

## PARALEGAL FIELD TRIPS

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**FALL Quarter 2009**

**Para 69**

**CLASSES:** Except for the first class of the quarter, all trips will take place on a Friday morning, meeting at the subject location at 9:50 a.m. The first class, on September 25, 2009, will take place at 10:00 am in L22.

*Please note:* each trip is subject to cancellation or change at the request of the guest site. Students will be advised of changes by email.

**DRESS:** Business/Office attire. Other dress limitations may be imposed by each facility. Student must carry picture identification.

**DEMEANOR:** Professional/workplace attitude. The student must adhere to all rules and regulations of the hosting facility under the direction of the college instructor.

**TRANSPORTATION:** Student's responsibility, as is parking and any fees incurred.

**COURSE DESCRIPTION:** This class is designed to give the student exposure to a variety of legal settings and an assortment of government and private legal agencies. The student will have the opportunity to observe the site, and the staff in a working environment. A staff guide from each site will answer questions and explain procedures and processes.

**REPORTS:** Reports will give the student the opportunity to gain additional points. The report will describe the legal purpose or responsibility of the site, the programs offered and the student's assessment of the effectiveness. Students are encouraged to include comments, observations, opinions and/or criticisms. Five (5) points maximum per report. *Any and all reports are due on or before December 9, 2009.*

**GRADING POLICY:** Grades will be based on accumulated points. Attendance at all visitations will earn an A grade pursuant to the scale below. Reports, as outlined above, will allow the student to acquire points to make up for missed field trips. Grading is based on total points accrued, including field trips and reports, if done.

Grading scale (based on number of points):

105-95 = A    94-84 = B    83-74 = C    73-63 = D    62 or less = F

DATE	INSTITUTION	MAXIMUM POINTS
9/25/09	DeAnza – In class meeting L22	
10/2/09	Federal Court	15
10/09/09	Private Law Firm	15
10/23/09	Santa Clara County DA's Office	15
11/06/09	Superior Court – Civil Court	15
11/13/09	Santa Clara County Public Defender's Office	15
11/20/09	Superior Court - Criminal Court	15
12/04/09	Santa Clara County Counsel	15
12/09/09	Optional Reports Due	35 total points possible

**Office Location:** L13. **Office hours:** Wed. 5:00 – 6:00 p.m. **Cell phone for emergencies only:** 408-910-5345.

**PARALEGAL FIELD TRIPS – PARA 69**  
**Fall 2009**

The field trips are scheduled for Friday's at 10:00 AM, unless otherwise noted/announced. Students must be on-site 10 minutes early. Parking and/or traffic may be an issue so allow extra time, including time to walk to the site. The courts are high security areas, with metal detectors and security guards. Expect some delay and a possible search of your property before entering a site.

**October 2<sup>nd</sup>**      **U.S. Federal Court**  
**9:00 AM**      280 S. First Street, San Jose, CA 95113  
Meet outside in the breezeway between the Federal Court Building and the Social Security building. NOTE: This is a high security area, with metal detectors and Federal Marshals at the front entrance.  
Cross St.:      San Carlos, between First and Second streets. Judge Fogel's court room.  
Parking:      Use parking garages, lots or light rail.  
Contact:      Ms. Cami Corvin      408-535-5369

**October 10<sup>th</sup>**      **Private Law Firm**  
Townsend and Townsend and Crew, LLP  
390 Lytton Avenue, Palo Alto, CA 94301  
Parking:      Street or parking lot.  
Contact:      Ms. Gayle V. Mozee      650-326-2400

**October 23<sup>rd</sup>**      **Santa Clara County DA's Office**  
70 West Hedding Street, 4<sup>th</sup> Floor, San Jose 95110  
Cross Street:      Corner of First and Hedding streets  
Meet on the ground floor lobby area, near the elevator.  
Parking:      Parking garage lot is 1½ blocks from the building. Metered parking. (The parking lot in front of the building is for employees only.) The parking garage on Hedding across from the Superior Court is open to the public.  
Contact:      Heather Prescott      408-792-2983

**November 6<sup>th</sup>**      **Superior Court – Civil**  
191 North First Street, San Jose  
Meet outside and we will enter the building as a group. We will proceed to the courtroom of the Hon. Kevin Murphy.  
Parking:      Garage/lot or light rail.  
Contact:      408-882-2700

**November 13<sup>th</sup>**      **Santa Clara PD's Office**  
120 West Mission Street, San Jose 95110

Contact: Ms. Brenda Wilson 408-299-7749

**November 20<sup>th</sup> Superior Court – Criminal**

190 West Hedding Street (Hall of Justice), San Jose 95110  
Meet outside the front entrance facing Hedding St. We will proceed to the court room of the Hon. Rise Pichon, Dept. 33.

Cross Street: Between Guadalupe Expressway and San Pedro St.  
Parking: Civic Center parking garage across the street or light rail.  
Contact: Court clerk 408-808-7140

**December 4<sup>th</sup> Santa Clara County County Counsel's Office**

70 West Hedding Street, 4<sup>th</sup> Floor, San Jose 95110  
Meet on the ground floor near the elevator.

Cross Street: Corner of First and Hedding streets  
Meet on the ground floor lobby area, near the elevator.  
Parking: Parking garage lot is 1½ blocks from the building. Metered parking. (The parking lot in front of the building is for employees only.) The parking garage on Hedding across from the Superior Court is open to the public.  
Contact: Ms. Jennifer Allmand 408-299-5986