

Program Information Report

Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

Program Effective Term: Fall 2014

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

First Semester		(15 credits)
BOS 211	Introduction to Paralegal Studies	3
CJT 154	Everyday Law I: Law and Civil Liberties	3
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
PHL 123	Critical Thinking	3

Second Semester		(15 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100	Principles of Sociology	3

Third Semester		(16 credits)
ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
	Nat. Sci. Elective(s)*	4
	Elective**	3

Fourth Semester		(14 credits)
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Entertainment Law	2
PHL 250	Logic	3

Minimum Credits Required for the Program: 61

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

**Students are encouraged to consider ENG 185 as an elective credit or complete the MACRAO or MTA requirement noted below:
 Students who wish to complete MACRAO should select another social science course.
 Students who wish to complete MTA should select another physical science course.

PROGRAM PROPOSAL FORM

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<p>Program Name:</p> <p>Division and Department:</p> <p>Type of Award:</p> <p>Effective Term/Year:</p> <p>Initiator:</p>	<p><u>Paralegal Studies/Pre-Law</u> <u>Advanced Technologies / Public Service Careers</u></p> <p><input checked="" type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.</p> <p><u>Fall 2014</u></p> <p><u>Ruth Walsh</u></p>	<p>Program Code: <u>AAPSPL</u></p> <p>CIP Code: <u>27.0302</u></p>
<p>Program Features Program's purpose and its goals.</p> <p>Criteria for entry into the program, along with projected enrollment figures.</p> <p>Connection to other WCC programs, as well as accrediting agencies or professional organizations.</p> <p>Special features of the program.</p>	<p><u>Purpose and Goal</u></p> <ol style="list-style-type: none"> To prepare students for entry level positions in the field of law. To prepare students to transfer to EMU's paralegal program To allow students considering law school to explore legal studies. <p><u>Criteria for Entry</u> College level reading and writing.</p> <p><u>Connection to other WCC Programs</u> Interdisciplinary curriculum. It will articulate to EMU's American Bar Association Approved BS Degree in Paralegal Studies.</p>	
<p>Need</p> <p>Need for the program with evidence to support the stated need.</p>	<p>The United States Bureau of Labor Statistics anticipates a 17% growth in paralegal positions from 2012 to 2022, approximately 46,200 openings across the country. The Department of Energy, Labor and Economic Growth anticipated a 14.9% growth in the State of Michigan in paralegal positions from 2008 to 2012. Further, it is anticipated that there will be created 75 new paralegal positions and 57 replacement positions <i>per year</i> in the State of Michigan. The median pay for a paralegal in the Ann Arbor area is \$50,250 per year.</p>	
<p>Program Outcomes</p>	<p><u>Outcomes</u></p> <ol style="list-style-type: none"> Communicate in an effective and professional manner, orally and in writing, using appropriate legal terminology. Analyze substantive and procedural legal issues applying appropriate legal concepts. Effectively use basic software used in law offices and in the courts. Describe the American judicial system and be able to explain and distinguish between the jurisdictions of Federal and State court systems and the levels of courts within each system. Recognize the basic rights granted by the US Constitution and the concomitant limits of governmental power. 	<p><u>Assessment method</u></p> <ol style="list-style-type: none"> Portfolio of artifacts from CJT 120 Portfolio of artifacts from CJT 208 and CJT 209 Portfolio of artifacts from BOS 206 Portfolio of artifacts from CJT 154 and CJT 155 Portfolio of artifacts from CJT 154 and CJT 155

logged 2/12/14 sj
Office of Curriculum & Assessment

Curriculum	Paralegal/Pre-Law Studies		
	Course #	Course Title:	Credit Hours
List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	Semester 1		
	PHL 123	Critical Thinking	3
	BOS 211	Intro to Paralegal Studies	3
	CJT 154	Everyday Law I Law and Civil Liberties	3
	COM 102	Interpersonal Communication	3
	ENG 111	Composition I	4
	Semester Total		16
	Semester 2		
	CJT 120	Criminal Justice Ethics	3
	BOS 206	Personal Management Application and Internet Resources	2
	SOC 100	Principles of Sociology	3
	ENG 226	Composition II	3
	MTH 160	Basic Statistics	4
	Semester Total		15
	Semester 3		
	CJT 208	Criminal Evidence and Procedure	3
	HST 200	Michigan History	3
	ACC 111	Principles of Accounting I	3
	Nat. Sci.	Elective(s)*	4
	Elective ¹	Elective Credit	3
Semester Total		16	
Semester 4			
BMG 111	Business Law I	3	
CJT 209	Criminal Law	3	
PHL 250	Logic	3	
MUS 147	Entertainment Law	2	
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3	
Semester Total		14	
Program Total		61	
¹ Students are encouraged to consider ENG 185 English Grammar and Usage as an elective credit or complete the MACRAO or MTA requirement noted below: Students who wish to complete MACRAO should select another social science course. Students who wish to complete MTA should select another physical science course. *Students wishing to transfer to EMU should follow the articulation guide.			

Budget Specify program costs in the following areas, per academic year:		START-UP COSTS	ONGOING COSTS
	Faculty	\$ 0 .	\$ 0 .
	Training/Travel	0 .	0.
	Materials/Resources	0 .	0.
	Facilities/Equipment	0 .	0.
	Other	0 .	0.
	TOTALS:	\$ 0 .	\$ 0 .
Program Description for Catalog and Web site	This program prepares students for entry level positions or further study in the field of law. Entry level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.		
Program Information	Accreditation/Licensure - N/A Advisors - Ruth Walsh Advisory Committee - Admission requirements - N/A Articulation agreements - EMU Continuing eligibility requirements -		

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/ other populations	Number students to be assessed
Communicate in an effective and professional manner, orally and in writing, using appropriate legal terminology.	Portfolio of artifacts from CJT 120	Fall 2017	All	All
Analyze substantive and procedural legal issues applying appropriate legal concepts.	Portfolio of artifacts from CJT 208 and CJT 209	Fall 2017	All	All
Use basic software used in law offices and in the courts.	Portfolio of artifacts from BOS 206	Fall 2017	All	All
Describe the American judicial system and be able to explain and distinguish between the jurisdictions of Federal and State court systems and the levels of courts within each system.	Portfolio of artifacts from CJT 154 and CJT 155	Fall 2017	All	All
Recognize the basic rights granted by the US Constitution and the concomitant limits of governmental power.	Portfolio of artifacts from CJT 154 and CJT 155	Fall 2017	All	All

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

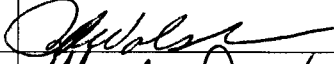
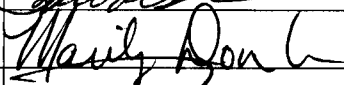
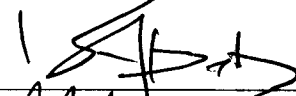
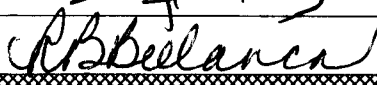
Departmentally developed rubric

2. Indicate the standard of success to be used for this assessment.

75% of students scored will score 75% or higher

3. Indicate who will score and analyze the data.

Departmental Faculty

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Ruth Walsh		2/6/14
Dean	Marilyn Donham		2/10/14
Vice President for Instruction <input type="checkbox"/> Approved for Development <input type="checkbox"/> Final Approval	William Abernathy		02/25/14
President	Rose Bellanca		2/27/14
Board Approval			3/25/14

3/31/14 *fu*