

Washtenaw Community College Comprehensive Report

CJT 130 Introduction to Paralegal Studies Effective Term: Fall 2016

Course Cover

Division: Advanced Technologies and Public Service Careers

Department: Public Service Careers

Discipline: Criminal Justice

Course Number: 130

Org Number: 15400

Full Course Title: Introduction to Paralegal Studies

Transcript Title: Intro to Paralegal Studies

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Time Schedule , Web Page

Reason for Submission: Course Change

Change Information:

Consultation with all departments affected by this course is required.

Course discipline code & number

Course title

Rationale: BOS 211 has been moved to the CJT department and is now CJT 130

Proposed Start Semester: Fall 2016

Course Description: In this course, students receive an overview of the nature of paralegal careers, with a look at the roles, opportunities, responsibilities and problems encountered. The student is introduced to areas of the law in which the paralegal/legal assistant may work. Ethical considerations are addressed and legal terminology will be introduced and emphasized. This course was previously BOS 211.

Course Credit Hours

Variable hours: No

Credits: 3

Lecture Hours: Instructor: 45 **Student:** 45

Lab: Instructor: 0 **Student:** 0

Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45

Repeatable for Credit: NO

Grading Methods: Letter Grades

Audit

Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Requisites

General Education

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Compare and contrast between the current and pending regulations, laws, and certification standards affecting the professional and legal status of paralegals.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

2. Explain basic job functions, necessary skills, and ethical responsibilities of legal assistants and other law office personnel and how they are applied in the legal environment.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

3. Identify and distinguish between the various sources of federal and state law - constitutions, statutes, case law, and administrative law.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

4. Identify and distinguish between the state and federal court systems as well as methods of alternative dispute resolution.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

5. Examine the organization, management, and economic structure of a law office, and how clients are billed for services rendered.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

6. Articulate and apply the meaning of essential legal terminology used in legal proceedings and law office settings.

Assessment 1

Assessment Tool: Exam prepared by department

Assessment Date: Fall 2015

Assessment Cycle: Every Three Years

Course section(s)/other population: All sections

Number students to be assessed: Random sample of 33% of all students with a minimum of one full section.

How the assessment will be scored: Answer Key/Checklist

Standard of success to be used for this assessment: 75% of students will score 75% or higher on exam.

Who will score and analyze the data: Departmental Faculty

Course Objectives

1. Define and use legal terminology appropriately.
2. Explain ethical considerations and apply the Professional Code of Conduct in a legal setting.
3. Distinguish between the current and pending regulations affecting legal assistants.
4. Understand the necessary skills and job functions of legal assistants and other law office personnel and how they are applied in the legal environment.
5. Distinguish the various sources of federal and state law - constitutions, statutes, case law, and administrative law.
6. Be familiar with the state and federal court systems as well as methods of alternative dispute resolution.
7. Explain the management and economic structure of a law office, and how clients are billed for services rendered.
8. Develop basic skills for interviewing the attorney's clients and potential witnesses.
9. Develop basis skills for legal research and analysis using online legal research.
10. Demonstrate proper form, organization, and substance, and write basic legal memorandum and draft basic legal pleadings.
11. Demonstrate comprehension of general concepts about the following areas of substantive law: tort and product liability, contracts, real property, estates, and family law, agency, business organizations, bankruptcy, environmental law and employment law.
12. Demonstrate comprehension of general procedural aspects of criminal and civil law.

New Resources for Course

Course Textbooks/Resources

Textbooks

Manuals

Periodicals

Software

Equipment/Facilities

Reviewer

Action

Date

Faculty Preparer:

Michele O'Neil

Faculty Preparer

Jan 19, 2016

Department Chair/Area Director:

Dean:

Curriculum Committee Chair:

Assessment Committee Chair:

Vice President for Instruction: