

## **Paralegal Studies Year 2 (PS2) Assessment Results**

### **Program Objective**

The Paralegal Studies program at MTI College prepares students for employment as paralegals working under the supervision of an attorney. The program is designed to strengthen the student's ability to reason, understand, and apply correct principles of law by emphasizing analytical and critical thinking skills as well as practical application of substantive and procedural law.

### **Program Description**

The Paralegal Studies program consists of two parts: general education and business classes in the first year and legal specialty classes in the second.

The first year of the program has three components: a broad-based general education in five areas of study, an introduction to legal terminology and procedures, and a solid foundation in the Microsoft Office Suite products. This program prepares students for entry-level employment in various legal administrative capacities. Upon completion of the first year, students are encouraged to work in a legal environment while completing their second year.

Courses in the second year of the program emphasize legal writing and analysis, the civil litigation process, and major areas of substantive and procedural law. Graduates of the Paralegal Studies degree and certificate program are prepared to work as paralegals, contributing to the economical and efficient delivery of legal services to private law firms, government, or other legal environments.

### **To fulfill the basic goals and objectives the following PS2 Program Learning Outcomes have been adopted for the program.**

Upon successful completion of this program, students will be able to do the following:

- Represent the legal profession in a professional and ethical manner, adhering to the Business and Professions Code 6450.
- Apply communication and problem-solving, and critical thinking skills to gauge and supply needed information to supervising attorneys, colleagues, and clients, and to assist the supervising attorney(s) with interviews, pre-trial preparation, depositions, trials, and the preparation of legal documents.
- Utilize oral and written communication skills through the preparation of legal documents and by conducting research, interviews, and investigations.
- Maintain and update legal skills and knowledge of the legal profession through continuing education, independent learning, and/or community service.
- Work independently and as a team member to complete required projects and tasks effectively and within specific time frames.
- Use technology effectively to research legal issues and cases; prepare, edit, and transmit messages and legal documents; maintain client/case files; and perform electronic filing and computerized calendaring.

## **Program Learning Outcomes (PLOs) Assessment Report Summary**

### **Findings:**

This assessment was completed in 2016. The course student learning outcomes assessments from all of the course assessments in the PS2 program map to the program learning outcomes. The department set target achievement goals and compared the results of the actual achievement goals to the target. The results of the course and program assessment showed the following:

- The actual achievement goals matched or exceeded the target goals. This means that students are achieving the outcomes in the program.
- The department must remain consistent with the grading of the writings and insist on high quality in citations and content. The grading and papers appear to be consistent and accurate.
- We continue to stay current on the changes of legal technology and implement into the program as necessary per our employer surveys, students surveys, advisory board, ABA and faculty.

### **Action Items:**

Develop Ethics assignments for each course to develop the student's understanding of how ethics and the specific area of law interact.

Develop e-Discovery lectures and/or assignments for each course for the student's comprehension of e-Discovery.