

# Paralegal Studies

College of Rural Alaska  
Tanana Valley Campus  
(907) 455-2800  
www.tvc.uaf.edu/programs/info/pls-info.html

## A.A.S. Degree

Minimum Requirements for Degree: 60 credits

The paralegal studies program trains students for employment as paralegals to assist in the delivery of legal services under the supervision of a practicing lawyer, and provides continuing education and upgrading of skills for paralegals already employed. In addition, the program offers practical law-related topics for UAF students whose main focus is in other areas of study such as political science and justice.

Paralegals and legal assistants are not authorized to provide direct legal services to the public. However, they are qualified to perform rudimentary legal research and produce drafts of letters, office memoranda, pleadings, contracts, wills and similar documents. Paralegals conduct client and witness interviews, engage in basic fact-finding and investigation, and assist in trial preparation and discovery. At all times they remain cognizant of the ethical responsibilities owed by the supervising lawyer to clients, other lawyers and the court system.

The UAF paralegal studies program does not train lawyers or legal administrators. Its curriculum is approved by the American Bar Association.

## Major—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 76).
3. Complete the A.A.S. degree requirements (page 79).
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 ..... 15
2. Minimum credits required ..... 18

Note: Page numbers refer to the UAF 2005-2006 academic catalog, which can be viewed online at [www.uaf.edu/catalog/](http://www.uaf.edu/catalog/).