

# PRACTICAL ASSIGNMENT #1

Instructions: Upload your assignment here **before 6 pm PT, Tuesday, 2/6/2024**. Follow assignment requirements as stated in the course syllabus. **NO LATE ASSIGNMENTS ARE ACCEPTED. NO EXCEPTIONS.**

## **Part 1: Paralegal Informational Interview**

Minimum 1-page report due **before 6 p.m. PT, Tuesday, 2/6/2024**.

Report must include:

- Paralegal's full name;
- Contact information;
- Place of employment;
- General description of work responsibilities;
- Relevant training and/or work experience; and
- Paralegal's journey into the profession until present day

## **Part 2: Career Development Plan**

Prepare a Career Development Plan setting 3 to 5 goals in **6-months**, **1-year** and **5-year** phases. This assignment is due **before 6 p.m. PT by Tuesday, 2/6/2024**.

### **SAMPLE**

| <b>6-Months (March 2024)</b>   |                 |  |
|--|-----------------|--|
| <b>Goal</b>  | <b>Deadline</b> | <b>Notes</b>   |
| 1. Find one new mentor.  | 6/1/2024        | Join paralegal association and inquire about potential mentor.                       |
| 2. Set up LinkedIn profile.  | 6/1/2024        | Use professional headshot. Update my resume and have it reviewed by career services. |
| 3. Review paralegal job postings in civil litigation and identify minimum requirements, knowledge, skills and abilities that I need to obtain a job in this field. | 8/1/2024        | Search Glassdoor, usajobs.gov, LinkedIn, Indeed.com for current job postings.        |