

# Paralegal Studies



College of Rural Alaska

Tanana Valley Campus

(907) 474-7400

[www.tvc.uaf.edu/programs/pls-info.html](http://www.tvc.uaf.edu/programs/pls-info.html)

Degree: A.A.S.

Minimum Requirements for Degree: 60 credits

The objectives of the paralegal studies program are to: (1) train students for employment as paralegals in law offices, under the supervision of a practicing lawyer, where the paralegal can assist in the economical and efficient delivery of legal services, and (2) provide opportunities for continuing education and upgrading of existing skills for paralegals already gainfully employed in the local job market, and (3) provide practical law-related topics for UAF students whose main focus is in other law-related areas of study such as political science and justice.

Upon graduation with a degree in paralegal studies, students will be qualified to perform rudimentary legal research, produce drafts of letters, office memoranda, pleadings, contracts, wills, and similar legal documents, conduct client and witness interviews, engage in basic fact-finding and investigation, assist in trial preparation and discovery, at all times being cognizant of the ethical responsibilities owed by the supervising lawyer to clients, other lawyers and the court system.

Note: Graduates are not authorized to provide direct legal services to the public. The paralegal studies program provides training for paralegals/legal assistants who are authorized to perform substantive legal work under the supervision of a lawyer. The program does not train lawyers or legal administrators. The UAF paralegal studies program is approved by the American Bar Association.

## UNDERGRADUATE PROGRAM

### MAJOR

#### Paralegal Studies—A.A.S. Degree

1. Complete ENGL 111X with a grade of C or better prior to admission to the program.
2. Complete the general university requirements (page 28).
3. Complete the A.A.S. degree requirements (page 31).
4. Complete the following:\*
  - CIOS 150—Computer Applications (3)
    - or CIOS course appropriate for the skill level of the student (3) ... 3
  - PLS 101—Introduction to Paralegal Studies ..... 3
  - PLS 210—Civil Procedure ..... 3
  - PLS 260—Computers in the Law Office ..... 3
  - PLS 280—Legal Research and Writing for Paralegals ..... 3
  - PLS 299—Paralegal Studies Internship ..... 3
  - PS 101—Introduction to American Government ..... 3
  - PS 303—Politics and the Judicial Process ..... 3
  - PS 435W—Constitutional Law I: Institutions and Governmental Powers (3)
    - or PS 436—Constitutional Law II: Civil Rights and Civil Liberties (3)3

5. Complete five of the following:\*

PLS 203—Torts .....	3
PLS 213—Criminal Law for Paralegals .....	3
PLS 215—Contracts/Real Property .....	3
PLS 240—Family Law .....	3
PLS 242—Employment and Administrative Law for Paralegals .....	3
PLS 250—Probate Law .....	3
PLS 275—Business Organizations .....	3
PLS 293—(special topics course) .....	3
6. Complete law-related electives** .....	3
7. Minimum credits required .....	60

\* Student must earn a C grade or better in each PLS, PS and CIOS course.

\*\*Students may meet this requirement by completing an additional PLS, ANS, CIOS, JUST or PS course; or by completing HSV 215 or JRN 413.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal classes. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator.

### MINOR

1. Complete the following:
  - PLS 101—Introduction to Paralegal Studies ..... 3
  - PLS electives .....
2. Minimum credits required ..... 18



University of Alaska Fairbanks

Admissions • P.O. Box 757480 • Fairbanks, AK 99775-7480 • [admissions@uaf.edu](mailto:admissions@uaf.edu) • [www.uaf.edu](http://www.uaf.edu)

The University of Alaska Fairbanks is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and Colleges. UAF is an affirmative action/equal opportunity employer and educational institution. 4/03