

Paralegal

AWARDS

Paralegal A.S. Degree	60 cr
Paralegal Certificate	30 cr

CREDIT TRANSFER POLICY

The Paralegal program has specific credit transfer requirements for the Certificate and A.S. degree paralegal courses. See the Paralegal website for details. Students must prepare a petition for transfer of credits that shall be reviewed and approved by the paralegal program director. To be accepted as transfer credit, a student must have earned a grade of "C" or better for any (a) general education course(s) and (b) paralegal legal specialty course(s). The Program will only accept legal specialty courses for transfer credit if the courses were taken within five years of the date of the request for transfer credit and have been designated as legal specialty course(s) at an institution with an ABA-approved paralegal program.

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

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 (synchronous and asynchronous 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.

**Students must take nine-semester credits of legal specialty course work through remote synchronous instruction.

Paralegal Curriculum 30 credits

<input type="checkbox"/> PA 1102 Introduction to Law and the Paralegal Profession	3
<input type="checkbox"/> PA 1103 Contracts, UCC, and Business Organizations	4
<input type="checkbox"/> PA 1105 Criminal Justice System	3
<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 OR PA 2208 Employment 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 course (with lab) OR MnTC Goal 4 course	3
<input type="checkbox"/> MnTC Goal 5 course	3
<input type="checkbox"/> MnTC Goal 6 course	3
<input type="checkbox"/> General electives (MnTC courses only)	8-9

TOTAL CREDITS 60

PARALEGAL CERTIFICATE, 30 CREDITS

PURPOSE

The 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.

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**Students must take nine-semester credits of legal specialty course work through remote synchronous instruction.

Paralegal Curriculum 30 credits

□ PA 1102 Introduction to Law and the Paralegal Profession	3
□ PA 1103 Contracts, UCC, and Business Organizations	4
□ PA 1105 Criminal Justice System	3
□ PA 2201 Family Law	3
□ PA 2202 Litigation and Trial Practice	3
□ PA 2204 Probate Law	3
□ PA 2205 Real Estate Law OR PA 2208 Employment 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.

TOTAL CREDITS 30

Please note: Legal Specialty courses are PA 2220 Legal Research (3 credits); PA 2202 Litigation and Trial Practice (3 credits); PA 2222 Legal Writing and Analysis (3 credits); PA 2201 Family Law (3 credits); PA 2204 Probate Law (3 credits); PA 2208 Employment Law (3 credits); and/or PA 2205 Real Estate (3 credits).

Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.



A MEMBER OF MINNESOTA STATE

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