have any questions about timekeeping, please contact your instructor.

TIMEKEEPING CALCULATOR

6 minutes = .1 hour  36 minutes = .6 hour
12 minutes = .2 hour  42 minutes = .7 hour
18 minutes = .3 hour  48 minutes = .8 hour
24 minutes = .4 hour  54 minutes = .9 hour
30 minutes = .5 hour  60 minutes = 1 hour
<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
<th>CLIENT</th>
<th>TASK TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/26/2013</td>
<td>1.0</td>
<td>John G. Mtg. w/MM</td>
<td>Re: Intro to case, assignment of tasks</td>
<td></td>
</tr>
<tr>
<td>10/27/2013</td>
<td>0.3</td>
<td>John G. Interview -T/C Bob O., Engineer</td>
<td>Drafted interview questions. Interview re: roof damage, verification of date &amp; contractor involved</td>
<td></td>
</tr>
<tr>
<td>10/27/2013</td>
<td>0.3</td>
<td>John G. Research</td>
<td>Copied Branch and Petropulos - Shepardized both cases</td>
<td></td>
</tr>
<tr>
<td>10/30/2013</td>
<td>0.2</td>
<td>John G. Investigation</td>
<td>TC w/Press Demo librarian re: weather stats</td>
<td></td>
</tr>
<tr>
<td>10/30/2013</td>
<td>0.2</td>
<td>John G. Investigation</td>
<td>TC w/Water Agency re: weather stats</td>
<td></td>
</tr>
<tr>
<td>10/30/2013</td>
<td>0.1</td>
<td>John G. Investigation</td>
<td>TC w/Dorrie A re: weather stats</td>
<td></td>
</tr>
<tr>
<td>10/31/2013</td>
<td>0.3</td>
<td>John G. Interview-T/C Bob, contractor</td>
<td>Interviewed re: inspection of property. Write up notes on same</td>
<td></td>
</tr>
<tr>
<td>11/5/2013</td>
<td>4.0</td>
<td>Jack A. T/C Jack A.</td>
<td>Re: preparation of witness list. Call back 4/7/08</td>
<td></td>
</tr>
<tr>
<td>11/7/2013</td>
<td>0.3</td>
<td>Jack A. T/C Jack A.</td>
<td>Re: progress on preparation of witness list</td>
<td></td>
</tr>
<tr>
<td>11/12/2013</td>
<td>0.2</td>
<td>John G. Investigation</td>
<td>T/C w/ Jeanette @ water agency re: weather stats</td>
<td></td>
</tr>
<tr>
<td>11/15/2013</td>
<td>1.7</td>
<td>Jack A. T/C w/MM</td>
<td>Progress on research re: witness list, M’s Hawaii property</td>
<td></td>
</tr>
<tr>
<td>11/17/2013</td>
<td>0.2</td>
<td>John G. Investigation</td>
<td>T/C w/ Jack A re: witness list, M’s Hawaii property</td>
<td></td>
</tr>
<tr>
<td>11/20/2013</td>
<td>0.1</td>
<td>John G. Research</td>
<td>Re: trade name</td>
<td></td>
</tr>
<tr>
<td>11/29/2013</td>
<td>0.1</td>
<td>John G. T/C w/MM</td>
<td>Re: witness list, interview w/JK</td>
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</table>
5 PORTFOLIO REQUIREMENTS

NOTES ON PROFESSIONAL SEMINAR AND WRITTEN SUMMARY

This report is to be a summary and your analysis (1-2 pages) of a professional meeting—not a social event held by a professional organization (see page 11 for seminar guidelines).

You may organize it as you would a legal memorandum.

You should include:

- Title of the presentation
- Names and affiliations of the speakers/panelists (but not their entire biography)
- Date attended
- Name of the sponsoring organization
- Summary and analysis of the seminar

You may include relevant handouts from the seminar, but your summary and analysis are the critical components of this report.
A resume is a one or two page summary of your qualifications, which should include your education, skills, accomplishments and experience. A resume is a self-marketing tool, designed with the goal of obtaining a job interview.

The resume is often the first impression an employer will have about you so make it a good impression!

Paralegal Resume Web site
http://paralegaltoday.com/issue_archive/online_only/paralegal_resumes.htm

RESUME FORMATS

There are a number of resume formats. The two most common formats are the chronological and the functional combination. Each format is suited for certain employment histories and/or employment goals. Ideally, the format you choose should emphasize your strengths and uniqueness that best present your qualifications for a specific job. Regardless of the format you choose, all resumes should be targeted for a specific position whenever possible.

What is the Best Format or Style?
It depends; choose the format that works for you and the job you are interested in pursuing. You may have several versions of your resume to be used for different positions.

Chronological
This format is considered the traditional format and is preferred by many employers. It lists your background in a reverse chronological sequence, starting with the most recent experience. You may arrange your headings in various ways, depending upon which aspects of your background you wish to emphasize. If your job titles relate to your current job objective, start each position description with job titles. If not, begin with the name of the organization. Follow job title and organizational information with the organization’s city and state. Whatever you choose, be consistent in listing your experience. Use the first and last month and year to describe dates of employment. For example: Coordinator, Student Employment office, Santa Rosa Junior College, Santa Rosa, CA - September 2002 - January 2006. Job duties and accomplishments are described under each employer with emphasis on those requiring the highest degree of skill and judgment.

Chronological format effective if:
• Work, volunteer and academic experience relate directly to the type of job for which you are applying
• You can demonstrate accomplishments related to work you have done
• Employment history shows continuous upward progression with no significant gaps
• Job titles or places of employment are impressive

Functional Combination
This format highlights your most important skills or functions. Headings are built around these areas. Job titles, employers and dates of employment are listed in a brief section at the bottom of the page. This format allows you to highlight skills, knowledge and abilities relevant to the position regardless of where and when you obtained them. Choose two to four headings to summarize each area of functional skill or expertise. Develop the functional skill headings based on the skills you want to market to employers and/or that are most related to your targeted objective. Describe your skills in short phrases and place under the appropriate functional skill categories. Place the most important skill or accomplishment first.
RESUME INFORMATION
Guidelines to Help You Prepare a Resume

ELECTRONIC RESUMES
In today’s electronic world, job seekers need to have both hard-copy and electronic versions of their resume. Submitting a resume online or via email is common and, for an increasing number of employers, it is the only way they will accept a resume.

It is recommended that you send e-resumes in both PDF and Word formats.

Be sure to follow whatever instructions you are given by an employer!

Refer to these sites for more information on electronic resumes
http://susanireland.com/
http://www.careerealism.com/category/resume/

CHECKLIST FOR REVIEWING YOUR RESUME

First Impression
• Do you want to read it?
• Is your resume free of spelling, punctuation and grammatical errors?

Layout and Appearance
• Does it appear clean and easy to read?
• Are margins adequate on all four sides?
• Are headings easy to find and consistent in capitalization, bold-face, and underlining?
• Is the information clear and concise?
• Has the resume been carefully edited to eliminate irrelevant data?
• Is the paper of good quality?
• Is the type size and resume format easy to read? Did you use 11-12 size fonts and allow for white space?

Format and Organization
• Is your resume 1-2 pages maximum? Could the resume be shortened and still present the same qualifications?
• Do phrases begin with action verbs?
• Are past tense verbs used consistently throughout the resume (as appropriate)?
• Did you use the same style and format in listing the employment and education dates? Years or month and year?
• Did you list dates, job titles, employer names, cities, and states in your work history?

(Checklist continued on next page)
RESUME INFORMATION
Guidelines to Help You Prepare a Resume

Job Objective
- Is a brief and clear job objective included?
- Did you use the same title as the job announcement?
- Is the level and function of the desired position specified?
- Does the objective match or support the content of the resume?

Accomplishment Statement
- Is there an accomplishment statement or summary of accomplishments?
- Are skills emphasized?
- Did you use action verbs? See page 20.

Content Relevance
- Does the content support the job objective?
- Does the content stress relevant skills, accomplishments and results?
- Did you list your education and relevant training?
- Do the computer or technical skills reflect current understanding?
- Did you list relevant volunteer and/or non-paid work?
- Does the resume include all information necessary to prove ability to do the job?

If you answer “NO” to any of these questions, you have not written a final draft! Ask someone with resume writing expertise for help if you need it.

ADDITIONAL SEMINAR CREDIT
You may also attend Resume Seminars for extra seminar points - 5 points per hour

See workexperience.santarosa.edu seminar schedule for scheduled resume writing seminar(s).
### RESUME INFORMATION
Guidelines to Help You Prepare a Resume

**ACTION VERBS**
Transferable (Functional) Skills - from “The Damn Good Resume Guide”

<table>
<thead>
<tr>
<th>MANAGEMENT</th>
<th>COMMUNICATION</th>
<th>TEACHING</th>
<th>HELPING</th>
<th>CREATIVE</th>
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<td>Represented</td>
<td>Introduced</td>
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<td>Oversaw</td>
<td>Lectured</td>
<td>Instructed</td>
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<td>Planned</td>
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<td>CLERICAL or DETAIL</td>
<td>Computed</td>
<td>Shaped</td>
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<td>Scheduled</td>
<td>Publicized</td>
<td>Approved</td>
<td>Configured</td>
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<td>Reconciled</td>
<td>Arranged</td>
<td>Designed</td>
<td>More verbs for accomplishments</td>
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<td>Recruited</td>
<td>Catalogued</td>
<td>Devised</td>
<td>Achieved</td>
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<td>Classified</td>
<td>Engineered</td>
<td>Expanded</td>
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<td>RESEARCH</td>
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<td>Collected</td>
<td>Fabricated</td>
<td>Improved</td>
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<td>Wrote</td>
<td>Complied</td>
<td>Installed</td>
<td>Pioneered</td>
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<td>Collected</td>
<td>Executed</td>
<td>Maintained</td>
<td>Reduced (losses)</td>
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<td>FINANCIAL</td>
<td>Generated</td>
<td>Operated</td>
<td>Resolved (problems)</td>
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<td>Administered</td>
<td>Implemented</td>
<td>Overhauled</td>
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<td>Allocated</td>
<td>Inspected</td>
<td>Performed</td>
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<td>Monitored</td>
<td>Programmed</td>
<td>Transformed</td>
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<td>Extracted</td>
<td>Appraised</td>
<td>Operated</td>
<td>Repaird</td>
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<td>Identified</td>
<td>Audited</td>
<td>Organized</td>
<td>Retrieved</td>
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<td>Processed</td>
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<td>Purchased</td>
<td>Upgraded</td>
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<tr>
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</table>
Jane Smith
789 Oak Lane, Rohnert Park, CA • 707-123-4532 • jsmith@gmail.com

OBJECTIVE: Entry Level Paralegal

SUMMARY OF QUALIFICATIONS
• Knowledge of legal procedures, research and writing
• Five years of corporate office experience
• Excellent written and oral communication skills
• Organized, detail-oriented, responsible, and solution-focused
• Ability to multi-task, meet tight deadlines and work efficiently under pressure
• Computer skills: Legal Solutions Plus, Westlaw, Photoshop, Microsoft Word, Powerpoint, Excel, Access, and Outlook

EDUCATION
Santa Rosa Junior College, Santa Rosa, CA 2014 - Present
Paralegal Studies AA Degree Program

RELEVANT SKILLS & EXPERIENCE
Legal Knowledge
• Draft legal correspondence, pleadings, motions and proofs of service
• Familiar with Judicial Council forms, legal research, terminology, and case briefing
• Experience with legal calendaring requirements

Administrative and Clerical Skills
• Complete closing letters, updated client records in database
• Create PDF files and transmitted via FTP, created files using database, created and maintained Excel spreadsheets, and used time management software

EXPERIENCE
Jones & Jones, Santa Rosa, CA 2015 - Present
Paralegal Internship
• Assist with filing pleadings
• Perform legal research using Westlaw and in the Library
• Prepare legal memoranda and draft correspondence

ABC Enterprises, Petaluma, CA 2014 - Present
Administrative Assistant
• Distribute materials, file, fax, copy, order supplies, prepare and ship materials
• Schedule meetings, compose correspondence, and plan events efficiently
• Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information with confidentiality
Keep track of hours worked throughout the semester in the format shown on page 15.

Count hours worked for the eighteen/nineteen week period during the semester.

Be prepared to report total hours worked to your instructor at the scheduled objective evaluation meeting near the end of the semester.

Since you will be reporting your hours before the end of the semester, please project hours worked to the end of the semester.

Two units requires 150 total hours if you are PAID and 120 total hours if you are a VOLUNTEER.

<table>
<thead>
<tr>
<th>Paid Average hours/week</th>
<th>Semester Hours</th>
<th>Volunteer Average hours/week</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>10 hrs/wk - 2 units</td>
<td>150</td>
<td>8 hrs/wk - 2 units</td>
<td>120</td>
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</table>

Check the college calendar for important dates to remember:

Last day to drop a class without “W”

Last day to drop a class with “W”

NOTE: If worked hours do not meet enrolled unit requirements, an automatic unit decrease will be made. EXAMPLE: Enrolled in 4 units (300 hrs. required); worked 250 hrs; student receives 3 units’ credit.
CLASS REQUIREMENTS

This is a graded class. Grades are determined from class requirements as indicated below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>10 pts</td>
</tr>
<tr>
<td>Evaluation of Your Four Objectives</td>
<td>80 pts</td>
</tr>
<tr>
<td>Instructor’s Evaluation (includes portfolio)</td>
<td>40 pts</td>
</tr>
<tr>
<td>Attendance at seminars and activities</td>
<td>20 pts</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>150 pts</strong></td>
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</tbody>
</table>

THE GRADING SCALE

- 135-150 pts = A
- 120-134 pts = B
- 105-119 pts = C
- 90-104 pts = D
- 0-89 pts = F
Do You Need . . .

- More College Units?
- Improve “Soft Skills”?
- On-the-job Career Experience?

If so, we have courses to match your needs!

To learn more, contact the Work Experience office:
- Santa Rosa (707) 527-4329
- Petaluma (707) 778-3920
- workexperience.santarosa.edu

**Internships**

Building a career but lack vital on-the-job career experience?
An Internship (paid or unpaid) may be the key to your career success.

**Community Involvement**

Can’t get a job because you don’t have experience?
Can’t get experience because you don’t have a job?
Through volunteering you can get experience, try out different areas of interest, and earn transferable college credit.