

UNIVERSITY OF ALASKA FAIRBANKS
Student Learning Outcomes Assessment Plan
Paralegal Studies—A.A.S. Degree
 UAF Community & Technical College
 August 28, 2017

Expanded Statement of Institutional Purpose	Intended Objectives/Outcomes	Assessment Criteria and Procedures	Implementation (what, when, who)
MISSION STATEMENT: The purpose of the CTC paralegal program is to train graduates to qualify for employment as paralegals in law and law-related offices. The program also seeks to provide continuing education and upgrading of existing skills for paralegals already gainfully employed. GOAL STATEMENT: 1. Make program graduates the most attractive candidates for job openings and promotions within the legal job market. 2. Provide a learning environment where students can obtain high quality classroom education and hands-on training. 3. Be responsive to the needs of the job market, both in Alaska and nationwide, for well-prepared paralegals to work as support staff in private and government law offices.	1. Perform legal research using both traditional research methods and computer-assisted methods.	a. Assigned research and writing projects in PLS 102 (introductory), PLS 280 (intermediate) and PLS 285 (advanced). b. Student internship report and supervisor documentation of research and writing tasks performed. c. End of semester course evaluations. d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Course instructors and the paralegal advisory board assessment committee will review student research and writing projects annually to evaluate student knowledge, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student research and writing skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	2. Produce professional quality documents, including letters, fact memoranda, pleadings, contracts, wills and similar documents.	a. Assigned drafting projects from PLS 102 Introduction to Paralegal Studies, PLS 201 Paralegal Skills, PLS 203 Torts, PLS 210 Civil Procedure, PLS 240 Family Law, PLS 250 Probate Law, PLS 280 Legal Research & Writing, and PLS 285 Advanced Legal Writing. b. Student internship report and supervisor documentation of legal document drafting tasks performed. c. End of semester course evaluations. d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Course instructors and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency in legal document drafting, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's legal document drafting skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.

	3. Conduct client and witness interviews.	a. Demonstration of student preparation and skills in mock interviews performed in PLS 201 b. Student internship report and supervisor documentation of student's interviewing skills. c. End of semester course evaluations. d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Each semester, course instructors will observe student performance in mock interviews. b. Each semester, Program Coordinator will review student's internship report and discuss student's interviewing skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	4. Engage in basic fact finding and investigation.	a. Assigned projects in PLS 201, PLS 203, PLS 210, and PLS 250 that focus on fact gathering and investigation. b. Student internship report and supervisor documentation of student's fact gathering and investigation skills. c. End of semester course evaluations d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Course instructors and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency in fact gathering and investigation, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's fact gathering and investigation skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	5. Assist in case management, discovery, and trial preparation.	a. Assigned projects in PLS 201, PLS 210, PLS 213, PLS 240 and PLS 260 Computers in the Law Office that provide hands-on experience in case	a. Course instructors and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency in case management, discovery and trial preparation, analyze the data and

		management, discovery and trial preparation. b. Student internship report and supervisor documentation of student's fact gathering and investigation skills. c. End of semester course evaluations d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's case management, discovery and trial preparation skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory committee curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	6. Apply substantive and procedural law to a reasoned analysis of the matter.	a. Assigned projects in PLS 102, PLS 203, PLS 210, PLS 213, PLS 240, PLS 250, PLS 270, PLS 280 and PLS 285 focused on legal analysis. b. Student internship report and supervisor documentation of student's fact gathering and investigation skills. c. End of semester course evaluations d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Course instructors and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency in legal analysis, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's legal analysis skills with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory committee curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	7. Recognize the ethical obligations of a paralegal and conduct oneself accordingly.	a. Assigned projects in PLS 105 Paralegal Ethics, including presentation of ethical dilemma with	a. Course instructor and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency regarding

		applicable rules and potential solutions to resolve dilemma. b. Student internship report and supervisor documentation of student's compliance with applicable Rules of Professional Conduct. c. End of semester course evaluations d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	legal ethics, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's compliance with applicable Rules of Professional Conduct with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory committee curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.
	8. Demonstrate proficiency in use of legal technology, including electronic filing, case management and billing software.	a. Assigned projects in PLS 201 and 260, focusing on use of legal specific software, electronic case management and electronic case filing. b. Student internship report and supervisor documentation of student's proficiency with legal technology. c. End of semester course evaluations d. 75% of graduates will obtain gainful and continuing employment as a paralegal. e. 75% of employers will be satisfied with CTC paralegal graduates.	a. Course instructors and the paralegal advisory board assessment committee will review student projects annually to evaluate student proficiency with legal technology, analyze the data and implement changes to curriculum as needed. b. Each semester, Program Coordinator will review student's internship report and discuss student's proficiency with legal technology with internship supervisor. c. Each semester, Program coordinator will review course evaluations to determine if individual courses are meeting learning objectives and make appropriate recommendations to paralegal advisory committee curriculum committee. d. Annually, the Program Coordinator will evaluate graduate employment rates. e. Annually, the Program Coordinator and/or the paralegal advisory committee will evaluate employer satisfaction with paralegal graduates.

The following courses are identified by the Paralegal Advisory Committee as “practical skills” intensive: PLS 102 Introduction to Paralegal Studies (legal writing and analysis), PLS 201 Practical Paralegal Skills (interviewing, investigation, fact finding, case management, electronic filing, legal analysis and legal writing), PLS 203 Torts (interviewing, investigation, fact finding, legal analysis and legal writing), PLS 210 Civil Procedure (interviewing, investigation, fact finding, legal analysis, legal writing and trial preparation), PLS 240 Family Law (fact finding, legal analysis, legal writing and trial preparation), PLS 250 Probate Law (legal writing and legal analysis), PLS 260 Computers in the Law Office (legal technology, case management, electronic filing, and trial preparation), PLS 280 Legal Research & Writing (legal writing, research and analysis), and PLS 285 Advanced Legal Writing (legal writing and analysis).