STUDENT LEARNING OUTCOMES  
A.A.S. in Paralegal Studies  
61 credits

Upon graduation with the UAF associate degree in Paralegal Studies, a graduate will have acquired the following twelve skills sufficient to be a successful candidate in the paralegal job market in either Fairbanks, or anywhere in Alaska, or anywhere in the United States.

1. Fully understand how a practicing paralegal works within the American legal system, either by assisting a supervising lawyer or by engaging in activities commonly performed by a paralegal which are not considered the practice of law.

2. Fully understand the ethical responsibilities of a paralegal which are owed to other paralegals, a supervising lawyer, other lawyers, the judicial systems, and to clients.

3. Be familiar with the United States Constitution and its 27 amendments; especially Articles I, II, and III of the Constitution and Amendments 1, 4, 5, 6 and 14.

4. Have a working knowledge of both the Alaska court system and the federal court system, both the trials courts and the appellate courts of each system; and how and when appeals from the trial courts are filed in the appellate courts, either appeals as a matter of right, or discretionary appeals.

5. Have a thorough understanding of the Alaska Rules of Court, civil procedure, legal research, including computer assisted legal research (Westlaw or Lexis), and legal writing.

6. Fully understand the differences between legal writing and other forms of writing. Show improvement in legal writing skills from the final project in the introductory paralegal course, PLS 102; to the final project in the intermediate legal writing course, PLS 280; to the advanced legal writing course, PLS 285.

7. Be capable of flawless use of citation formats when citing Alaska Statutes, the United States Code, and case law from any jurisdiction, state or federal; including knowing the difference between official and unofficial citations, and the use of parallel citations.

8. Have a thorough understanding of at least five of the major areas of substantive law; namely, administrative law, business organizations, contracts, criminal law, employment law, family law, mass media law, probate law, and tort law; and be familiar with the unique vocabulary used in each area of the above areas of law.

9. Be capable of analyzing client fact situations and proposing remedies or defenses available through the applicable areas of civil or criminal law.

10. Be familiar with the common software programs used in law offices.

11. Have a working knowledge of the majority of the practical skills required of a practicing paralegal in either the private law office job market, or the public law-related job market.

12. Be totally current with the Alaska court system’s new electronic filing system and with the rudiments of electronic discovery.