## NEW COURSE PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** AS PARALEGAL STUDIES

**PROPOSEd by**: Mary Conwell, j.d.

**PRESENTER:** mary conwell, j.d. & dr. richard worch

**SUBMISSION DATE:** 1/4/2013

**CURRENT COURSE PREFIX, NUMBER AND TITLE:**

### PLA 2930, Capstone - Portfolio

### SECTION I

**COURSE INFORMATION: TYPE iN THE APPROPRIATE INFORMATION FOR EACH ITEM:**

**DEPARTMENT:** BUSINESS AND TECHNOLOGY

**COURSE PREREQUISITE(S):** SUCCESSFUL COMPLETION OF 18 CREDIT HOURS OF PLA COURSEWORK, TO INCLUDE EITHER CJL 2100 &/OR BUL 2241.

**MINIMUM GRADE OF prereqUISITE(s):** C

**COURSE COREQUISITE(S):** Paralegal internship, pla 2942

**COURSE CREDITS OR CLOCK HOURS:** 1

**credit type:** COLLEGE CREDIT (TRANSFERABLE)

**CONTACT HOURS:** 1

**COURSE DESCRIPTION:**

THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION. This capstone course will provide the opportunity for students to demonstrate what they have learned in the AS paralegal program and gauge their ability to apply it. Students will engage in active discussions on law related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary legal topic or issue. Additionally, the student will prepare a cover letter and resume specifically for a paralegal or other law related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course. STUDENTS MUST PASS THIS CLASS IN ORDER TO EARN THE PARALEGAL STUDIES, AS DEGREE.

**GENERAL TOPIC OUTLINE:**

Comprehensive Portfolio containing the following:

Typed table of contents

Typewritten tabs separating sections of portfolio

One-page, updated resume

Sample cover letter

Sample client letter

Typewritten writing samples from all paralegal courses, paralegal internship, and legal employment

Letters of recommendation from current and former employers & current and former professors

Clippings of newspaper articles about person’s accomplishments & awards

Awards & certificates

College transcripts (unofficial or official)

Copies of typewritten legal documents student has prepared in paralegal classes, paralegal internship, & legal employment. Examples would be complaints or motions that student has prepared.

Printout of power point presentation

Excel spreadsheet printout

Other documents or materials that showcase student’s enthusiasm and aptitude for the law

A photograph of the student on the front of the portfolio enhances the portfolio’s visual appeal and personalizes it

The portfolio demonstrates the student’s general writing skills, legal knowledge, legal document drafting skills, legal writing and research skills, organizational abilities, attention to detail, and self-confidence.

**LEARNING OUTCOMES:**

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Synthesize and describe key terms and concepts presented in previous core legal courses | Comprehensive examination |  |
| Analyze, discuss and apply program material. | Class discussions and/or discussion board postings |  |
| Demonstrate use of legal principles and concepts as they relate to a contemporary organizational, public, or personal topic | Short paper on a contemporary organizational, public, or personal topic, graded by rubric | COM, CT |
| Prepare a resume and cover letter for at least one paralegal or law related position | Resume and cover letter |  |
|  |  |  |

### SECTION II (Must complete each item below)

**ICS CODE FOR THIS COURSE:** ADVANCED AND PROFESSIONAL - 1.18.14 - LAW

**IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):**

na

**GRADE MODE:** STANDARD GRADING

**IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?** NO

**IS THIS A GENERAL EDUCATION COURSE?** NO

**IS THIS A WRITING INTENSIVE COURSE?** NO

**iS THIS AN HONORS COURSE?** NO

**IS THIS A REPEATABLE\* COURSE?** NO

(A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)

\*not the same as Multiple Attempts or Grade Forgiveness

**IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na” BELOW.**

N/A

**DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS (experimental)?** NO

**WILL THESE CHANGES HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?**

NO

**IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS):**

N/A

**IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?**

N/A

**DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?** NO

**IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE?**

eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032.

NO

### SECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

this single-credit capstone course serves several purposes as follows. First, it allows the student a mechanism to earn the single credit vacated when CGS 1100 went from a 4 credit course to a 3 credit course. Second, it provides a mechanism wherby the student can be evaluated on his or her proficiency in program level outcomes. It provides the student with the opportunity to write a critiqued resume and be encouraged to gain employment in the field in which he or she has just been trained. Lastly, it provides a focus for the student as he or she progresses through the degree program because of the motivational value of the need to pass a comprehensive examination in order to graduate.

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January Curriculum Committee Meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President of Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2013

NA

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 1/3/2013

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 1/4/2013

**DEANS’ COUNCIL Review – verified by:**

 1/16/2013

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 2/12/2013

**FOR CURRICULUM COMMITTEE MEETING DATE: February 22, 2013**

Completed curriculum proposals must be uploaded to the dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission for Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents