

# PARALEGAL STUDIES



## Associate of Applied Science Degree

As defined by the American Bar Association, “A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

The primary goal of the Paralegal Studies program at Midstate College is to educate students to become career paralegals who can perform effectively in a variety of legal settings and can adapt to changes in the legal environment and law practice. The program will prepare students for careers as paralegals working under the supervision of lawyers in the public and private sectors, including private law firms of all sizes, corporations and businesses, legal aid organizations and governmental agencies. The program is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals working in the delivery of legal services. Paralegals may not provide legal services directly to the public except as permitted by law.

The Midstate College Paralegal Studies Associate of Applied Science degree is American Bar Association (ABA) approved. Midstate College is a member of the Central Illinois Paralegal Association (CIPA) and the American Association for Paralegal Education (AAfPE).

## Admission Requirements:

All candidates for admission must pass the College’s entrance requirements.

## Transfer of Legal Specialty Coursework:

A maximum of 12 quarter hours (or 9 semester hours) of legal specialty courses may be transferred into the program from regionally accredited, ABA approved paralegal programs. A grade of “C” or better is required for these courses to be transferred. These courses must meet the objectives of existing and comparable Midstate College courses and be approved by the Legal Studies Director. Credit is not awarded for legal specialty courses challenged by examination or portfolio. Students are required to take at least four legal specialty courses through traditional classroom instruction or the equivalent.

## Recommendation:

With computer usage being a vital aspect of the paralegal profession, students are strongly encouraged to have a keyboarding speed of 65 wpm with 5 or fewer errors. Students unfamiliar with the keyboard or who need to improve keyboarding speed and accuracy may be required to take additional keyboarding courses.

## Program Objectives:

Upon completion of this program, the graduate will be able to:

1. demonstrate an understanding of the emerging role of the paralegal and the place of the paralegal in expanding the delivery of legal services.
2. build a framework for professional and ethical decision making in the legal environment by examining the rules of professional conduct governing lawyers and their application to paralegals and demonstrate values of ethical conduct, competence, and professionalism.
3. demonstrate an understanding of the court system and the process of civil litigation from the inception of a case through trial and post-trial matters.
4. utilize technology, including the use of computers for data and word processing, analysis, and legal research.
5. engage in legal and factual investigation and research using traditional and technology-based tools.
6. demonstrate an understanding of the process of interviewing clients and communicating effectively with all persons in the legal environment.
7. identify alternatives to litigation, including mediation and arbitration.
8. demonstrate organizational skills as they are applied in the legal setting, including categorizing and organizing documents, calendaring, prioritizing work, managing time and using standard forms and checklists.
9. draft legal documents and handle legal procedures in at least three areas of law practice.

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10. exhibit analytical and judgmental abilities and utilize methods of deductive and inductive reasoning that are used in the application of legal principles to factual situations that pose legal problems.

## Graduation Requirements:

A grade of "C" or better must be achieved in all courses to be eligible to graduate. The department assessment process must be satisfactorily completed.

<b>Major:</b>		<b>Quarter Hours:</b>
BUS107	Business Law I	4
BUS108	Business Law II	4
CIS114	Computer Usage and Software Applications	4
CIS115	Word Processing Applications	4
HUM201	Professional Development	4
LEG100	Introduction to Law	4
LEG115	Torts and Worker's Compensation	4
LEG213	Law Office Management and Technology	4
<b>Total Hours</b>		<b>32</b>

<b>Legal Specialty Courses:</b>		<b>Quarter Hours:</b>
(Four (4) Legal Specialty Courses must be taken through traditional classroom instruction or the equivalent.)		
LEG102	Criminal Law	4
LEG104	Wills, Trusts, and Estate Administration	4
LEG107	Family Law	4
LEG116	Legal Research I	4
LEG117	Civil Procedure	4
LEG203	Discovery and Investigation	4
LEG209	Legal Research II	4
<b>Total Hours</b>		<b>28</b>

<b>General Education:</b>		<b>Quarter Hours:</b>
ENG109	Principles of Speech	4
ENG116	Composition	4
ENG117	Advanced Composition	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	4
	-or-	4
SOC100	Introduction to Sociology	4
<b>Total Hours</b>		<b>20</b>

<b>General Education Elective:</b>		<b>Quarter Hours:</b>
Humanities		4
Life Science		4
-or-		4
Physical Science		4
<b>Total Hours</b>		<b>8</b>

<b>Legal Elective:</b>		<b>Quarter Hours:</b>
LEG123	Legal Word Processing and Terminology	4
	-or-	4
LEG207	Real Estate Law	4
	-or-	4
LEG210	Paralegal Internship	4
<b>Total Hours</b>		<b>4</b>

**Total Hours Required for Degree** **92**

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## ASSOCIATE OF APPLIED SCIENCE



### ED Gainful Employment Disclosure

Award Year	2015 - 2016
OPEID #	004568
CIP CODE	22.0302
Credential Level	02 Associate Degree
Normal Time to Complete	2 years
Programmatic Accreditation <sup>8</sup>	N/A
Licensure Requirements <sup>8</sup>	N/A

### Occupations Related to this Program

Job Title:	SOC Code:
Paralegals and Legal Assistants	23-2011.00
Title Examiners, Abstractors, and Searchers	23-2093.00
Legal Support Workers, All Other	23-2099.00

### On-Time Completion\*

Graduates who completed their program on-time <sup>1</sup>	0%
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### Job Placement Rate and Earnings\*

Job seeking graduates employed in their field of study <sup>7</sup>	60%
Program accreditation placement rate <sup>8</sup>	not reported
Typical graduate earnings <sup>5</sup>	not reported

### Estimated Program Costs\*\*

Tuition and fees	\$32,950
Books and supplies	\$2,800
Off-campus room and board	\$26,892

### Median Loan Debt\*

Loan participation <sup>2</sup>	83%
Typical graduate debt <sup>3</sup>	not reported
Typical monthly payment <sup>4</sup>	not reported

\*Fewer than 10 students enrolled in this program. On-time completion, job placement rate, and median loan debt numbers may have been withheld to preserve the confidentiality of the students.

\*\*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

### Footnotes:

- The share of students who completed the program within 100% of normal time (4 years).
- The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
- The median earnings of program graduates who received Federal aid.
- Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
- State Job Placement Rate:
  - Name of the state this placement rate is calculated for: *Illinois*
  - Follow the link below to find out who is included in the calculation of this rate: <http://www.midstate.edu/programs/disclosures/information/placement.pdf>
  - What types of jobs were these students placed in? *Jobs within the field*
  - Positions that recent completers were hired for include: *Paralegal, Legal Assistant*
  - When were the former students employed? *Within one year of completion*
  - How were completers tracked? *Graduate Career Services Exit Application & Individualized Career Assistance*
- Accreditor Job Placement Rate: N/A

I have read and acknowledge the information contained within this disclosure. Today's Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_ Student Signature: \_\_\_\_\_