

Paralegal

AWARDS

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| Paralegal A.S. Degree | 60 cr |
| Post-Graduate Paralegal Certificate | 30 cr |

CREDIT TRANSFER POLICY

The paralegal program has specific credit transfer requirements for paralegal courses in the A.S. degree and certificate. See the Paralegal Program website for details. Students must prepare a petition for transfer of credits that shall be reviewed and approved by the paralegal program director unless the paralegal department has documented prior approval of the paralegal course transfer.

Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

PARALEGAL A.S., 60 CREDITS

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|----------------------------|-------|
| Paralegal Curriculum | 30 cr |
| Liberal Arts | 30 cr |

PURPOSE

Approved by the American Bar Association, the Inver Hills paralegal program develops graduates who are prepared to assume the general and ethical responsibilities of paralegals and offers quality, practical coursework (traditionally or partly online), that includes a paralegal internship.

PROGRAM INFORMATION

Lawyers often can deliver legal services more efficiently and economically with the aid of paralegals. Although not independently licensed to practice law, paralegals are professionals trained to assist lawyers in specifically delegated substantive legal work for which lawyers are responsible.

OUTCOMES/OBJECTIVES

The paralegal program prepares graduates for work under the supervision of attorneys in civil, criminal and family law, as well as litigation, probate and estates, real estate, and business organizations. Graduates are trained to: 1) apply and interpret the law and legal procedures in rendering direct assistance to lawyers, 2) conduct competent legal research, writing, and communication, 3) prepare legal documents, 4) analyze procedural and substantive legal problems, 5) interview clients and witnesses, 6) investigate and manage cases, and 7) demonstrate technological skills and familiarity with computerized databases. Paralegals and program graduates do not practice law or give legal advice unless permitted by law.

Paralegal Curriculum

30 credits

| | |
|--|---|
| <input type="checkbox"/> PA 1102 Introduction to the Law and Contracts | 4 |
| <input type="checkbox"/> PA 1103 UCC and Business Organizations | 4 |
| <input type="checkbox"/> PA 1105 Criminal Justice System | 2 |
| <input type="checkbox"/> PA 2201 Family Law | 3 |
| <input type="checkbox"/> PA 2202 Litigation and Trial Practice | 3 |
| <input type="checkbox"/> PA 2204 Probate Law | 3 |
| <input type="checkbox"/> PA 2205 Real Estate Law | 3 |
| <input type="checkbox"/> PA 2220 Legal Research | 3 |
| <input type="checkbox"/> PA 2222 Legal Writing and Analysis | 3 |
| <input type="checkbox"/> PA 2289 Paralegal Internship | 2 |

Students must obtain the program director's written approval one semester in advance of registration for internship.

Liberal Arts

30 credits

| | |
|--|-----|
| <input type="checkbox"/> ENG 1108 Writing and Research Skills | 4 |
| <input type="checkbox"/> ENG 1111 Research Writing OR ENG 1114 Research Paper | 2-3 |
| <input type="checkbox"/> COMM 1100 Interpersonal Communication OR COMM 1110 Public Speaking OR COMM 2230 Small Group Communication | 3 |
| <input type="checkbox"/> COMM 2240 Intercultural Communication | 3 |
| <input type="checkbox"/> MnTC Goal 3 (with lab) OR MnTC Goal 4 elective | 3 |
| <input type="checkbox"/> MnTC Goal 5 elective | 3 |
| <input type="checkbox"/> MnTC Goal 6 elective | 3 |
| <input type="checkbox"/> Liberal Arts electives (MnTC courses only) | 8-9 |

Paralegal Electives

The following paralegal electives enhance students' skills and increase knowledge in these areas of law, but do not count toward the required paralegal coursework to graduate. Students with paralegal experience may petition to substitute one 2-credit paralegal class from the paralegal elective classes below (except Law Office Procedures and Technology) for the 2-credit paralegal internship.

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|--|---|
| <input type="checkbox"/> PA 1115 Law Office Procedures and Technology | 2 |
| <input type="checkbox"/> PA 2206 Interviewing and Investigative Techniques for Paralegals. . . . | 2 |
| <input type="checkbox"/> PA 2208 Employment Law | 2 |
| <input type="checkbox"/> PA 2212 Personal Injury and E-Discovery | 2 |
| <input type="checkbox"/> PA 2218 Computerized Legal Research and the Internet | 2 |

TOTAL CREDITS 60

POST-GRADUATE PARALEGAL CERTIFICATE, 30 CREDITS

PURPOSE

The Post-Graduate Paralegal Certificate is designed for students who wish to become paralegals and already possess a bachelor's or associate of science/arts degree that includes completion of ENG 1111 or 1114 or equivalent. College graduates may complete the requirements for the certificate in 18 months and must submit an official transcript of their bachelor's or requisite associate degree.

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PROGRAM INFORMATION

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OUTCOMES/OBJECTIVES

The paralegal program prepares graduates for work under the supervision of attorneys in civil, criminal and family law, as well as litigation, probate and estates, real estate, and business organizations. Graduates are trained to: 1) apply and interpret the law and legal procedures in rendering direct assistance to lawyers, 2) conduct competent legal research, writing, and communication, 3) prepare legal documents, 4) analyze procedural and substantive legal problems, 5) interview clients and witnesses, 6) investigate and manage cases, and 7) demonstrate technological skills and familiarity with computerized databases. Paralegals and program graduates do not practice law or give legal advice unless permitted by law.

Paralegal Curriculum 30 credits

| | |
|---|---|
| □ PA 1102 Introduction to the Law and Contracts | 4 |
| □ PA 1103 UCC and Business Organizations | 4 |
| □ PA 1105 Criminal Justice System | 2 |
| □ PA 2201 Family Law | 3 |
| □ PA 2202 Litigation and Trial Practice | 3 |
| □ PA 2204 Probate Law | 3 |
| □ PA 2205 Real Estate Law | 3 |
| □ PA 2220 Legal Research | 3 |
| □ PA 2222 Legal Writing and Analysis | 3 |
| □ PA 2289 Paralegal Internship | 2 |

Students must obtain the program director's written approval one semester in advance of registration for internship.

Paralegal Electives

The following paralegal electives enhance students' skills and increase knowledge in these areas of law, but do not count toward the required paralegal coursework to graduate. Students with paralegal experience may petition to substitute one 2-credit paralegal class from the paralegal elective classes below (except Law Office Procedures and Technology) for the 2-credit paralegal internship.

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|--|---|
| PA 1115 Law Office Procedures and Technology | 2 |
| PA 2206 Interviewing and Investigative Techniques for Paralegals | 2 |
| PA 2208 Employment Law | 2 |
| PA 2212 Personal Injury and E-Discovery | 2 |
| PA 2218 Computerized Legal Research and the Internet | 2 |

TOTAL CREDITS 30



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