

**PROGRAM NAME: Paralegal**

**ACADEMIC YEAR: 2013-2014**

## **INSTRUCTIONAL PROGRAM REVIEW**

*The timeframe of program review is five years, including the year of the review. Data being reviewed for any item should go back the previous four years, unless not available. Questions regarding forms, calendars & due dates should be addressed to the I.E. Department.*

### **I. PROGRAM RELATIONSHIP TO THE COLLEGE MISSION & STRATEGIC PLAN**

A. Describe how the program supports the college [mission](#) and [core values](#).

The following are Collin's Mission Statement, Philosophy and Purpose Statement, and its Core Values:

#### **Collin Mission Statement**

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

#### **Philosophy and Purpose Statement**

Through its campuses, centers and programs Collin County Community College District fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

## **Collin Core Values**

Collin College has a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

## **Paralegal Studies (LGLA) Program Support of Collin College's Mission and Core Values**

The Paralegal Studies (LGLA) Program supports the second purpose of Collin's Philosophy and Purpose Statement: "to provide ... technical programs, leading to associate degrees or certificates, designed to develop marketable skills and promote economic development."

Paralegal Studies is a technical program. Students in the program may complete an Associate of Applied Science degree or a certificate. Upon completion of their chosen program, students have marketable paralegal skills. This program supports economic development by providing students with the opportunity to enter into a field that is growing and that is important for the economic development of Collin County.

In support of the Collin's Mission Statement, Philosophy and Purpose Statement, and its Core Values, the goals of the Paralegal Studies program are:

Consistent with the core values of the district, the mission of the paralegal studies program is to further the paralegal profession by providing specialized training and education in law and legal procedure that will produce graduates who are prepared to enter the legal workforce with sufficient technology skills and a firm understanding of the ethical responsibilities of the attorney and paralegal.

The goals of the paralegal program are:

1. The program will reflect a diverse student body.
2. The program will produce graduates who possess the legal knowledge and technology skills necessary to qualify them for employment in a legal work environment.
3. The program will produce graduates who demonstrate an understanding of their ethical responsibility in the legal profession.
4. The program will emphasize written communication skills.

5. The program will promote opportunities to service the needs of the local community and encourage *pro bono* and public interest causes.

Collin's Core Value of Learning is evident in the second Paralegal Studies' program goal: "The program will produce graduates who possess the legal knowledge and technology skills necessary to qualify them for employment in a legal work environment." This goal is also consistent with the Collin Mission Statement's emphasis on "developing skills."

Collin's Core Value of Service and Involvement is evident in the fifth Paralegal Studies' program goal: "The program will promote opportunities to service the needs of the local community and encourage *pro bono* and public interest causes." This goal is also consistent with the Collin Mission Statement's emphasis on "strengthening character."

Collin's Core Value of Academic Excellence is evident in the Paralegal Studies' program's second and fourth goals: "The program will produce graduates who possess the legal knowledge and technology skills necessary to qualify them for employment in a legal work environment" and "The program will emphasize written communication skills." These goals are also consistent with the Collin Mission Statement's emphasis on "developing skills ... and challenging the intellect."

Collin's Core Value of Creativity and Innovation is evident in the Paralegal Studies' program's fourth goal: "The program will emphasize written communication skills." This goal is also consistent with the Collin Mission Statement's emphasis on "developing skills ... and challenging the intellect."

Collin's Core Value of Dignity and Respect is evident in the Paralegal Studies' program's first and fifth goals: "The program will reflect a diverse student body" and "The program will promote opportunities to service the needs of the local community and encourage *pro bono* and public interest causes." This goal is also consistent with the Collin Mission Statement's emphasis on "strengthening character."

Collin's Core Value of Integrity is evident in the Paralegal Studies' program's third goal: "The program will produce graduates who demonstrate an understanding of their ethical responsibility in the legal profession." This goal is also consistent with the Collin Mission Statement's emphasis on "strengthening character."

B. Describe how the program supports the college [strategic plan](#).

### **Collin College: Vision 2016**

Vision 2016 contains Collin College's strategic goals for 2012-2016. The overall goal of Vision 2016 is to:

Inspire learning that will transform lives and enhance communities.

The strategic goals for 2012 through 2016 are:

- Improve academic success by implementing strategies for completion.
- Provide access to innovative higher education programs that prepare students for constantly changing academic, societal and career/workforce opportunities.
- Engage faculty, students and staff in improving a district-wide culture of adherence to the Collin College Core Values.
- Enhance the College's presence in the community by increasing awareness, cultivating relationships, building partnerships and developing resources to respond to current and future needs.

### **Paralegal Studies (LGLA) Program Support of Collin College's Vision 2016**

Because paralegalism is a growing field that contributes to the vitality and growth of the economy of Collin County, Paralegal Studies engages students in a field of "learning that will transform lives and enhance communities." Students benefit by increasing their income and marketability. The community benefits by having additional legal resources for businesses, individuals, and the economically disadvantaged.

The Paralegal Studies program supports Vision 2016's first goal: "Improve academic success by implementing strategies for completion" in several ways. During their first semester in the program, most Paralegal Studies students take LGLA 1307: Introduction to the Law and the Legal Professions. (While LGLA 1307 is a required course for both the AAS and Certificate programs, it is not required that students take this course during their first semester, though most students do.) In this course, students complete a module covering:

- The five goals of the Paralegal Studies program
- The academic requirements for the AAS degree in Paralegal Studies
- The academic requirements for the Certificate in Paralegal Studies
- Suggested course sequencing for both options
- Faculty who are available to offer comprehensive academic advising support
- Faculty assistance with the completion of the Request for Degree Plan/Certificate form

Here are the excerpts from these documents:

Excerpts from the Paralegal Student Orientation PowerPoint Presentation:

## Paralegal Student Orientation

Introduction to the Student  
(pp. xxxvii to xlvi)

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## Department Chair

2

Cynthia Gruver

SCC I-204

[cgruver@collin.edu](mailto:cgruver@collin.edu)

(972) 881-5747

- Prof. Gruver can answer questions about scheduling, transfer credit, the CLA exam, graduation requirements, program accreditation, career options, and other issues.
- You will take LGLA 2239 CLA Exam Review at the end of your program studies.

## Collin College Request for Degree Plan/ Certificate

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- This is the form to use to declare a major.
- Be sure to add at least one valid telephone number and e-mail address. We will not call you for a frivolous reason!
  - ▣ AAS Paralegal Students degree plan (requires AAS core courses): intended for students without a degree
  - ▣ Paralegal General Certificate plan (suitable for students with an existing degree)

## CLA Examination

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- Go to [www.nala.org](http://www.nala.org) for details.
- Students are strongly recommended, but not required, to take the CLA examination.
- All students must take the CLA Review course to complete the program.
- Here are the eligibility categories:
  - ▣ Degree in paralegal studies
  - ▣ Degree in any field plus a paralegal certificate
  - ▣ Several years of work experience as a paralegal

(The Paralegal Program Goals are provided above, on page 3.)

The following four pages include excerpts from the course sequencing advice that Paralegal Studies students receive, the Request for a Degree Plan (which is given to each LGLA 1307 student for completion during class), and a degree track worksheet. Together, these documents give students who are beginning in the Program the tools necessary to selecting appropriate courses so that they can become completers.

## PARALEGAL AAS Degree COURSE SEQUENCING

LGLA 1307	Introduction to Law and the Legal Profession
LGLA 1342	Federal Civil Litigation
LGLA 2303	Torts & Personal Injury Law
LGLA 1303	Legal Research
<hr/>	
LGLA 1353	Wills & Probate Administration
LGLA 1355	Family Law
LGLA 2313	Criminal Law & Procedure
<hr/>	
LGLA 1305	<b>Legal Writing</b> LGLA 1303
LGLA 1344	<b>Texas Civil Litigation</b> LGLA 1303, LGLA 1342 <i>and</i> LGLA 2303
LGLA 2311	<b>Business Organizations</b> LGLA 1307 <i>or</i> LGLA 2333
LGLA 2239	<b>CLA Exam Review</b> LGLA 1303 <i>and</i> LGLA 1342
<hr/>	
LGLA 1323	Employment Law
LGLA 1343	Bankruptcy
LGLA 1380	Co-op
LGLA 2307	Law Office Management
LGLA 2309	Real Property
LGLA 2323	Intellectual Property
LGLA 2333	Advanced Legal Document Preparation

Course without prerequisites; can be

Courses with prerequisites

Law electives take any four

### Paralegal General Certificate COURSE SEQUENCING

LGLA 1307 Introduction to Law and the Legal Profession

LGLA 1342 Federal Civil Litigation

LGLA 2303 Torts & Personal Injury Law

LGLA 1303 Legal Research

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LGLA 1353 Wills & Probate Administration

LGLA 1355 Family Law

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LGLA 1305 Legal Writing

LGLA 1303

LGLA 1344 Texas Civil Litigation

LGLA 1303, LGLA 1342 and LGLA 2303

LGLA 2239 CLA Exam Review

LGLA 1303 and LGLA 1342

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LGLA 1323 Employment Law

LGLA 1343 Bankruptcy

LGLA 1380 Co-op

LGLA 2307 Law Office Management

LGLA 2309 Real Property

LGLA 2311 Business Organizations

LGLA 2313 Criminal Law & Procedure

LGLA 2323 Intellectual Property

LGLA 2333 Advanced Legal Document Preparation

Course without prerequisites; can be

Courses with prerequisites

Law electives take any four



**COLLIN COLLEGE**

**REQUEST FOR DEGREE PLAN/CERTIFICATE**

Select one:       No Transfer Credits       Transfer Credits to be Evaluated

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ CWID# \_\_\_\_\_

Previous Name(s) \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

List **all** colleges attended. (All transcripts must be received for an evaluation to be processed. Transcripts must have all final grades.)

**TRANSFER PROGRAMS**      If you plan to transfer to a college or university, select **one** degree from the transfer programs:

- Associate of Arts Business - (AA BUFS BU)
  - Certificate Field of Study Business - (CFOS BUFS BU)
- Associate of Arts Communication - (AA CMMT CH)
  - General Communication OR Advertising/Public Relations
  - Certificate Field of Study Communication - (CFOS CMMT CH)
- Associate of Science Computer Science - (AS CSFS BU)
  - Certificate Field of Study Computer Science - (CFOS CSFS BU)
- Associate of Arts Criminal Justice - (AA CJFS SS)
  - Certificate Field of Study Criminal Justice - (CFOS CJFS SS)
- Associate of Science Engineering - (AS EGFS EN)
  - Certificate Field of Study Engineering - (CFOS EGFS EN)
- Associate of Science Engineering Technology - (AS ETFS EN)
  - Certificate Field of Study Engineering Technology - (CFOS ETFS EN)
- Associate of Arts Music - (AA MUSC FA)
  - Certificate Field of Study Music - (CFOS MUSC FA)
- \* Associate of Arts Nursing - (AA RNFS HE)
  - \* Certificate Field of Study Nursing - (CFOS RNFS HE)

- Associate of Arts Degree (General Studies) - (AA GENA CC)
- Associate of Science Degree (General Studies) - (AS GENS CC)

- Associate of Arts in Teaching Early Childhood/Grades 8-12 and Early Childhood/Grade 12 Other than Special Education - (AAT ECG8 SS)
- Associate of Arts in Teaching Early Childhood/Grades 4-8 and Early Childhood/Grade 12 Special Education - (AAT ECSE SS)
- Associate of Arts in Teaching Early Childhood/Grade 6 - (AAT ECG6 SS)

↓ If you plan to complete **one or more technical Associate of Applied Science degrees or certificates**, turn to the **back** of this form to select from the list. ↓

CCCCD is an equal opportunity institution and provides education and employment opportunities without discrimination on the basis of race, color, religion, gender, age, national origin, disability or veteran status. With few exemptions, state law gives you the following rights regarding the information collected by Collin about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.

3725-05-PERM

## COLLIN DEGREE TRACKING WORKSHEET

### Paralegal/Legal Assistant (LGLA) – 63 Credit hours

Associate of Applied Science Degree  
2012-2013 Catalog

<i>Program Course #</i>	<i>Course Title</i>	<i>Sem. Hrs.</i>	<i>Sem. Taken</i>	<i>Grade</i>	<i>College (I) not Collin</i>
<b>FIRST YEAR</b>					
<b>First Semester</b>					
<b>ENGL 1301</b>	<i>English Composition I</i>	3			
<b>LGLA 1307</b>	Introduction to Law and the Legal Professions	3			
<b>LGLA 2303</b>	Torts and Personal Injury Law	3			
<b>MATH 1314</b>	<i>College Algebra</i> <sup>1</sup>	3			
<b>Second Semester</b>					
<b>ENGL 1302</b>	<i>Composition/Rhetoric II</i>	3			
<b>GOVT 2301</b>	American Government I (Federal and Texas Constitutions) <b>May substitute GOVT 2302</b>	3			
<b>LGLA 1303</b>	Legal Research	3			
<b>LGLA 1342</b>	Federal Civil Litigation	3			
<b>Summer</b>					
<b>LGLA 2311</b>	Business Organizations	3			
<b>PHED/DANC</b>	Any activity course <sup>2</sup>	1			
<b>PHIL 2303</b>	Introduction to Logic <sup>3</sup>	3			
<b>Law Elective **</b>	Law Elective	3			
<b>SECOND YEAR</b>					
<b>First Semester</b>					
<b>LGLA 1305</b>	Legal Writing	3			
<b>LGLA 1344</b>	Texas Civil Litigation	3			
<b>LGLA 1355</b>	Family Law	3			
<b>SPCH 1311</b>	<i>Fundamentals of Speech Communication</i> <b>May substitute: SPCH 1315 or 1321</b>	3			
<b>Law Elective**</b>	<i>Law Elective</i>	3			
<b>Second Semester</b>					
<b>LGLA 1353</b>	Wills, Trusts, and Probate Administration	3			
<b>LGLA 2239</b>	Certified Legal Assistant Review (Capstone) <sup>4</sup>	2			
<b>LGLA 2313</b>	Criminal Law and Procedure	3			
<b>Law Elective**</b>	Law Elective	3			
<b>Law Elective**</b>	Law Elective	3			

<sup>1</sup> May substitute MATH 1316, 1324, 1332, 1342, 1350, 1351, or MATH 1414

<sup>2</sup> May take: DANC 1101, 1110, 1111, 1141, 1142, 1145, 1146, 1147, 1148, 1151, 1152, 1222, 1223, 2141, 2142, 2145, 2146, 2147, 2148, 2151, 2152, 2301, or 2325; PHED 1100, 1102, 1104, 1106, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1120, 1121, 1126, 1124, 1125, 1126, 1127, 1129, 1130, 1131, 1133, 1136, 1137, 1140, 1147, 1148, 1253 or 1338.

<sup>3</sup> May substitute PHIL 1301, 2306, or 2307. PHIL 2303 is recommended for students planning to take the LSAT

\*Some of these documents do not reflect the program changes that were recommended to the Curriculum Advisory Board (CAB) in January 2014. These documents remain relevant to students who have already begun their Paralegal program, as their calendar year will be under the previous programs.

This LGLA 1307 module, with all of its parts, is designed to assist the Paralegal Studies student on the path of program completion. The module explains what is necessary for completion and how best to complete the program.

Full-time faculty members also offer additional office hours to assist Paralegal Studies students with course sequencing and selection. When registration for the next semester begins, during class time, faculty present to students the courses being offered for the next semester; during this presentation, prerequisites and other aspects of the courses are explained.

The Paralegal Studies program supports Vision 2016's second goal: "Provide access to innovative higher education programs that prepare students for constantly changing academic, societal and career/workforce opportunities" in several ways.

First, the Paralegal Studies program prepares students to take a nationally recognized test that many employers use to screen paralegal candidates. This test is the Certified Legal Assistant Examination (CLA), a test sponsored by the National Association of Legal Assistants (NALA). While the entire program is designed with the goal of assisting students on the CLA Examination, the program's Capstone course is LGLA 2239: Certified Legal Assistant Review. As its name implies, this course focusses on all of the skills and topics covered in the CLA Examination.

Second, the Paralegal Studies program adapts its program to ensure the success of students on the CLA Examination. Recently, the subjects covered by the CLA Examination changed; some topics were removed and Contracts was added to the test. In response to this change, the Paralegal Studies program changed certain courses from being program requirements to program electives. In addition, a new course (LGLA 1351: Contracts) was added as a required course for both the AAS degree and the certificate programs.

**Paralegal-Legal Assistant - PCF - BB Sign.pdf**

**COLLIN COLLEGE**

Program: **Paralegal / Legal Assistant**

Program CP: **22.0302**

Discipline Making Request: **Business and Computer Systems**

Effective Term: **Fall 2014**

Administrative Approval	Approval or Denial	CAB Chair Recommended	CAB Chair Recommended	CAB Chair Recommended	Rationale:	Comments
					To take the AAS degree from 63 to 61 credit hours in anticipation of required changes. Also, to increase CP Exam preparation for students, as contracts are tested on the exam.	
					<b>New Courses:</b>	
					LGLA 1351 Contracts <span style="float: right;">This course will not be taught online.</span>	
					LGLA 2339 Certified Paralegal Exam Review (previously two-credit-hour version used) <span style="float: right;">This course will not be taught online.</span>	
					<b>Course Termination:</b> LGLA 2239 Certified Paralegal Exam Review (replaced by three-credit-hour version)	
					<b>Program Revisions:</b>	
					AAS - Paralegal / Legal Assistant -- New courses; course sequence	
					Certificate - Paralegal General -- New courses; course sequence	

**William J. Blitt**

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2nd Signature (if applicable)

2nd Signature (if applicable)

Authorized Signature (Proposer) Comments: 2nd Signature (if applicable) 2nd Signature (if applicable)

CAB Chair Comments:

Designated Academic Officer Signature

PCF - 10/27/2011

Third, the Paralegal Studies program offers an internship elective, LGLA 1380: Cooperative Education--Legal Assistant/Paralegal. In this course, students perform paralegal functions for an employer for at least 20 hours per week for at least 16 weeks. Through this program, the student gains valuable work experience and legal networking opportunities. Sometimes, these internship opportunities lead to permanent employment. Even when they do not, the student is able to list this work experience on his/her resumé. Here is the generic syllabus for LGLA 1380 (Cooperative Work Experience – Paralegal/Legal Assistant):

## COLLIN COLLEGE

### COURSE SYLLABUS

Course Information
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<b>Course Number:</b>	LGLA 1380
<b>Course Title:</b>	Cooperative Work Experience – Paralegal/Legal Assistant
<b>Course Description:</b>	Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	1
<b>Lab Hours:</b>	20
<b>Prerequisite:</b>	LGLA 1303 and LGLA 1307.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the legal profession (SCANS: F1, F2, F4, F5, F6, F7, F8, F11, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20);
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills (SCANS: F12, F13, F14, F15, C1, C3, C5, C7, C9, C10, C15, C16, C17); and
3. Utilize and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry (SCANS: F1, F2, F4, F5, F6, F7, F8, F9, F10, F11).

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS)** - SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: [http://www.collin.edu/academics/programs/Workforce\\_SCANS\\_Syllabi\\_Code\\_Key.pdf](http://www.collin.edu/academics/programs/Workforce_SCANS_Syllabi_Code_Key.pdf)

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Fourth, the Paralegal Studies program offers students opportunities to volunteer with the Legal Aid of NorthWest Texas (LANWT). The reality is that many residents of Collin County lack the financial resources to obtain the legal services that they need. LANWT strives to address this population's needs through volunteer attorneys and paralegals. Collin College Paralegal Studies students volunteer their time to help those in need. In addition to responding to a current societal need, the students gain valuable work experience and have the chance to network with other legal professionals.

Here is volunteering information from the website of the Legal Aid of NorthWest Texas:



[Home](#) | [Disclaimer](#) | [Mailing List](#) | [Employees](#) | [Board Members](#)



## Legal Aid of NorthWest Texas

**Domestic Violence Alert**  
 If you are in danger, please use a safe computer or call 911, your local hotline or the National Domestic Violence Hotline at 1-800-799-7233 or TTY 1-800-787-3224.

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### Volunteering @ LANWT

Legal Aid of NorthWest Texas' Equal Justice Volunteer Program (EJVP) works to build effective, innovative delivery models to attract professionals and lay volunteers who are willing to contribute their time and talent to help close the justice gap.

**What types of services can volunteers perform?**

**Judges** volunteer in our evening legal clinic programs by proving-up pro se and agreed divorce cases, serve on CLE seminar planning teams, act as presenters at substantive law training events, and participate on local pro bono advisory boards.

**Private Attorneys and Corporate Counsels** staff our legal clinics, accept pro bono civil law cases, act as mentors, make presentations at CLE training events, serve on speakers' panels, provide assistance to pro se litigants, are mediators, co-counselors and serve on our pro bono advisory boards.

**Paralegals, Legal Assistants and Legal Secretaries** conduct intake eligibility screening at our community legal clinics, draft pleadings under the volunteer attorney's supervision, conduct legal research and perform administrative functions.

**Court Clerks** file Original Petitions and Waiver of Citations, conform and certify Final Divorce Decrees at our monthly Agreed [Divorce Legal Clinic](#) and prove-up hearings in Fort Worth.

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APPLY NOW

Fifth, the Paralegal Studies program has an Advisory Committee made up of legal professionals who work in the community. The committee meets formally at least once a regular semester. These professionals guide the program to ensure that it is offering courses that students need to be successful paralegals. For example, the Paralegal Studies Advisory Committee suggested that the faculty cover e-filing in state and federal courts, including the PACER system. These subjects are now part of the curriculum of LGLA 1342: Federal Civil Litigation and other courses. Here are the members of the Advisory Committee:

<b>Category/Title</b>	<b>Name</b>	<b>Primary Place of Employment</b>	<b>Nature of Business</b>
Practicing Attorney	Chris Parks	Legal Aid of NorthWest Texas	Legal Aid
Practicing Attorney	Mitzi Willis	Self-Employed	Law Firm
Public Sector Paralegal	Stephanie Bacon	Dallas County District Attorney	Prosecution
Public Sector Paralegal	Janet Holley	U. S. Attorney's Office	Prosecution
Private Sector Paralegal	Renee Henderson	Strasburger Price LLP	Law Firm
Private Sector Paralegal	Monica Suarez	J. C. Penney Corporation, Inc.	Retail
Private Sector Paralegal	Pamela Knapp	Baker Botts LLP	Law Firm
Private Sector Paralegal	Linda Kerrick	Conley Rose PC	Law Firm
Private Sector Paralegal	Nancy Hartley	Conley Rose PC	Law Firm
Private Sector Paralegal	Wendy Rankin	Strasburger Price LLP	Law Firm
Faculty	Cynthia Farris Gruver	Collin College	Educational Institution
Faculty	Robert Franklin	Collin College	Educational Institution
Faculty	Peter Dawson	Collin College	Educational Institution
School Administrator	William Blitt	Collin College	Educational Institution
School Administrator	Barbara Kirby	Texas Wesleyan University	Educational Institution
General Public Member	Lee DeBoer	Frisco ISD Career and Technical Education Center	Educational Institution



Sixth, the Paralegal Studies program has applied for approval from the American Bar Association (ABA). The ABA offers paralegal programs its approval when its high standards are met. When the ABA approves the Paralegal Studies curriculum, students will find that they will have increased employment opportunities and can, in many cases, command higher wages.

The Paralegal Studies program also supports Vision 2016's third goal: "Engage faculty, students and staff in improving a district-wide culture of adherence to the Collin College Core Values." The Paralegal Studies program's support of Collin College's Core Value is described above.

The Paralegal Studies program also supports Vision 2016's fourth goal: "Enhance the College's presence in the community by increasing awareness, cultivating relationships, building partnerships and developing resources to respond to current and future needs" in several ways. As noted above, the Paralegal Studies program has an internship program and also provides student volunteers to LANWT. In addition, the Paralegal Studies program has an active Advisory Committee that connects the students and faculty to the legal community. Moreover, the Paralegal Studies program has adapted its curriculum to respond to the changing needs of its students. As noted above, when the CLA Examination content changed, the program also changed to be consistent with the Examination. Finally, as noted above, the Paralegal Studies program has applied for approval from the ABA.

## II. PROGRAM CURRICULUM

*Sections A, B & C apply only to workforce programs.*

- A. Attach all course syllabi with SCANS included. *(Workforce Programs only)*

The syllabi for the Paralegal Studies courses, including their SCANS, are attached, beginning on page 94.

- B. Show evidence that the THECB standards listed below have been met. For any standard not met, describe the plan for bringing the program into compliance. *(Workforce Programs only)*

Course competencies are derived from Workforce Education Course Manual (WECM). The program courses are all contained in the WECM inventory.

1. Credit Hour Standard: There are no more than 60 credit hours in the program plan.

Number of semester credit hours (SCH) in the AAS program plan: 61.

Number of semester credit hours (SCH) in the Certificate program plan: 36.

If there are more than 60 SCH in the plan, show revision of curriculum. Work with the program's curriculum coordinator to bring the revised program plan to the Curriculum Advisory Board (CAB).

In January 2014, the Paralegal Studies requested that the Curriculum Advisory Board (CAB) approve certain changes to its programs, and CAB so approved. One of the goals of these changes was to move the Paralegal Studies AAS program closer to the 60 credit hour requirement. With these changes, the Paralegal Studies AAS degree requires 61 credit hours to complete. If Physical Education is eliminated from Collin College's core, the Paralegal Studies AAS degree will then require 60 credit hours to complete and therefore will be in compliance with the THECB credit hour standard.

Proposed Curriculum Outline								
<b>AAS - Paralegal / Legal Assistant</b>								
61 credit hours				CIP 22.0302				
<b>FIRST YEAR</b>								
<b>First Semester</b>				<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Credit</u>
ENGL	1301	Composition I		3	1	0	64	3
LGLA	1307	Introduction to Law and the Legal Professions		3	0	0	48	3
LGLA	2303	Torts and Personal Injury Law		3	0	0	48	3
MATH	1314	College Algebra <sup>1</sup>		3	1	0	64	3
<b>Total Hours</b>				<b>12</b>	<b>2</b>	<b>0</b>	<b>224</b>	<b>12</b>
<b>Second Semester</b>								
GOVT	2305	Federal Government (Federal Constitution and Top		3	0	0	48	3
LGLA	1303	Legal Research		3	0	0	48	3
LGLA	1305	Legal Writing (moved from 2nd yr / 1st sem)		3	0	0	48	3
LGLA	1342	Federal Civil Litigation		3	0	0	48	3
<b>Total Hours</b>				<b>12</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>12</b>
<b>Summer Semester</b>								
ENGL	1302	Composition II (moved from 1st yr / 2nd sem)		3	1	0	64	3
LGLA	1351	Contracts		3	0	0	48	3
LGLA	2311	Business Organizations		3	0	0	48	3
PHED/DANC		Any activity course <sup>2</sup>		0	3	0	48	1
PHIL	2303	Introduction to Logic <sup>3</sup>		3	0	0	48	3
<del>Law Elective*</del>				<del>3</del>	<del>0</del>	<del>0</del>	<del>48</del>	<del>3</del>
<b>Total Hours</b>				<b>12</b>	<b>3</b>	<b>0</b>	<b>256</b>	<b>13</b>

<b>SECOND YEAR</b>									
<b>First Semester</b>									
LGLA	1344	Texas Civil Litigation			3	0	0	48	3
LGLA	1355	Family Law			3	0	0	48	3
SPCH	1311	<i>Introduction to Speech Communication</i> <sup>4</sup>			3	0	0	48	3
Law Elective*					3	0	0	48	3
				<b>Total Hours</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>12</b>
<b>Second Semester</b>									
LGLA	1353	Wills, Trusts, and Probate Administration			3	0	0	48	3
LGLA	2339	Certified Paralegal Exam Review (Capstone) <sup>5</sup>			3	0	0	48	3
LGLA	2313	<del>Criminal Law and Procedure</del> (moved to elective op)			3	0	0	48	3
Law Elective*					3	0	0	48	3
Law Elective*					3	0	0	48	3
				<b>Total Hours</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>12</b>
<b>GRAND TOTAL</b>								<b>1056</b>	<b>61</b>

<sup>1</sup> May substitute MATH 1316, MATH 1324, MATH 1332, MATH 1342, MATH 1350, MATH 1351, or MATH 1414

<sup>2</sup> May take DANC 1101, DANC 1110, DANC 1111, DANC 1141, DANC 1142, DANC 1145, DANC 1146, DANC 1147, DANC 2141, DANC 2142, DANC 2145, DANC 2146, DANC 2147, DANC 2148, DANC 2151, DANC 2152, PHED 1106, PHED 1111, PHED 1112, PHED 1114, PHED 1115, PHED 1116, PHED 1117, PHED 1118, PHED 1126, PHED 1127, PHED 1129, PHED 1130, PHED 1131, PHED 1136, PHED 1137, PHED 1140, PHED 1141, PHED 1142, PHED 1143, PHED 1144, PHED 1145, PHED 1146, PHED 1147, PHED 1148, PHED 1149, PHED 1150, PHED 1151, PHED 1152, PHED 1153, PHED 1154, PHED 1155, PHED 1156, PHED 1157, PHED 1158, PHED 1159, PHED 1160, PHED 1161, PHED 1162, PHED 1163, PHED 1164, PHED 1165, PHED 1166, PHED 1167, PHED 1168, PHED 1169, PHED 1170, PHED 1171, PHED 1172, PHED 1173, PHED 1174, PHED 1175, PHED 1176, PHED 1177, PHED 1178, PHED 1179, PHED 1180, PHED 1181, PHED 1182, PHED 1183, PHED 1184, PHED 1185, PHED 1186, PHED 1187, PHED 1188, PHED 1189, PHED 1190, PHED 1191, PHED 1192, PHED 1193, PHED 1194, PHED 1195, PHED 1196, PHED 1197, PHED 1198, PHED 1199, PHED 1200

<sup>3</sup> May substitute PHIL 1301, PHIL 2306, or PHIL 2307 (PHIL 2303 is recommended for students planning to take the Admissions Test.)

<sup>4</sup> May substitute SPCH 1315 or SPCH 1321

<sup>5</sup> Successful completion of the AAS Paralegal/Legal Assistant program meets the current eligibility requirements to sit for the Certified ~~Legal Assistant~~ Paralegal Examination. Students should contact the National Association of Legal Assistants for alternate qualifications to sit for the ~~CLA~~ CP Exam.

\* Law Electives (9 credit hours): LGLA 1323, LGLA 1343, LGLA 1380, LGLA 2307, LGLA 2309, LGLA 2313, LGLA 2323, LGLA 2324, LGLA 2325, LGLA 2326, LGLA 2327, LGLA 2328, LGLA 2329, LGLA 2330, LGLA 2331, LGLA 2332, LGLA 2333, LGLA 2334, LGLA 2335, LGLA 2336, LGLA 2337, LGLA 2338, LGLA 2339, LGLA 2340, LGLA 2341, LGLA 2342, LGLA 2343, LGLA 2344, LGLA 2345, LGLA 2346, LGLA 2347, LGLA 2348, LGLA 2349, LGLA 2350, LGLA 2351, LGLA 2352, LGLA 2353, LGLA 2354, LGLA 2355, LGLA 2356, LGLA 2357, LGLA 2358, LGLA 2359, LGLA 2360, LGLA 2361, LGLA 2362, LGLA 2363, LGLA 2364, LGLA 2365, LGLA 2366, LGLA 2367, LGLA 2368, LGLA 2369, LGLA 2370, LGLA 2371, LGLA 2372, LGLA 2373, LGLA 2374, LGLA 2375, LGLA 2376, LGLA 2377, LGLA 2378, LGLA 2379, LGLA 2380, LGLA 2381, LGLA 2382, LGLA 2383, LGLA 2384, LGLA 2385, LGLA 2386, LGLA 2387, LGLA 2388, LGLA 2389, LGLA 2390, LGLA 2391, LGLA 2392, LGLA 2393, LGLA 2394, LGLA 2395, LGLA 2396, LGLA 2397, LGLA 2398, LGLA 2399, LGLA 2400

2. Completers Standard: Average 25 completers over the last five years or five completers per year.

Number of completers: 45.2 is the average number of completers for an AAS degree or a Certificate.  $(79+147)/5$

As the table below demonstrates, the number of Paralegal Studies program completers exceeds the state standard of an average of 25 completers over the last five years.

Awards	2009	2010	2011	2012	2013	All Years
AAS Degree	11	18	14	21	17	81
Certificate	19	23	42	30	33	147
Core	<u>16</u>	<u>54</u>	<u>24</u>	<u>38</u>	<u>23</u>	<u>155</u>
All Awards	46	95	80	89	73	383

\*Where this is a discrepancy between data sets, this Program Review uses the data submitted to the THECB instead of the data available through Banner. The differences in the data are not statistically meaningful and are the result of the using different dates to capture the data.

If below the state standard, attach a plan for raising the number of completers by addressing barriers to completion and/or by increasing the number of student enrolled in the program. Definition of completer—Student has met the requirements for a degree or certificate (Level I or II).

3. Licensure Standard: 90 % of first time test takers pass the Licensure exam.

If applicable, include the licensure pass rate: Not applicable.

For any pass rate below state standard, attach a plan for raising the pass rate.

Not applicable.

C. Current Curriculum (*Workforce Programs only*)

1. Is the program curriculum up-to-date? Please review Collin College's program curriculum at the following levels:
  - a. Compared to similar programs at peer schools,

Below are the Paralegal AAS curricular requirements for a peer school, Dallas County Community College District:

## 2013-2014 Dallas County Community College District Program: Paralegal

Degree Plan: Paralegal AAS (Associate in Applied Sciences Degree) offered at El Centro only

- Students pursuing this award program are required to meet Texas Success Initiative (TSI) standards and course prerequisites.
- Students must earn at least 25% of the credit hours required for graduation through instruction by the college awarding the degree.

Degree Plan Code: AAS.PARALEGAL.10

The Paralegal Studies Program is an Associate in Applied Sciences Degree program designed to prepare the student to function as a technically qualified assistant to the lawyer.

Upon completion of the program, graduates should be able to accomplish these program goals:

1. Demonstrate the ability to comprehend, apply, and evaluate information in various substantive areas of law.
2. Demonstrate the ability to draft legal documents with minimum supervision.
3. Demonstrate written and oral communication skills, teamwork, critical thinking, computer proficiency, and legal research relevant to their work as a paralegal.
4. Demonstrate the ability to integrate legal theory and related practical applications.
5. Demonstrate the ability to manage practical ethical dilemmas commonly encountered by working paralegals including how to avoid the unauthorized practice of law by non-lawyers.

Paralegals (also called legal assistants) typically work in law firms, governmental agencies, corporations, and other business entities. The program does not qualify a graduate to take a State Bar exam, represent clients in court, give legal advice, or provide independent legal services.

### CREDIT HOURS

#### FIRST YEAR

#### SEMESTER I

LGLA 1301	Legal Research and Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1313	Introduction to Paralegal Studies	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	<u>3</u>
		15

## SEMESTER II

LGLA 1355	Family Law	3
LGLA 2309	Real Property	3
LGLA 2311	Business Organizations	3
SPCH 1311	Introduction to Speech Comm.	3 (or)
SPCH 1315	Fundamentals of Public Speaking	(3)
COSC 1301	Introduction to Computing	<u>3</u>
		15

## SECOND YEAR

## SEMESTER III

LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
LGLA 1353	Wills, Trusts and Probate Admin.	3
GOVT 2305	Federal Government	3 (or)
GOVT 2306	Texas Government	(3)
+Elective	Paralegal Elective	3
++Elective	Humanities/Fine Arts	<u>3</u>
		18

## SEMESTER IV

LGLA 2303	Torts and Personal Injury Law	3
LGLA 2307	Law Office Management	3
LGLA 2331	Adv'd Legal Research and Writing	3
+Elective	Paralegal Elective	3
+++Elective	Social/Behavioral Science	<u>3</u>
		<u>15</u>
<b>Minimum Hours Required</b>		<b>63</b>

+Paralegal Electives - SIX credit hours must be selected from the following:

LGLA 1343	Bankruptcy	3
LGLA 1359	Immigration Law	3
LGLA 1380	Coop. Educ. - Legal Ass't/Paralegal	3
LGLA 2313	Criminal Law and Procedure	3
LGLA 2315	Oil and Gas Law	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2380	Coop. Educ. - Legal Ass't/Paralegal	3

++Humanities/Fine Arts Elective - must be selected from the AAS Core Options for Humanities/Fine Arts.

+++Social/Behavioral Science Electives - must be selected from the AAS Core Options for Social/Behavioral Science.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

Dallas County Community College District does not offer a Certificate in Paralegal Studies.

The following is the current Paralegal AAS curriculum for Collin College:

### **Collin College Curriculum Outline (January 2014)**

#### **AAS - Paralegal / Legal Assistant**

61 credit hours

#### **FIRST YEAR**

##### **First Semester**

<i>ENGL</i>	<i>1301</i>	<i>Composition I</i>
<i>LGLA</i>	<i>1307</i>	<i>Introduction to Law and the Legal Professions</i>
<i>LGLA</i>	<i>2303</i>	<i>Torts and Personal Injury Law</i>
<i>MATH</i>	<i>1314</i>	<i>College Algebra<sup>1</sup></i>

##### *Second Semester*

<i>GOVT</i>	<i>2305</i>	<i>Federal Government (Federal Constitution &amp; Topics)</i>
<i>LGLA</i>	<i>1303</i>	<i>Legal Research</i>
<i>LGLA</i>	<i>1305</i>	<i>Legal Writing (moved from 2nd yr / 1st sem)</i>
<i>LGLA</i>	<i>1342</i>	<i>Federal Civil Litigation</i>

##### **Summer Semester**

<i>ENGL</i>	<i>1302</i>	<i>Composition II (moved from 1st yr / 2nd sem)</i>
<i>LGLA</i>	<i>1351</i>	<i>Contracts</i>
<i>LGLA</i>	<i>2311</i>	<i>Business Organizations</i>
<i>PHED/DANC</i>		<i>Any activity course<sup>2</sup></i>
<i>PHIL</i>	<i>2303</i>	<i>Introduction to Logic<sup>3</sup></i>

#### *SECOND YEAR*

##### *First Semester*



<i>LGLA</i>	<i>1344</i>	<i>Texas Civil Litigation</i>
<i>LGLA</i>	<i>1355</i>	<i>Family Law</i>
<i>SPCH</i>	<i>1311</i>	<i>Introduction to Speech Communication 4</i>
<i>Law Elective*</i>		
<b>Second Semester</b>		
<i>LGLA</i>	<i>1353</i>	<i>Wills, Trusts, and Probate Administration</i>
<i>LGLA</i>	<i>2339</i>	<i>Certified Paralegal Exam Review (Capstone) <sup>5</sup></i>

*Law Elective\**

*Law Elective\**

*1 May substitute MATH 1316, MATH 1324, MATH 1332, MATH 1342, MATH 1350, MATH 1351, or MATH 1414*

*2 May take DANC 1101, DANC 1110, DANC 1111, DANC 1141, DANC 1142, DANC 1145, DANC 1146, DANC 1147, DANC 1148, DANC 1151, DANC 1152, DANC 2141, DANC 2142, DANC 2145, DANC 2146, DANC 2147, DANC 2148, DANC 2151, DANC 2152, PHED 1100, PHED 1102, PHED 1104, PHED 1106, PHED 1111, PHED 1112, PHED 1114, PHED 1115, PHED 1116, PHED 1117, PHED 1118, PHED 1120, PHED 1121, PHED 1123, PHED 1125, PHED 1126, PHED 1127, PHED 1129, PHED 1130, PHED 1131, PHED 1136, PHED 1137, PHED 1140, PHED 1147, or PHED 1148.*

*3 May substitute PHIL 1301, PHIL 2306, or PHIL 2307 (PHIL 2303 is recommended for students planning to take the Law School Admissions Test.)*

*4 May substitute SPCH 1315 or 1321*

*5 Successful completion of the AAS Paralegal/Legal Assistant program meets the current requirements to take the Certified Legal Assistant Paralegal Examination. Students should contact the National Association of Legal Assistants (NALA) for changes or alternate qualifications to sit for the CLA CP Exam.*

*\* Law Electives (9 credit hours): LGLA 1323, LGLA 1343, LGLA 1380, LGLA 2307, LGLA 2309, LGLA 2313, LGLA 2323, or LGLA 2333*

## **Comparison between Collin College's Paralegal AAS Program and Dallas CCCD's Paralegal AAS Program**

Dallas County's Paralegal program is of special interest to Collin. First, it is the largest program in the Metroplex and the geographically closest to Collin. Second, its program is ABA approved, a designation that Collin is seeking. As an ABA approved program, Dallas County is not permitted to require legal-related courses outside of its Paralegal Studies department.

Both programs have legal research and legal writing requirements. Dallas County's AAS program requires LGLA 1301: Legal Research and Writing. Collin College's AAS program requires LGLA 1303: Legal Research and LGLA 1305: Legal Writing. Given that the most challenging section of the CLA Examination is the essay portion and that the Collin Paralegal Studies program has identified that legal writing is a weakness for its students, Collin College's decision to require a separate three-credit Legal Writing course is sound.

Both programs offer introductory courses. Dallas County requires two courses: LGLA 1311: Introduction to the Law; and LGLA 1313: Introduction to Paralegal Studies. Collin requires one course: LGLA 1307: Introduction to the Law and the Legal Professions. Given the statutory 60-credit ceiling, a three-credit introductory course makes sense.

Both programs require: LGLA 1351: Contracts; LGLA 1353: Wills, Trusts, and Probate Administration; LGLA 1355: Family Law; LGLA 2303: Torts and Personal Injury Law; and LGLA 2311: Business Organizations. The Contracts course is an addition to the Collin program and also brings our program more in line with that of Dallas County.

Both programs have a Civil Litigation requirement. Dallas County requires one course: LGLA 1345: Civil Litigation. Collin requires two courses: LGLA 1342: Federal Civil Litigation; and LGLA 1344: Texas Civil Litigation. For several reasons, Collin's program is a better fit for its students. First, federal civil litigation is a topic covered on the CLA Examination. Collin has a three-credit course devoted exclusively to this topic. Dallas County must cover both Texas and federal civil litigation in its LGLA 1345 course. Second, most litigation occurs in state courts, not federal courts. Therefore, it is especially important that Texas paralegals have a deep understanding of the Texas civil procedures. In keeping with this goal, Collin's LGLA 1344 is very practical; students take on the role of a litigant's counsel and try a case from the beginning through the trial.

Dallas County requires these courses: LGLA 2309: Real Property; LGLA 2307: Law Office Management; and LGLA 2331: Advanced Legal Documents. At Collin, all of these courses are electives. Collin students must take at least three electives in order to complete the program. Though these courses are valuable, they are not as important for the paralegal as Collin's

required courses. Given the statutory 60-credit ceiling, Collin would not benefit from making any of these courses required.

Dallas County and Collin both offer these electives: LGLA 1343: Bankruptcy; LGLA 1359: Immigration Law; LGLA 1380: Coop. Educ. - Legal Ass't/Paralegal; and LGLA 2313: Criminal Law and Procedure. These electives are good choices, given the Dallas area legal market.

Dallas County also offers these electives: LGLA 2315: Oil and Gas Law; LGLA 2335: Advanced Civil Litigation; and LGLA 2380: Coop. Educ. - Legal Ass't/Paralegal. Though Collin does not offer these electives, it meets the goals of these courses through other courses. For example, the elective LGLA 2335 is similar to LGLA 1344, a required course at Collin. LGLA 2380 is the second semester of LGLA 1380, an elective at Collin. Because Collin has rarely more than 3 students taking LGLA 1380 in any one semester, it seems unlikely that there would be significant demand for LGLA 2380.

There is one course elective that Dallas County offers which is not covered in the Collin curriculum: LGLA 2315. Instead of offering this course, Collin has chosen to offer LGLA 1323: Employment Law. Both Oil and Gas Law and Employment Law are important practice categories in the Dallas area. Collin's Paralegal Studies Department Chair, Cynthia Farris Gruver, practiced as an employment attorney for twenty years before joining the faculty. Her professional experiences make Collin's choice of the Employment Law elective a sound one.

### **Comparison between Collin College's Paralegal AAS Program and Tarrant CCD's Paralegal AAS Program**

Dallas County, Collin, and Tarrant County are the three largest community college paralegal programs in the Metroplex. Due to geographic proximity, Dallas County is more of a competitor to Collin than is Tarrant County.

Though a fine program, Tarrant County has not elected to seek ABA approval. Because it is not an ABA approved program, it can offer its students law-related courses from non-Paralegal Studies departments.

These courses are the required Paralegal courses in the Tarrant County Paralegal AAS program (non-Law courses are not included):

ACCT 2301: Principles of Accounting I

BUSI 2301: Business Law

CRIJ 1306: Court Systems and Practices

LGLA 1303: Legal Research

LGLA 1305: Legal Writing

LGLA 1307: Introduction to the Law and the Legal Professions

LGLA 1345: Civil Litigation

LGLA 1353: Wills, Trusts, and Probate Administration

LGLA 1355: Family Law

LGLA 2303: Torts and Personal Injury Law

LGLA 2311: Business Organizations

#### INTERNSHIP

Enrollment in the Internship requires approval of the Program Coordinator. Complete one of the following groups. NOTE: Courses in Group 2 must be taken in succeeding semesters.

##### Group 1

LGLA 2380: Coop. Educ. - Legal Ass't/Paralegal

##### Group 2

LGLA 2281: Coop. Educ. - Legal Ass't/Paralegal

LGLA 2288: Coop. Educ. - Legal Ass't/Paralegal

Complete one of the following courses:

CJSA 1318: Court Management [in Criminal Justice/Safety Studies]

CRIJ 1310: Fundamentals of Criminal Law

GOVT 2305: Federal Government

LGLA 1341: Administrative Law

LGLA 1391: Special Topics in Legal Assistant/Paralegal

PHIL 2306: Ethics

PSYT 2370: Introduction to Forensic Psychology

RELE 1303: Real Estate Appraisal

RELE 1311: Law of Contracts [relating to real estate transactions]

RELE 1315: Property Management

RELE 1319: Real Estate Finance

RELE 2301: Law of Agency [relating to real estate transactions]

These courses are required by both Collin and Tarrant County: LGLA 1303: Legal Research; LGLA 1305: Legal Writing; LGLA 1307: Introduction to the Law and the Legal Professions; LGLA 1353: Wills, Trusts, and Probate Administration; LGLA 1355: Family Law; LGLA 2303: Torts and Personal Injury Law; and LGLA 2311: Business Organizations.

Both Tarrant County and Collin require civil litigation courses. Tarrant County requires one course: LGLA 1345: Civil Litigation, while Collin requires two: LGLA 1342: Federal Civil Litigation; and LGLA 1344: Texas Civil Litigation. For the reasons described in the section comparing Collin with Dallas County, Collin's decision to require two courses is a sound one.

Tarrant County also requires a Criminal Justice course: CRIJ 1306: Court Systems and Practices. Because Collin is seeking ABA approval, it cannot offer Paralegal Studies students law-related courses in non-Paralegal courses. CRIJ 1306 offers elements found in other Collin courses: LGLA 1342 (a Collin required course), LGLA 1344 (a Collin required course), and LGLA 2313 (a Collin elective course).

Tarrant County requires ACCT 2301: Principles of Accounting I. Collin does not require any Accounting courses for (or offer any Accounting electives to) Paralegal students. Given the statutory 60-credit ceiling, Collin does not plan to add this requirement. Given its pending ABA application, it would not be able to offer an Accounting elective to Paralegal studies students.

Like Tarrant County, Collin offers an internship option to its students. Tarrant County offers these internship courses: LGLA 2380: Coop. Educ. - Legal Ass't/Paralegal; LGLA 2281: Coop. Educ. - Legal Ass't/Paralegal; and LGLA 2288: Coop. Educ. - Legal Ass't/Paralegal. Collin offers this internship elective: LGLA 1380: Coop. Educ. - Legal Ass't/Paralegal.

Tarrant County requires one elective from this course list: CJSA 1318: Court Management [in Criminal Justice/Safety Studies]; CRIJ 1310: Fundamentals of Criminal Law; GOVT 2305: Federal Government; LGLA 1341: Administrative Law; LGLA 1391: Special Topics in Legal

Assistant/Paralegal; PHIL 2306: Ethics; PSYT 2370: Introduction to Forensic Psychology; RELE 1303: Real Estate Appraisal; RELE 1311: Law of Contracts [relating to real estate transactions]; RELE 1315: Property Management; RELE 1319: Real Estate Finance; and RELE 2301: Law of Agency [relating to real estate transactions]. Because of its pending ABA application, Collin would be able to offer only LGLA courses as electives to its Paralegal Studies students. Therefore, only these Tarrant County elective choices would be options for Collin: LGLA 1341: Administrative Law; and LGLA 1391: Special Topics in Legal Assistant/Paralegal. Collin covers a particular type of administrative law in its course LGLA 1380: Employment Law; for the reasons described in the section comparing Collin and Dallas County programs, Collin plans to continue offering LGLA 1380.

### **Comparison between Collin College's Paralegal Certificate Program and Tarrant CCCD's Paralegal Certificate Program**

Here are the requirements of the Tarrant County Paralegal Certificate Program:

Complete both sub-requirements:

#### **A: REQUIRED COURSES**

Complete each of the following courses.

BUSI-2301: Business Law

CRIJ 1306: Court Systems and Practices

LGLA-1303: Legal Research

LGLA-1305: Legal Writing

LGLA-1307: Introduction to the Law and the Legal Professions

LGLA 1345: Civil Litigation

LGLA 1353: Wills, Trusts, and Probate Administration

LGLA-1355: Family Law

LGLA-2303: Torts and Personal Injury Law

LGLA-2311: Business Organizations

## INTERNSHIP

Enrollment in the Internship requires approval of the Program Coordinator. Complete one of the following groups. NOTE: Courses in Group 2 must be taken in succeeding semesters.

### Group 1

LGLA 2380: Coop. Educ. - Legal Ass't/Paralegal

### Group 2

LGLA 2281: Coop. Educ. - Legal Ass't/Paralegal

LGLA 2288: Coop. Educ. - Legal Ass't/Paralegal

Tarrant's Paralegal AAS and Certificate programs are very similar. Other than the omission of the Core courses, the only differences are that the Certificate candidate does not need to take ACCT 2301 (Principles of Accounting I) or an elective. For a comparison of the Collin's Paralegal AAS degree to Tarrant County's Paralegal AAS degree, please see above.

- b. Compared to the first two years of baccalaureate requirements in related fields at Collin College's top ten transfer institutions or existing articulation agreements, and

Collin has an articulation agreement with Texas A&M – Commerce and Texas Woman's University with respect to Paralegal courses.

## **Comparison between Collin College's Paralegal Studies Program and the Texas A&M – Commerce Program**

The following information is from Texas A&M – Commerce's website:

## **PARALEGAL PROGRAM TRANSFER POLICY**

The following courses can be completed at Collin County Community College District, Dallas County Community College District- El Centro College, or any university or junior college with an ABA-approved paralegal program and transferred to A&M-Commerce for credit:

- Introduction to Law or Jurisprudence
- Legal Research I
- Probate
- Family Law

“Introduction to Law or Jurisprudence” refers to Collin's LGLA 1307 (Introduction to the Law and the Legal Professions). “Legal Research I” refers to Collin's LGLA 1303 (Legal Research).

“Probate” refers to Collin’s LGLA 1353 (Wills, Trusts, and Probate Administration). “Family Law” refers to Collin’s LGLA 1355 (Family Law). All four of these courses are requirements for Collin’s AAS degree.

These are the graduation requirements for a B.A./B.S. in Paralegal Studies at Texas A&M – Commerce (from its website):

## Paralegal Studies Program Course Curriculum

The B.A./B.S. in paralegal studies is career-specific because it is designed to prepare people to work in support of attorneys. The program stresses the fundamentals of legal research, family law, probate, civil procedure, business organizations, law office management, real estate law, and constitutional law.

*The paralegal studies program provides a broadly-based liberal arts and specialized education for paralegals/legal assistants. Program graduates will be qualified to work under the supervision of an attorney. The program does not train lawyers or legal administrators. Paralegals may not provide legal services directly to the public, except as permitted by law.*

(Courses in the Paralegal Studies Emphasis are designated PS-R= required paralegal specialty course; PS-E= elective paralegal specialty course; N-PS= not a paralegal specialty course as taught in the program.)

### Required Courses:

- PSCI 2301– Principles of United States and Texas Government (N-PS)
- PSCI 2302– United States and Texas Government: Institutions and Policy (N-PS)
- PSCI 222 – Introduction to Law (PS-R)
- PSCI 223 – Legal Research (PS-R)
- PSCI 310 – Law Office Management (PS-R)
- PSCI 322 – Civil Procedure (PS-R)
- PSCI 426 – Paralegal Internship (PS-R)
- PSCI 427 – Torts and Personal Injury Law (PS-R)

In addition to the required courses above, students must complete at least 5 elective courses or 15 semester hours from the following list. At least four elective courses or 12 semester hours must be designated PS-E. (Second Majors: Students choosing the paralegal studies emphasis as a second major must complete at least 3 elective courses or 9 semester hours from the following list. At least two elective courses or 6 semester hours must be designated PS-E.)



### Elective Courses:

- PSCI 312 – Bankruptcy for Paralegals (PS-E)
- PSCI 321 – Probate (PS-E)
- PSCI 323 – Business Law for Paralegals (PS-E)
- PSCI 324 – Criminal Law and Procedure (PS-E)
- PSCI 325 – Family Law (PS-E)
- PSCI 328 – Real Estate Law for Paralegals (PS-E)
- PSCI 422 – Trial and Appellate Litigation and Procedure (PS-E)
- PSCI 442 – Constitutional Law (N-PS)
- PSCI 443 – Civil Liberties and Civil Rights (N-PS)

Collin's Paralegal AAS program is similar to Texas A & M – Commerce in many respects, but there are also some differences. Like PSCI 222 (Introduction to Law), Collin requires AAS and Certificate students to take LGLA 1307 (Introduction to the Law and the Legal Professions). Like PSCI 223 (Legal Research), Collin requires AAS and Certificate students to take LGLA 1303 (Legal Research). Like PSCI 322 (Civil Procedure), Collin requires AAS and Certificate students to take LGLA 1342 (Federal Civil Litigation) and LGLA 1344 (Texas Civil Litigation). Like PSCI 427 (Torts and Personal Injury Law), Collin requires AAS and Certificate students to take LGLA 2303 (Torts and Personal Injury Law). Like the elective PSCI 1312 (Bankruptcy for Paralegals), PSCI 1321 (Probate), PSCI 1324 (Criminal Law for Paralegals), and PSCI (Real Estate Law for Paralegals), Collin offers similar electives: LGLA 1343 (Bankruptcy), LGLA 1355 (Family Law), LGLA 2313 (Criminal Law and Procedure), and LGLA 2309 (Real Property).

Texas A & M – Commerce offers several electives that are similar to courses that are required at Collin: PSCI 1323 (Probate) (compare: LGLA 1353: Wills, Trusts and Probate Administration); PSCI 1321 (Business Law for Paralegals) (compare: LGLA 1351: Contracts and LGLA 2311: Business Organizations); and PSCI 1325 (Family Law (compare: LGLA 1355: Family Law).

Texas A & M – Commerce requires two courses that are electives at Collin: PSCI 1310 (Law Office Management) (compare: LGLA 2307: Law Office Management) and PSCI 1326 (Paralegal Internship) (compare: LGLA 1380: Cooperative Work Experience – Paralegal/Legal Assistant). While both of these courses are valuable to paralegal students, they are not as essential as other courses that Collin does require, such as LGLA 1305 (Legal Writing).

Collin's AAS and Certificate programs require two courses that are not found at Texas A & M – Commerce: LGLA 1305 (Legal Writing) and LGLA 2339 (Certified Paralegal Exam Review). Because legal writing is an important component of most paralegals' jobs (especially the high-income positions), the requirement of LGLA 1305 is sound. The importance of certifications for paralegals is well-established; certifications often translate into more challenging jobs, higher pay, and higher employability. Therefore, the requirement of LGLA 2339 is also sound.

## Comparison between Collin College's Paralegal Studies Program and Texas Woman's University's Program

The next page is from Texas Women's University website. It describes the articulation agreement between Collin and Texas Woman's University.



### Collin County Community College to Texas Woman's University Program to Program Articulation Guide 2010-2012



#### Associate of Applied Science Paralegal/Legal Assistance to Bachelor of Science in Government – Legal Studies Emphasis

This curriculum is designed for students who plan to complete an Associate of Applied Science Degree at Collin College and then transfer to Texas Woman's University to complete a B.S. in Government – Legal Studies Emphasis. This plan includes completion of the core curriculum at Texas Woman's University. There are additional core courses required for completion of the B.S. degree, which can be taken at Collin College if preferred (History, Government, and Natural Science). Successful completion of the AAS Paralegal/Legal Assistant program meets the current eligibility requirements needed to qualify to take the Certified Legal Assistant Examination; however, additional education or professional experience may be required in the future.

All students must complete six credit hours in approved Global Perspectives (GP) courses, either in the core, major/minor courses or electives (TWU graduation requirement). A current list of Collin College equivalencies may be found at <http://www.twu.edu/admissions/transfer-list.asp>.

##### First Year at Collin College

HOURS		HOURS	
ENGL 1301 English Composition I	3	ENGL 1302 English Composition II	3
LGLA 1307 Intro to Law & Legal Profess.	3	ECON 2301 or 2302	3
LGLA 2333 or POPI 1301	3	LGLA 1303 Legal Research	3
MATH 1332 College Mathematics	3	PSYC 2302 Applied Psychology	3
CCSC 1300 or BCIS 1303	3		

##### Summer at Collin College

HOURS	
HUMA 1301 Intro to the Humanities	3
LGLA 1342 Federal Civil Litigation	3
Elective**	3

##### Second Year at Collin College

HOURS		HOURS	
LGLA 1344 Texas Civil Litigation	3	LGLA 1355 Family Law	3
LGLA 1353 Will, Trust, and Probate Admin.	3	LGLA 2339 Certified Legal Assistant Rev. (Capstone)	2
LGLA 2303 Torts and Personal Injury Law	3	PHED/DANC Any activity courses	3
LGLA 2311 Business Organizations	3	Electives**	6
SPCH 1311 Fundamentals of Speech Comm	3		

\*\*Approved Legal Assistant electives include: BUSI 2301, CRJ 1306, CRJ 1310, LGLA 1350, LGLA 2307, LGLA 2333, or RELE 1311

##### Third Year at Texas Woman's University

HOURS		HOURS	
GOV Elective (advanced)	3	GOV 3303 Legislative Process	3
GOV 3153 Legal Environment	3	GOV elective (advanced)	3
Foreign language	3	Foreign Language	3
HIST 1013 U.S. History to 1876	3	HIST 1023 U.S. History Since 1876	3
GOV 2013 U.S. National Government	3	GOV 2023 Texas Government	3

##### Fourth Year at Texas Woman's University

HOURS		HOURS	
GOV 4033 Const. Law- Individual Rights	3	Natural Science (core course)	3
Natural Science (core course)	3	Electives (GP - advanced)	6
Visual/Performing Arts (advanced)	3	Electives (advanced)	6
GOV 4933 Senior Seminar	3		
Elective (advanced)*	3		

\*36 advanced hours are required for all bachelor's degrees

Total hours transferred from Collin College: 65  
Total hours at TWU: 60  
Total hours for Degree: 125

For more information, contact:  
**Dept. of History and Government**  
**940-898-2133**  
<http://www.twu.edu/history-government/>

Degree plans are subject to change at both institutions. Please see an advisor when following this agreement and check online for updates. Courses listed may have additional prerequisites.

Collin students can receive credit at Texas Woman's University for these Paralegal courses:

- LGLA 1303 (Legal Research)
- LGLA 1307 (Introduction to the Law and the Legal Professions)
- LGLA 1342 (Federal Civil Litigation)
- LGLA 1344 (Texas Civil Litigation)
- LGLA 1353 (Wills, Trusts and Probate Administration)
- LGLA 1355 (Family Law)
- LGLA 2239 (Certified Legal Assistant Review), which is now LGLA 2339
- LGLA 2303 (Torts and Personal Injury Law)
- LGLA 2311 (Business Organizations)

Of Collin's required courses, only LGLA 1305 (Legal Writing) and LGLA 1351 (Contracts) are not on this list. Both of these courses are recent additions to Collin's program.

Here are Texas Woman's University's own Paralegal Studies program awards a B.A. or a B.S. in Government (with an emphasis in Legal Studies). Here are the current paralegal course requirements for that program:

Requirements for major in Government with an emphasis in Legal Studies

GOV 3153	Legal Environment
GOV 3303	The American Legislative Process
GOV 3393	Law for Women
GOV 4083	Constitutional Law: Individual Rights
	OR GOV 4093 Constitutional Rights and Criminal Justice
GOV 4813	Seminar in Public Policy
GOV 4933	Senior Seminar

Plus 3 hours of Government from: [Courses in **bold** have a Collin equivalent]

GOV 2213	Introduction to Criminal Justice
GOV 2223	Criminal Investigation
GOV 3063	Women in Politics
<b>GOV 3123</b>	<b>Legal Research (compare Collin's required LGLA 1303: Legal Research)</b>
GOV 3213	Business and Legal Ethics
GOV 3233	Police Policy and Practices
<b>GOV 3243</b>	<b>Criminal Law</b>
	<b>(compare Collin's required LGLA 2311: Criminal Law and Procedure)</b>
<b>GOV 3253</b>	<b>Criminal Evidence and Procedure</b>

- GOV 3413** (compare Collin's required LGLA 2311: Criminal Law and Procedure)  
**Estate Planning**  
 (compare Collin's required LGLA 1353: Wills, Trusts and Probate Administration)
- GOV 4133 Women in Leadership
- GOV 4013 Alternative Dispute Resolution
- GOV 4203** **Civil Trial Practice and Litigation**  
 (compare Collin's required LGLA 1342: Federal Civil Litigation and required LGLA 1344: Texas Civil Litigation)
- GOV 4433** **Family Law** (compare Collin's required LGLA 1355: Family Law)
- GOV 4453** **Real Estate Law** (compare Collin's elective LGLA 2309: Real Property)

Plus 3 hours of Government from: [Course in **bold** has a Collin equivalent]

- GOV 3053 The American Presidency
- GOV 3133 Legal Research II
- GOV 3513 Japanese Culture and Politics
- GOV 3723 Modern Political Thought
- GOV 3733 American Political Thought
- GOV 4073 Constitutional Law: Governmental Structure
- GOV 4523 American Foreign Policy
- GOV 4533 International Relations
- GOV 4553 Modern Nationalism
- GOV 4603** **Legal Studies Internship**  
 (compare Collin's elective LGLA 1380: Cooperative Work Experience – Paralegal/Legal Assistant)
- GOV 4606 Legal Studies Internship
- GOV 4613 Comparative Government: Western Europe
- GOV 4633 Comparative Government: Africa and Asia
- GOV 4833 Introduction to Political Science

Texas Woman's University does not describe this program as a paralegal program. It seems designed primarily to prepare students for law school or public policy positions. While these career paths are consistent with paralegalism, they do not reflect the type of work that most paralegals would actually perform. Therefore, Texas Woman's University's program is not an apt comparison to Collin's.

- c. Any professional association standards or guidelines that may exist relevant to the program.

The American Bar Association has a voluntary approval program for paralegal programs. Collin has adapted its program to meet the requirements of the ABA and has applied; its application is currently being reviewed. The Guidelines for the Approval of Paralegal Education Programs can be found

at [http://www.americanbar.org/content/dam/aba/administrative/paralegals/ls\\_prlgs\\_2013\\_paralegal\\_guidelines.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prlgs_2013_paralegal_guidelines.authcheckdam.pdf)

If the program curriculum differs significantly from these benchmarks, explain how the Collin College curriculum benefits students and other college constituents.

Collin's program does not differ significantly from the ABA's Guidelines.

## 2. Advisory Committee

- a. How many employers does your Advisory Committee have? Ten.

How many attended the last two meetings? Six.

Have they contributed any resources to the program (time, equipment, supplies, money, co-op spots)?

Yes  No If Yes, briefly describe contributions in Table V.

- b. Status of Advisory Committee curriculum recommendations:

Briefly summarize the curriculum recommendations made by the Advisory Committee over the last five years.

The Advisory Committee has recommended that Collin keep up with the technological aspects of law offices, such as PACER, eDiscovery, eFiling, and ProDoc. Collin covers these technologies (and others) in its courses.

The Advisory Committee informed Collin that there is likely to be an increase in the demand for Intellectual Property paralegals because the U.S. Patent and Trademark Office is planning to have a satellite office in Dallas. Collin developed LGLA 2323: Intellectual Property.

The Advisory Committee recommended that Collin continue to offer LGLA 2307 (Law Office Management) and to highlight its technological aspects. Collin continues to offer this course.

Briefly explain why any Advisory Committee recommendations were not followed (budget limitations, prohibited by accrediting bodies or regulations, not feasible, not appropriate for college mission, lack of qualified faculty, etc.).

All recommendations appear to have been adopted.

How might these barriers to implementation be overcome, if appropriate?

Not applicable.

3. Provide the program-level SCANS matrix or a curriculum map that shows every program outcome is supported by at least two courses and every course supports at least one program outcome to demonstrate that the program curriculum sufficiently addresses the acquisition of the foundational skills and knowledge required for students to achieve competency in the program outcomes?



WORKPLACE COMPETENCIES																			
<b>1. (RS) RESOURCES:</b>																			
C1. Allocates time	x			x	x	x				x			x						
C2. Allocates money	x									x			x						
C3. Allocates material/facility resources					x					x							x		
C4. Allocates human resources			x							x									
<b>2. (IN) INTERPERSONAL SKILLS:</b>																			
C5. Participates as a member of a team	x			x	x				x			x	x					x	
C6. Teaches others					x				x			x							
C7. Serves clients/customers	x		x	x	x	x			x	x	x	x	x	x	x	x	x	x	x
C8. Exercises leadership				x		x			x			x				x			
C9. Negotiates				x	x	x			x			x	x			x			
C10. Works with cultural diversity			x	x		x			x			x				x			x
<b>3. (IF) INFORMATION SKILLS:</b>																			
C11. Acquires and evaluates information	x			x		x			x	x	x	x	x	x			x		x
C12. Organizes and maintains information	x			x		x			x	x	x	x	x	x			x		x
C13. Interprets and communicates information	x	x	x	x		x			x	x	x	x	x	x			x		
C14. Uses computers to process information	x			x	x	x			x			x					x		x
<b>4. (SY) SYSTEMS:</b>																			
C15. Understands systems	x		x			x			x			x	x	x			x		x
C16. Monitors and corrects performance	x		x										x						x
C17. Improves and designs systems	x		x														x		x
<b>5. (TE) TECHNOLOGY:</b>																			
C18. Selects technology	x				x								x				x		x
C19. Applies technology to task	x												x	x			x		x
C20. Maintains and troubleshoots technology	x	x															x		



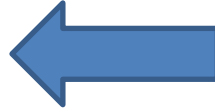
What are the completion barriers in the program curriculum? *(All instructional programs)*

Go to the Program Review page on CougarWeb and select the program course history for each of the program awards. Links to the Program Review page are found on both the Institutional Effectiveness and Teaching & Learning pages.

- a. Review the course retention rate, course success rate, course enrollment and periodic scheduling to identify barriers to program completion.
  - a. Program course retention rate: Attach print out and identify any courses that have a retention rate below the state standard.

Key to data:

Course with a completion rate of less than 78 % =



(This report excludes LGLA 1380 from this analysis because the data is not accurate for this course.)

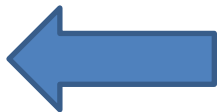
**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2009</b>																	
LGLA1303	23	11	3	1	2	1	3	0	47.8	13.0	4.3	8.7	4.3	21.7	0.0	78.3	65.2
LGLA1307	64	20	18	6	4	8	8	0	31.3	28.1	9.4	6.3	12.5	12.5	0.0	87.5	68.8
LGLA1342	44	24	12	2	1	2	3	0	54.5	27.3	4.5	2.3	4.5	6.8	0.0	93.2	86.4
LGLA1353	33	17	11	0	0	2	3	0	51.5	33.3	0.0	0.0	6.1	9.1	0.0	90.9	84.8
LGLA1355	30	2	12	11	1	1	3	0	6.7	40.0	36.7	3.3	3.3	10.0	0.0	90.0	83.3
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	16	13	1	1	0	1	0	0	81.3	6.3	6.3	0.0	6.3	0.0	0.0	100.0	93.8
LGLA2303	31	10	8	3	1	3	2	0	32.3	25.8	16.1	3.2	16.1	6.5	0.0	93.5	74.2
LGLA2307	24	14	6	2	0	0	2	0	58.3	25.0	8.3	0.0	0.0	8.3	0.0	91.7	91.7
LGLA2333	18	12	4	0	0	1	1	0	66.7	22.2	0.0	0.0	5.6	5.6	0.0	94.4	88.9
<b>Fall 2008 Total</b>	<b>284</b>	<b>124</b>	<b>75</b>	<b>28</b>	<b>9</b>	<b>21</b>	<b>27</b>	<b>0</b>	<b>43.7</b>	<b>26.4</b>	<b>9.9</b>	<b>3.2</b>	<b>7.4</b>	<b>9.5</b>	<b>0.0</b>	<b>90.5</b>	<b>79.9</b>
LGLA1303	30	11	5	8	1	3	2	0	36.7	16.7	26.7	3.3	10.0	6.7	0.0	93.3	80.0
LGLA1307	62	21	17	10	3	7	4	0	33.9	27.4	16.1	4.8	11.3	6.5	0.0	93.5	77.4
LGLA1342	33	20	7	1	0	1	4	0	60.6	21.2	3.0	0.0	3.0	12.1	0.0	87.9	84.8
LGLA1344	28	22	2	1	0	0	3	0	78.6	7.1	3.6	0.0	0.0	10.7	0.0	89.3	89.3
LGLA1353	31	7	14	4	0	3	3	0	22.6	45.2	12.9	0.0	9.7	9.7	0.0	90.3	80.6
LGLA1355	61	24	20	6	1	4	6	0	39.3	32.8	9.8	1.6	6.6	9.8	0.0	90.2	82.0
LGLA2239	16	10	4	0	0	1	1	0	62.5	25.0	0.0	0.0	6.3	6.3	0.0	93.8	87.5
LGLA2303	33	19	11	2	0	0	1	0	57.6	33.3	6.1	0.0	0.0	3.0	0.0	97.0	97.0
LGLA2311	31	14	10	2	1	2	2	0	45.2	32.3	6.5	3.2	6.5	6.5	0.0	93.5	83.9
LGLA2333	16	6	3	0	0	3	4	0	37.5	18.8	0.0	0.0	18.8	25.0	0.0	75.0	56.3
<b>Spring 2009 Total</b>	<b>341</b>	<b>154</b>	<b>93</b>	<b>34</b>	<b>6</b>	<b>24</b>	<b>30</b>	<b>0</b>	<b>45.2</b>	<b>27.3</b>	<b>10.0</b>	<b>1.8</b>	<b>7.0</b>	<b>8.8</b>	<b>0.0</b>	<b>91.2</b>	<b>82.4</b>
LGLA1307	21	13	6	0	0	2	0	0	61.9	28.6	0.0	0.0	9.5	0.0	0.0	100.0	90.5
LGLA2239	9	7	1	1	0	0	0	0	77.8	11.1	11.1	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2333	22	13	2	1	0	2	4	0	59.1	9.1	4.5	0.0	9.1	18.2	0.0	81.8	72.7
<b>Summer I 2009 Total</b>	<b>52</b>	<b>33</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>63.5</b>	<b>17.3</b>	<b>3.8</b>	<b>0.0</b>	<b>7.7</b>	<b>7.7</b>	<b>0.0</b>	<b>92.3</b>	<b>84.6</b>
LGLA2311	24	17	2	0	1	1	3	0	70.8	8.3	0.0	4.2	4.2	12.5	0.0	87.5	79.2
<b>Summer II 2009 Total</b>	<b>24</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>70.8</b>	<b>8.3</b>	<b>0.0</b>	<b>4.2</b>	<b>4.2</b>	<b>12.5</b>	<b>0.0</b>	<b>87.5</b>	<b>79.2</b>



**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2010</b>																	
LGLA1303	29	15	6	5	1	1	1	0	51.7	20.7	17.2	3.4	3.4	3.4	0.0	96.6	89.7
LGLA1307	87	46	15	6	7	6	7	0	52.9	17.2	6.9	8.0	6.9	8.0	0.0	92.0	77.0
LGLA1342	52	25	13	2	3	3	6	0	48.1	25.0	3.8	5.8	5.8	11.5	0.0	88.5	76.9
LGLA1344	15	6	8	0	0	0	1	0	40.0	53.3	0.0	0.0	0.0	6.7	0.0	93.3	93.3
LGLA1353	29	15	7	3	0	0	4	0	51.7	24.1	10.3	0.0	0.0	13.8	0.0	86.2	86.2
LGLA2239	14	6	5	2	0	1	0	0	42.9	35.7	14.3	0.0	7.1	0.0	0.0	100.0	92.9
LGLA2303	58	20	18	8	4	3	5	0	34.5	31.0	13.8	6.9	5.2	8.6	0.0	91.4	79.3
LGLA2307	27	10	11	0	0	1	5	0	37.0	40.7	0.0	0.0	3.7	18.5	0.0	81.5	77.8
LGLA2333	24	15	3	1	0	0	5	0	62.5	12.5	4.2	0.0	0.0	20.8	0.0	79.2	79.2
<b>Fall 2009 Total</b>	<b>335</b>	<b>158</b>	<b>86</b>	<b>27</b>	<b>15</b>	<b>15</b>	<b>34</b>	<b>0</b>	<b>47.2</b>	<b>25.7</b>	<b>8.1</b>	<b>4.5</b>	<b>4.5</b>	<b>10.1</b>	<b>0.0</b>	<b>89.9</b>	<b>80.9</b>
LGLA1303	31	21	3	1	1	3	2	0	67.7	9.7	3.2	3.2	9.7	6.5	0.0	93.5	80.6
LGLA1307	73	30	19	3	3	13	5	0	41.1	26.0	4.1	4.1	17.8	6.8	0.0	93.2	71.2
LGLA1342	28	10	8	8	0	2	0	0	35.7	28.6	28.6	0.0	7.1	0.0	0.0	100.0	92.9
LGLA1344	32	18	8	0	0	0	6	0	56.3	25.0	0.0	0.0	0.0	18.8	0.0	81.3	81.3
LGLA1353	32	16	11	1	0	1	3	0	50.0	34.4	3.1	0.0	3.1	9.4	0.0	90.6	87.5
LGLA1355	63	24	18	7	6	4	4	0	38.1	28.6	11.1	9.5	6.3	6.3	0.0	93.7	77.8
LGLA1380	3	2	0	0	0	0	0	0	66.7	0.0	0.0	0.0	0.0	0.0	0.0	66.7	66.7
LGLA2239	17	13	3	0	0	0	1	0	76.5	17.6	0.0	0.0	0.0	5.9	0.0	94.1	94.1
LGLA2311	26	9	9	3	1	3	1	0	34.6	34.6	11.5	3.8	11.5	3.8	0.0	96.2	80.8
LGLA2333	25	13	5	2	1	1	3	0	52.0	20.0	8.0	4.0	4.0	12.0	0.0	88.0	80.0
<b>Spring 2010 Total</b>	<b>330</b>	<b>156</b>	<b>84</b>	<b>25</b>	<b>12</b>	<b>27</b>	<b>25</b>	<b>0</b>	<b>47.3</b>	<b>25.5</b>	<b>7.6</b>	<b>3.6</b>	<b>8.2</b>	<b>7.6</b>	<b>0.0</b>	<b>92.1</b>	<b>80.3</b>
LGLA1307	12	5	3	1	0	0	3	0	41.7	25.0	8.3	0.0	0.0	25.0	0.0	75.0	75.0
LGLA1344	14	10	2	0	1	0	1	0	71.4	14.3	0.0	7.1	0.0	7.1	0.0	92.9	85.7
LGLA2333	21	16	1	2	0	1	1	0	76.2	4.8	9.5	0.0	4.8	4.8	0.0	95.2	90.5
<b>Summer I 2010 Total</b>	<b>47</b>	<b>31</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>66.0</b>	<b>12.8</b>	<b>6.4</b>	<b>2.1</b>	<b>2.1</b>	<b>10.6</b>	<b>0.0</b>	<b>89.4</b>	<b>85.1</b>
LGLA2303	28	12	13	2	0	1	0	0	42.9	46.4	7.1	0.0	3.6	0.0	0.0	100.0	96.4
LGLA2311	11	5	2	2	0	0	2	0	45.5	18.2	18.2	0.0	0.0	18.2	0.0	81.8	81.8
<b>Summer II 2010 Total</b>	<b>39</b>	<b>17</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>43.6</b>	<b>38.5</b>	<b>10.3</b>	<b>0.0</b>	<b>2.6</b>	<b>5.1</b>	<b>0.0</b>	<b>94.9</b>	<b>92.3</b>

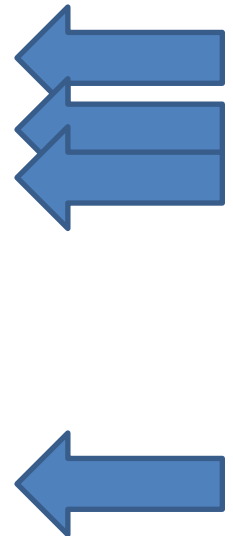


**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2011</b>																	
LGLA1303	32	8	11	1	1	5	6	0	25.0	34.4	3.1	3.1	15.6	18.8	0.0	81.3	62.5
LGLA1307	99	19	26	16	10	21	7	0	19.2	26.3	16.2	10.1	21.2	7.1	0.0	92.9	61.6
LGLA1342	62	14	14	18	5	6	5	0	22.6	22.6	29.0	8.1	9.7	8.1	0.0	91.9	74.2
LGLA1343	19	16	0	0	1	2	0	0	84.2	0.0	0.0	5.3	10.5	0.0	0.0	100.0	84.2
LGLA1344	14	7	4	1	0	2	0	0	50.0	28.6	7.1	0.0	14.3	0.0	0.0	100.0	85.7
LGLA1353	31	12	15	1	1	2	0	0	38.7	48.4	3.2	3.2	6.5	0.0	0.0	100.0	90.3
LGLA1355	16	5	6	1	1	3	0	0	31.3	37.5	6.3	6.3	18.8	0.0	0.0	100.0	75.0
LGLA2239	21	9	7	1	1	0	3	0	42.9	33.3	4.8	4.8	0.0	14.3	0.0	85.7	81.0
LGLA2303	38	9	12	6	2	6	1	0	23.7	31.6	15.8	5.3	15.8	2.6	0.0	92.1	71.1
LGLA2333	25	10	8	2	1	0	4	0	40.0	32.0	8.0	4.0	0.0	16.0	0.0	84.0	80.0
<b>Fall 2010 Total</b>	<b>357</b>	<b>109</b>	<b>103</b>	<b>47</b>	<b>23</b>	<b>47</b>	<b>26</b>	<b>0</b>	<b>30.5</b>	<b>28.9</b>	<b>13.2</b>	<b>6.4</b>	<b>13.2</b>	<b>7.3</b>	<b>0.0</b>	<b>92.2</b>	<b>72.5</b>
LGLA1303	58	17	16	10	3	8	4	0	29.3	27.6	17.2	5.2	13.8	6.9	0.0	93.1	74.1
LGLA1307	77	17	28	14	5	5	8	0	22.1	36.4	18.2	6.5	6.5	10.4	0.0	89.6	76.6
LGLA1342	30	10	10	5	1	2	2	0	33.3	33.3	16.7	3.3	6.7	6.7	0.0	93.3	83.3
LGLA1343	27	24	0	1	0	2	0	0	88.9	0.0	3.7	0.0	7.4	0.0	0.0	100.0	92.6
LGLA1344	44	34	7	3	0	0	0	0	77.3	15.9	6.8	0.0	0.0	0.0	0.0	100.0	100.0
LGLA1353	51	12	23	3	4	7	1	0	23.5	45.1	5.9	7.8	13.7	2.0	0.0	96.1	74.5
LGLA1355	31	15	11	3	0	2	0	0	48.4	35.5	9.7	0.0	6.5	0.0	0.0	100.0	93.5
LGLA1380	2	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LGLA2239	23	14	2	4	0	1	2	0	60.9	8.7	17.4	0.0	4.3	8.7	0.0	91.3	87.0
LGLA2307	28	13	11	1	0	0	3	0	46.4	39.3	3.6	0.0	0.0	10.7	0.0	89.3	89.3
LGLA2311	23	9	4	3	0	5	2	0	39.1	17.4	13.0	0.0	21.7	8.7	0.0	91.3	69.6
LGLA2333	22	10	5	2	3	1	1	0	45.5	22.7	9.1	13.6	4.5	4.5	0.0	95.5	77.3
<b>Spring 2011 Total</b>	<b>416</b>	<b>175</b>	<b>117</b>	<b>49</b>	<b>16</b>	<b>33</b>	<b>23</b>	<b>0</b>	<b>42.1</b>	<b>28.1</b>	<b>11.8</b>	<b>3.8</b>	<b>7.9</b>	<b>5.5</b>	<b>0.0</b>	<b>93.8</b>	<b>82.0</b>
LGLA1307	25	12	4	2	0	4	2	0	48.0	16.0	8.0	0.0	16.0	8.0	0.0	88.0	72.0
LGLA1342	27	9	7	5	2	3	1	0	33.3	25.9	18.5	7.4	11.1	3.7	0.0	96.3	77.8
LGLA2239	16	10	3	2	0	0	1	0	62.5	18.8	12.5	0.0	0.0	6.3	0.0	93.8	93.8
LGLA2311	24	6	8	2	3	5	0	0	25.0	33.3	8.3	12.5	20.8	0.0	0.0	100.0	66.7
LGLA2333	22	9	4	0	4	3	2	0	40.9	18.2	0.0	18.2	13.6	9.1	0.0	90.9	59.1
<b>Summer I 2011 Total</b>	<b>114</b>	<b>46</b>	<b>26</b>	<b>11</b>	<b>9</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>40.4</b>	<b>22.8</b>	<b>9.6</b>	<b>7.9</b>	<b>13.2</b>	<b>5.3</b>	<b>0.0</b>	<b>93.9</b>	<b>72.8</b>
LGLA1355	27	20	3	0	0	3	1	0	74.1	11.1	0.0	0.0	11.1	3.7	0.0	96.3	85.2
<b>Summer II 2011 Total</b>	<b>27</b>	<b>20</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>74.1</b>	<b>11.1</b>	<b>0.0</b>	<b>0.0</b>	<b>11.1</b>	<b>3.7</b>	<b>0.0</b>	<b>96.3</b>	<b>85.2</b>

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2012</b>																	
LGLA1303	59	18	19	5	3	6	8	0	30.5	32.2	8.5	5.1	10.2	13.6	0.0	86.4	71.2
LGLA1307	128	36	34	26	5	16	11	0	28.1	26.6	20.3	3.9	12.5	8.6	0.0	91.4	75.0
LGLA1342	29	7	7	9	1	3	2	0	24.1	24.1	31.0	3.4	10.3	6.9	0.0	93.1	79.3
LGLA1343	24	14	3	4	1	2	0	0	58.3	12.5	16.7	4.2	8.3	0.0	0.0	100.0	87.5
LGLA1344	33	22	3	0	0	2	6	0	66.7	9.1	0.0	0.0	6.1	18.2	0.0	81.8	75.8
LGLA1353	29	9	8	5	2	5	0	0	31.0	27.6	17.2	6.9	17.2	0.0	0.0	100.0	75.9
LGLA1355	27	10	8	4	1	2	2	0	37.0	29.6	14.8	3.7	7.4	7.4	0.0	92.6	81.5
LGLA2239	21	12	2	0	0	2	5	0	57.1	9.5	0.0	0.0	9.5	23.8	0.0	76.2	66.7
LGLA2303	73	19	14	18	11	7	4	0	26.0	19.2	24.7	15.1	9.6	5.5	0.0	94.5	69.9
LGLA2311	25	11	7	1	1	3	2	0	44.0	28.0	4.0	4.0	12.0	8.0	0.0	92.0	76.0
LGLA2333	24	5	4	3	2	2	8	0	20.8	16.7	12.5	8.3	8.3	33.3	0.0	66.7	50.0
<b>Fall 2011 Total</b>	<b>472</b>	<b>163</b>	<b>109</b>	<b>75</b>	<b>27</b>	<b>50</b>	<b>48</b>	<b>0</b>	<b>34.5</b>	<b>23.1</b>	<b>15.9</b>	<b>5.7</b>	<b>10.6</b>	<b>10.2</b>	<b>0.0</b>	<b>89.8</b>	<b>73.5</b>
LGLA1303	59	15	14	3	1	10	15	1	25.4	23.7	5.1	1.7	16.9	25.4	1.7	74.1	55.2
LGLA1307	97	24	30	16	1	13	13	0	24.7	30.9	16.5	1.0	13.4	13.4	0.0	86.6	72.2
LGLA1323	27	13	5	5	0	2	1	0	48.1	18.5	18.5	0.0	7.4	3.7	0.0	92.6	85.2
LGLA1342	59	23	9	9	4	9	5	0	39.0	15.3	15.3	6.8	15.3	8.5	0.0	91.5	69.5
LGLA1343	18	12	0	1	0	2	3	0	66.7	0.0	5.6	0.0	11.1	16.7	0.0	83.3	72.2
LGLA1344	29	17	6	3	2	0	1	0	58.6	20.7	10.3	6.9	0.0	3.4	0.0	96.6	89.7
LGLA1353	60	25	16	8	1	4	6	0	41.7	26.7	13.3	1.7	6.7	10.0	0.0	90.0	81.7
LGLA1355	65	27	18	9	4	3	4	0	41.5	27.7	13.8	6.2	4.6	6.2	0.0	93.8	83.1
LGLA1380	2	1	0	0	0	0	0	0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0
LGLA2239	24	15	7	0	0	0	2	0	62.5	29.2	0.0	0.0	0.0	8.3	0.0	91.7	91.7
LGLA2303	29	11	6	4	2	5	1	0	37.9	20.7	13.8	6.9	17.2	3.4	0.0	96.6	72.4
LGLA2307	20	7	8	1	0	1	3	0	35.0	40.0	5.0	0.0	5.0	15.0	0.0	85.0	80.0
LGLA2311	22	3	7	4	2	1	5	0	13.6	31.8	18.2	9.1	4.5	22.7	0.0	77.3	63.6
LGLA2333	24	6	5	1	5	4	3	0	25.0	20.8	4.2	20.8	16.7	12.5	0.0	87.5	50.0
<b>Spring 2012 Total</b>	<b>535</b>	<b>199</b>	<b>131</b>	<b>64</b>	<b>22</b>	<b>54</b>	<b>62</b>	<b>1</b>	<b>37.2</b>	<b>24.5</b>	<b>12.0</b>	<b>4.1</b>	<b>10.1</b>	<b>11.6</b>	<b>0.2</b>	<b>88.0</b>	<b>73.8</b>
LGLA1303	25	7	7	4	0	4	3	0	28.0	28.0	16.0	0.0	16.0	12.0	0.0	88.0	72.0
LGLA1307	26	10	7	3	1	3	2	0	38.5	26.9	11.5	3.8	11.5	7.7	0.0	92.3	76.9
LGLA1342	24	7	7	4	2	4	0	0	29.2	29.2	16.7	8.3	16.7	0.0	0.0	100.0	75.0
LGLA2239	14	12	1	0	0	0	1	0	85.7	7.1	0.0	0.0	0.0	7.1	0.0	92.9	92.9
LGLA2311	23	4	8	2	4	4	1	0	17.4	34.8	8.7	17.4	17.4	4.3	0.0	95.7	60.9
LGLA2333	19	7	3	3	3	3	0	0	36.8	15.8	15.8	15.8	15.8	0.0	0.0	100.0	68.4
<b>Summer I 2012</b>	<b>131</b>	<b>47</b>	<b>33</b>	<b>16</b>	<b>10</b>	<b>18</b>	<b>7</b>	<b>0</b>	<b>35.9</b>	<b>25.2</b>	<b>12.2</b>	<b>7.6</b>	<b>13.7</b>	<b>5.3</b>	<b>0.0</b>	<b>94.7</b>	<b>73.3</b>



**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2013</b>																	
LGLA1303	54	24	16	4	4	4	2	0	44.4	29.6	7.4	7.4	7.4	3.7	0.0	96.3	81.5
LGLA1307	81	19	22	17	2	16	3	0	23.5	27.2	21.0	2.5	19.8	3.7	0.0	93.8	71.6
LGLA1323	17	7	5	2	1	1	1	0	41.2	29.4	11.8	5.9	5.9	5.9	0.0	94.1	82.4
LGLA1342	54	24	16	8	3	2	0	0	44.4	29.6	14.8	5.6	3.7	0.0	0.0	98.1	88.9
LGLA1344	20	7	11	1	0	0	1	0	35.0	55.0	5.0	0.0	0.0	5.0	0.0	95.0	95.0
LGLA1353	30	14	7	4	0	4	0	0	46.7	23.3	13.3	0.0	13.3	0.0	0.0	96.7	83.3
LGLA1355	32	8	10	7	3	2	2	0	25.0	31.3	21.9	9.4	6.3	6.3	0.0	93.8	78.1
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	16	11	2	1	0	0	2	0	68.8	12.5	6.3	0.0	0.0	12.5	0.0	87.5	87.5
LGLA2303	65	21	20	11	1	7	4	0	32.3	30.8	16.9	1.5	10.8	6.2	0.0	92.3	80.0
LGLA2311	23	3	7	6	1	1	5	0	13.0	30.4	26.1	4.3	4.3	21.7	0.0	78.3	69.6
LGLA2313	47	20	11	7	2	3	4	0	42.6	23.4	14.9	4.3	6.4	8.5	0.0	91.5	80.9
LGLA2323	17	6	4	3	2	0	2	0	35.3	23.5	17.6	11.8	0.0	11.8	0.0	88.2	76.5
LGLA2333	24	10	3	0	3	5	3	0	41.7	12.5	0.0	12.5	20.8	12.5	0.0	87.5	54.2
<b>Fall 2012 Total</b>	<b>481</b>	<b>175</b>	<b>134</b>	<b>71</b>	<b>22</b>	<b>45</b>	<b>29</b>	<b>0</b>	<b>36.4</b>	<b>27.9</b>	<b>14.8</b>	<b>4.6</b>	<b>9.4</b>	<b>6.0</b>	<b>0.0</b>	<b>92.9</b>	<b>79.0</b>
LGLA1303	59	13	16	11	4	7	7	1	22.0	27.1	18.6	6.8	11.9	11.9	1.7	87.9	69.0
LGLA1305	22	9	7	2	1	1	2	0	40.9	31.8	9.1	4.5	4.5	9.1	0.0	90.9	81.8
LGLA1307	67	22	15	11	5	10	4	0	32.8	22.4	16.4	7.5	14.9	6.0	0.0	94.0	71.6
LGLA1323	20	5	6	3	1	1	2	0	25.0	30.0	15.0	5.0	5.0	10.0	0.0	80.0	70.0
LGLA1342	51	22	15	4	4	6	0	0	43.1	29.4	7.8	7.8	11.8	0.0	0.0	100.0	80.4
LGLA1344	41	28	11	1	0	1	0	0	68.3	26.8	2.4	0.0	2.4	0.0	0.0	100.0	97.6
LGLA1353	58	19	15	8	7	7	2	0	32.8	25.9	13.8	12.1	12.1	3.4	0.0	96.6	72.4
LGLA1355	30	19	5	2	2	2	0	0	63.3	16.7	6.7	6.7	6.7	0.0	0.0	100.0	86.7
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	21	16	2	1	0	1	1	0	76.2	9.5	4.8	0.0	4.8	4.8	0.0	95.2	90.5
LGLA2307	23	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LGLA2311	25	7	9	2	1	4	2	0	28.0	36.0	8.0	4.0	16.0	8.0	0.0	92.0	72.0
LGLA2313	25	12	3	4	1	3	2	0	48.0	12.0	16.0	4.0	12.0	8.0	0.0	92.0	76.0
LGLA2323	23	8	6	3	3	1	2	0	34.8	26.1	13.0	13.0	4.3	8.7	0.0	91.3	73.9
LGLA2333	24	7	3	1	3	10	0	0	29.2	12.5	4.2	12.5	41.7	0.0	0.0	100.0	45.8
<b>Spring 2013 Total</b>	<b>490</b>	<b>188</b>	<b>113</b>	<b>53</b>	<b>32</b>	<b>54</b>	<b>24</b>	<b>1</b>	<b>38.4</b>	<b>23.1</b>	<b>10.8</b>	<b>6.5</b>	<b>11.0</b>	<b>4.9</b>	<b>0.2</b>	<b>90.0</b>	<b>72.4</b>
LGLA1303	28	7	12	7	1	0	0	0	25.0	42.9	25.0	3.6	0.0	0.0	0.0	96.4	92.9
LGLA1307	21	6	10	4	1	0	0	0	28.6	47.6	19.0	4.8	0.0	0.0	0.0	100.0	95.2
LGLA1380	2	1	0	0	0	0	0	0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
LGLA2239	11	7	2	0	0	0	1	0	63.6	18.2	0.0	0.0	0.0	9.1	0.0	81.8	81.8
LGLA2311	17	3	6	5	0	2	1	0	17.6	35.3	29.4	0.0	11.8	5.9	0.0	94.1	82.4
<b>Summer I 2013 Total</b>	<b>79</b>	<b>24</b>	<b>30</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>30.4</b>	<b>38.0</b>	<b>20.3</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>93.7</b>	<b>88.6</b>
LGLA1355	21	8	9	3	1	0	0	0	38.1	42.9	14.3	4.8	0.0	0.0	0.0	100.0	95.2
LGLA2303	22	5	7	4	4	1	0	0	22.7	31.8	18.2	18.2	4.5	0.0	0.0	95.5	72.7
<b>Summer II 2013 Total</b>	<b>43</b>	<b>13</b>	<b>16</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>30.2</b>	<b>37.2</b>	<b>16.3</b>	<b>11.6</b>	<b>2.3</b>	<b>0.0</b>	<b>0.0</b>	<b>97.7</b>	<b>83.7</b>

Source: Collin College Banner Student System based on Argos query.

<sup>1</sup>Course Completion Rate is generated by dividing the number of enrollments on last class day (All enrollments-W) by all enrollments on course census day. Does not include Audit in the

<sup>2</sup>Course Success Rate is generated by dividing the sum of A, B and C grades by number of enrollments on course census dates in those courses. Does not include Audit in the calculations.

Note: The percentages do not add to 100 because it does not include I, IP, P, N, Z grades.

The state completion standard is 78 %, and the Paralegal Studies program had six courses that failed to meet the standard from Summer 2009 through Summer 2013 (excluding LGLA 1380, whose data is inaccurate, perhaps because it is a cooperative course). Here are the statistics for these courses:

- LGLA 1303: 1 (Fall 2011: 74.1 %)
- LGLA 1307: 1 (Spring 2010: 75.0%) [LGLA 1307 is the most frequently offered course in the program. It is offered two to four times each normal semester. Therefore, having a single LGLA 1307 section not meet the 80 % standard does not indicate an overall problem with the course.]
- LGLA 2239: 1 (Summer 2011: 76.2 %) (capstone course)
- LGLA 2311: 1 (Fall 2011: 77.3 %) (taught Fall 2011 as an on-line course)
- LGLA 2333: 2 (Fall 2009: 75.0 %; and Summer 2011: 66.7 %) (on-line elective course)

No courses have fallen below a 78 % completion since Fall 2011. Given the number of courses offered, the program does not appear to have a current problem with retention of students.

On Collin's "Program Course Performance Report" for Academic Year 2013, only one required Paralegal Studies course fell below a 90 % completion rate: LGLA 2311 (Business Organizations). Its completion rate was 87.6 %. This course is the only on-line, required course in the Paralegal AAS program. In Fall 2013, LGLA 2311 was offered in a classroom setting for the benefit of students who prefer classroom-based courses.

Is there sufficient course enrollment to support a stable cycle of required course offerings?

Yes     No

Show course enrollment for technical or field of study courses.



**Measure 5\_Average Class Size by Course  
Paralegal/Legal Assistant (CIP: 220302)  
Collin College  
FY2009 through FY2013**

Courses	Fiscal Year 2009			
	Fall	Spring	Summer I	Summer II
LGLA1303	23.0	30.0		
LGLA1307	32.0	31.0	21.0	
LGLA1342	22.0	33.0		
LGLA1344		28.0		
LGLA1353	33.0	31.0		
LGLA1355	30.0	30.5		
LGLA2239	16.0	16.0	9.0	
LGLA2303	31.0	33.0		
LGLA2307	24.0			
LGLA2311		31.0		24.0
LGLA2333	18.0	16.0	22.0	

Courses	Fiscal Year 2010			
	Fall	Spring	Summer I	Summer II
LGLA1307	29.3	24.3	12.0	
LGLA1342	26.0	28.0		
LGLA1344	15.0	32.0	14.0	
LGLA1353	29.0	32.0		
LGLA1355		31.5		
LGLA2239	14.0	17.0		
LGLA2303	29.0			28.0
LGLA2307	27.0			
LGLA2311		26.0		11.0
LGLA2333	24.0	25.0	21.0	

Courses	Fiscal Year 2011			
	Fall	Spring	Summer I	Summer II
LGLA1303	32.0	29.0		
LGLA1307	24.8	25.7	25.0	
LGLA1342	31.0	30.0	27.0	
LGLA1343	19.0	27.0		
LGLA1344	14.0	22.0		
LGLA1353	31.0	25.5		
LGLA1355	16.0	31.0		27.0
LGLA2239	21.0	23.0	16.0	
LGLA2303	19.0			
LGLA2307		28.0		
LGLA2311		23.0	24.0	
LGLA2333	25.0	22.0	22.0	

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**Measure 5\_Average Class Size by Course  
Paralegal/Legal Assistant (CIP: 220302)  
Collin College  
FY2009 through FY2013**

Courses	Fiscal Year 2012			
	Fall	Spring	Summer I	Summer II
LGLA1303	29.5	29.5	25.0	
LGLA1307	32.0	24.3	26.0	
LGLA1323		27.0		
LGLA1342	29.0	29.5	24.0	
LGLA1343	24.0	18.0		
LGLA1344	33.0	29.0		
LGLA1353	29.0	30.0		
LGLA1355	27.0	32.5		
LGLA2239	21.0	24.0	14.0	
LGLA2303	36.5	29.0		
LGLA2307		20.0		
LGLA2311	25.0	22.0	23.0	
LGLA2333	24.0	24.0	19.0	

Courses	Fiscal Year 2013			
	Fall	Spring	Summer I	Summer II
LGLA1303	27.0	29.5	28.0	
LGLA1305		22.0		
LGLA1307	27.0	22.3	21.0	
LGLA1323	17.0	20.0		
LGLA1342	27.0	25.5		
LGLA1344	20.0	20.5		
LGLA1353	30.0	29.0		
LGLA1355	32.0	30.0		21.0
LGLA2239	16.0	21.0	11.0	
LGLA2303	32.5			22.0
LGLA2307		23.0		
LGLA2311	23.0	25.0	17.0	
LGLA2313	23.5	25.0		
LGLA2323	17.0	23.0		
LGLA2333	24.0	24.0		

Source: Collin College Banner Student System based on Argos query.

As demonstrated above, no course has consistently had an enrollment below 15 students per class. From Summer 2009 through Summer 2013, these classes had enrollment less than 15:

- LGLA 1307: Summer 2010 (12 students) [This is a course that is offered two to four times each semester (once in the summer).]
- LGLA 1344: Fall 2011 (14 students) and Summer 2010 (14 students) [This course is offered virtually every non-summer semester and sometimes in summer.]
- LGLA 2239: Summer 2013 (11 students); Summer 2012 (14 students); Fall 2010 (14 students); and Summer 2009 (9 students) [This is the capstone course and is offered virtually every semester. If it is not offered in a semester, completers are delayed.]
- LGLA 2311: Summer 2013 (11 students; offered during this semester as an on-line course)

Most of the courses that were below 15 students were offered during a summer term.

For any required program courses with enrollment below 15, explain a plan to grow enrollment or revise the curriculum.

Not applicable.

- b. Are the required courses in the program offered at intervals appropriate to enable students to complete "on time" if a student was enrolled full-time and followed the degree plan?

Yes     No

- c. Identify any required program courses which frequently require course substitutions to enable students to complete an award.

Not applicable.

- b. Considering the course retention information gathered from step 1 above, explain program changes planned to remove or mitigate any observed barriers.

Not applicable.

**III. PROGRAM INFORMATION: ARE THE PROGRAM LITERATURE AND ELECTRONIC SITES CURRENT AND DO THEY PROVIDE AN ACCURATE REPRESENTATION?**

- A. Provide program website  
url: <http://www.collin.edu/academics/programs/paralegal.html>
- B. List all program literature (course descriptions, degree plans, catalog entries, etc.) in the table III below.
- C. Provide the review date (within the last three months) in Table III below that shows the elements of information listed on the website and in brochures were checked and updated for accuracy (current academic calendars, grading policies, course syllabi, program handouts, program tuition costs and additional fees, description of articulation agreements, availability of courses and awards, and local job demand in related fields) are accurate and available to the public.

**Table III-Program Literature Review**

Title	Type	Date Last Reviewed and Updated
Become a Paralegal	Brochure	2/17/2014

#### **IV. EMPLOYMENT FOR PROGRAM GRADUATES**

*Some relevant data is available on [Career Coach](#).*

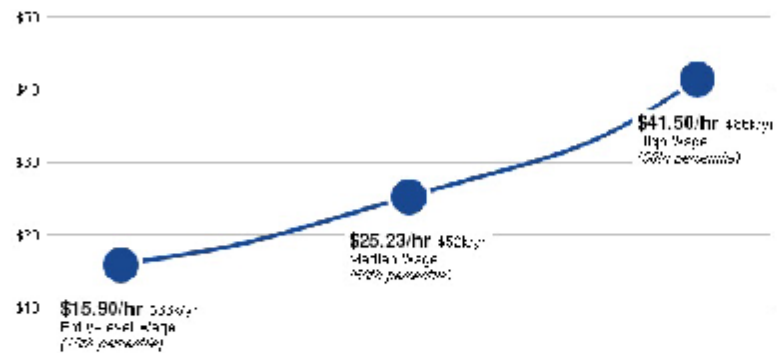
- A. Provide evidence of local demand for program graduates.

The next two pages include data from “Career Coach:”

CAREER COACH OCCUPATION INFORMATION FOR

# Paralegal and Legal Assistant

## Wage



**6,889** Paralegals and Legal Assistants are employed. This number is expected to **increase by 8.7%** over the next four years.

**17%** are over the age of 55 and will probably retire soon.

## About

**Description:** Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

**Typical education level:**  
Bachelor's degree

## Businesses

This career is not associated with any businesses.

## Employment

**6,889** Employed in your area

**262** Estimated annual job openings

**1,191** Approaching retirement age

The average retirement age in the U.S. is 65 years old. Paralegals and Legal Assistants in the 55-64 and the 65+ categories are 1-10 years away from retirement. When older workers retire, there will likely be a demand for new workers.

Age Group	# of Workers	% of Workers*	
under 25	505	7%	<div style="width: 7%;"></div>
25-34	1,801	26%	<div style="width: 26%;"></div>
35-44	1,716	25%	<div style="width: 25%;"></div>
45-54	1,675	24%	<div style="width: 24%;"></div>
<b>55-64</b>	<b>983</b>	<b>14%</b>	<div style="width: 14%;"></div>
<b>65+</b>	<b>208</b>	<b>3%</b>	<div style="width: 3%;"></div>

\* Based on county-level occupational demographics

## Similar Careers

**Legal Secretary**

\$19.66/hr wage

5,087 employed

**Title Examiner, Abstractor, an...**

\$22.38/hr wage

2,264 employed

**Executive Secretary and Exec...**

\$23.53/hr wage

22,463 employed

**Interviewer, Except Eligibility a...**

\$14.73/hr wage

5,732 employed

**Eligibility Interviewer, Governm...**

\$17.67/hr wage

2,238 employed

**Bill and Account Collector**

\$15.29/hr wage

20,256 employed

## Related Degrees

### [Criminal Justice: Field of Study](#)

The Associate of Arts - Criminal Justice Field of Study degree provides general academic courses and electives which enable students who intend to major in criminal justice...

### [Paralegal / Legal Assistant, A.A.](#)

The Texas Woman's University (TWU) and Collin Paralegal programs entered an articulation agreement, effective fall 1999, which establishes a plan for students to obtain an...

### [Paralegal / Legal Assistant, A.A.S.](#)

Law firms, corporations and governmental agencies hire paralegals / legal assistants to manage an array of legal responsibilities under the direction and supervision of a...

### [Paralegal General, Certificate](#)

Law firms, corporations and governmental agencies hire paralegals / legal assistants to manage an array of legal

The demand for paralegals continues to grow. As the data from “Career Coach” (above) demonstrates, in the next four years, the field will grow by 8.7 % and 17 % of current incumbents will be retiring. Annually, there will be approximately 262 new job openings in our area.

The U.S. Bureau of Labor Statistics has reached a similar conclusion. Here is its interpretation of the data:

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations.

As law firms try to increase the efficiency of legal services and lower their expenses, they are expected to hire more paralegals and legal assistants. Some law firms are rethinking their project staffing and rebuilding their support staff by hiring paralegals, who may be given some of the administrative tasks previously assigned to legal secretaries.

Law firms also are attempting to reduce billing costs due to pressure from clients. Paralegals can be a less costly alternative to lawyers and can perform a wide variety of duties, including tasks once done by lawyers. This will cause an increase in demand for paralegals and legal assistants.

While law firms will continue to be the largest employers of paralegals, many large corporations are increasing their in-house legal departments to cut costs. For many companies, the high cost of lawyers and their support staff makes it more economical to have an in-house legal department, rather than to retain outside counsel. This will lead to an increase in the demand of legal workers in a variety of settings, such as finance and insurance firms, consulting firms, and healthcare providers.

However, demand for paralegals could be limited by law firms’ workloads. When work is slow, lawyers may keep billable assignments for themselves and delegate less work to paralegals. This may make a firm less likely to keep some paralegals on staff or to hire new ones until the workload increases.

Source: <http://www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants.htm#tab-6>



If there is low current demand, as evidenced by few AAS-level job postings, explain why and show evidence that near-term future demand will improve local demand for graduates of this program.

Not applicable.

B. What percent of graduates secure employment in the field?

Here are some data regarding recent graduates:

	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Graduates Working as a Paralegal</b>	11	18	11	9
<b>Graduates Working in Another Capacity in the Legal Field</b>	1	8	1	1
<b>Graduates Continuing Education</b>	2	2	5	5
<b>Graduates Still Seeking Employment</b>	1	1	3	1
<b>Graduates Working in Another Field</b>	1	2	2	2
<b>Graduates Unable to Locate</b>	2	7	5	2
<b>Graduates Not Seeking Employment</b>	1	4	2	4
<b>Total Graduates</b>	19	42	29	24

Though this data is accurate, it is somewhat misleading as it documents only completers. It does not contain the students who gain employment and therefore elect not to complete the program

As indicated on the table on the next page, Collin's data indicate that 32.6 to 50 % are employed, but the data does not appear to be reliable. The true percentage is likely to be significantly higher.

Unfortunately, Collin does not have reliable statistics for the employment rate of paralegal students. Over the last year, the Paralegal Studies program has been developing a database of current and former students so that Collin can have a better understanding of how successful the graduates are. That database now has 132 members, most of whom are current students.

Below are Collin's data about the percentage of program completers who are employed per year:

**Measure 3\_Percentage of Program Completers Employed Per Year**  
Collin College  
FY2009 through Fy2013

Program Name	CIP	Fiscal Year				
		2009	2010	2011	2012	2013*
Computer-Aided Drafting / Design	151301	63.0%	41.5%	20.4%	20.6%	
Culinary Arts	120503	0.0%	61.1%	47.7%	57.9%	
Dental Hygienist	510602	75.0%	37.8%	40.0%	55.2%	
Digital Video	500410					
Information Systems Cybersecurity	111003			30.8%	44.4%	
Music FOS	500901	47.6%	15.8%	39.3%	34.2%	
Paralegal	220302	50.0%	32.6%	36.7%	37.8%	
Pastry Arts	120501					
Polysomnographic Technology	510903					

Polysomnographic Technology is a new program started at Collin College in Fall 2012.

\* Data for 2013 is not posted on the THECB website. It would be updated when it is made available.

Source: THECB Gainful Employment Placement Rate (<http://www.txhighereddata.org/reports/performance/ctcasalf/gainful.cfm>; 9/20/2013)

If the employment rate is below 75% within 12 months of graduation, explain the plan to increase employment of the program's graduates through relationship building.

Collin's faculty is committed to building relationships with employers and informing students and alumni of employment opportunities. Collin's Paralegal Studies program has a job bulletin board that began in May 2013. That board is Collin College Paralegal Association, and it is a LinkedIn group. From January 1, 2014, through March 1, 2014, approximately 175 job openings have been posted on the bulletin board.

C. Average salary of program graduates.

Collin does not have reliable data for the average salary of program graduates. "Career Coach" shows that paralegals typically earn between \$15.90/hour and \$41.50/hour.

If average salary is at or below minimum wage plus 15%, explain how the program will be modified to add economic value for graduates.

The federal and state minimum wage is \$7.25 an hour. Individuals who earn \$8.34 an hour are 15 % above the minimum wage. Anecdotal evidence strongly suggests that Collin-educated paralegals earn substantially more than \$8.34 an hour. "Career Coach" shows that paralegals typically earn between \$15.90/hour and \$41.50/hour.

D. Average number of months to employment.

Collin does not have reliable data for the average number of months to employment. A large portion of Collin's students attain legal-related employment before they complete the Program. Some have law-related employment even before they start the Program; they may be attending the courses at the urging of their employers. Based upon anecdotal evidence, the average number of months to employment is substantially less than six months.

E. If the average time to employment exceeds six months after graduation, describe the plan to support employment searches for upcoming (and recent) graduates.

Not applicable.

- F. What actions do the program personnel take to assist the college in obtaining the information required by Title IV and Gainful Employment so that students enrolled in this program are able, if otherwise eligible, to receive federal financial aid?

The program chair has developed a student database (see above) to assist tracking students. In addition to the assistance it provides students in employment, in the future, it will provide the college a source to gather information required for Title IV and Gainful Employment.

- G. What additional actions, if any, are needed to improve the quality of this programs' information needed for college federal reporting requirements?

The Paralegal Studies department has not identified any items requiring immediate action. The revised Continuous Improvement Plan (see below) will allow us to more accurately measure the success of the current program and recent changes. The department will continue to monitor available data for opportunities for improvement. We anticipate a site visit from the ABA in Fall 2014. The results of this visit will provide us additional information on opportunities for improvement.

**Program Data:**

*Unduplicated, actual, annual enrollment data;*

*Definitions of data elements can be found on CougarWeb under Teaching & Learning/Program Review/Institutional Research Files for Program Review*

The following several pages include program data and analysis:

- Student/Faculty Ratios

**Measure 4\_Students to Faculty Ratio  
Collin College  
FY2009 through FY2013**

Program Names	CIP	Fiscal Year									
		2009		2010		2011		2012		2013	
		Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Computer-Aided Drafting / Design	151301	4.8	5.5	7.4	4.8	3.7	3.7	4.8	4.2	2.9	3.7
Culinary Arts	120503	3.5	3.2	4.3	4.3	5.3	4.0	5.9	5.7	5.2	3.8
Dental Hygienist	510602	1.4	1.4	1.3	1.7	1.7	1.6	1.5	1.5	1.4	1.6
Digital Video	500410	4.9	4.5	3.9	4.2	3.9	4.0	5.2	4.9	4.4	5.3
Information Systems Cybersecurity	111003	2.0	1.9	3.1	4.5	3.8	3.3	4.9	4.6	4.1	3.9
Music FOS	500901	2.6	3.0	3.9	3.5	3.7	3.9	4.2	3.8	3.5	3.1
Paralegal	220302	6.4	8.4	10.6	8.9	6.0	6.6	8.2	7.0	7.2	6.0
Pastry Arts	120501	4.1	3.8	5.0	5.3	5.1	5.1	5.8	5.5	5.6	4.2
Polysomnographic Technology	510903									2.3	1.4

Polysomnographic Technology is a new program started at Collin in fall 2012.

During the last five years, student to faculty ratio has varied from a low of 6.0 (Spring 2013 and Fall 2011) to a high of 10.6 (Fall 2010). The average value for this time is: 7.5 students per faculty. There does not appear to be a trend in the data.

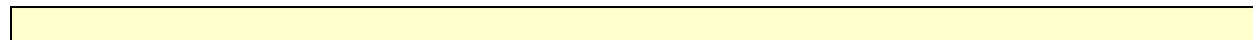
Each semester in the period, the Paralegal Studies' student to faculty ratio is higher than all the other programs that are being reviewed. Because several of the other programs are very "hands on," such as Culinary Arts and Dental Hygienist, the differences make sense. Unlike some of the programs being reviewed, Paralegal courses fit into a traditional classroom setting.

- Average Class Size

**Measure 5\_Average Class Size by Program  
Collin College  
FY2009 through 2013**

Program Name	CIP	Fiscal Year					All Years
		2009	2010	2011	2012	2013	
Computer-Aided Drafting / Design	151301	16.4	16.4	15.6	18.3	17.3	16.7
Culinary Arts	120503	18.9	18.2	17.3	20.8	20.2	19.1
Dental Hygienist	510602	15.5	16.0	15.8	16.0	16.0	15.9
Digital Video	500410	14.2	14.5	14.8	16.1	16.6	15.3
Information Systems Cybersecurity	111003	13.6	15.0	15.8	18.1	17.4	16.2
Music FOS	500901	16.6	18.0	18.8	19.9	19.8	18.7
Paralegal	220302	25.9	25.0	24.6	27.0	24.2	25.3
Pastry Arts	120501	17.7	18.4	18.8	21.9	21.1	19.7
Polysomnographic Technology	510903					12.7	12.7
<b>Overall</b>		<b>16.6</b>	<b>17.2</b>	<b>17.6</b>	<b>19.6</b>	<b>19.1</b>	<b>18.1</b>

Polysomnographic Technology is a new program started at Collin at Fall 2012.  
Source: Collin College Banner Student System based on Argos query.



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For the five-year period, the average class size for the paralegal program has varied between 27.0 students per class (2013) to 24.6 students per class (2011). There does not appear to be a trend in the data. In each year, the Paralegal Studies has had the highest average class size of any of the other program being reviewed.

This difference is due, in part, to the type of content covered in Paralegal Studies class compared to Culinary Arts and other programs. Most Paralegal Studies courses are taught in a traditional classroom setting with textbooks and other trappings of academic-type classes. Most Paralegal Studies are not experiential, except with respect to course assignments. Thus, Paralegal Studies courses permit relatively high enrollment in each class without diminishing the students' learning experience.

- Course Enrollment History for all program courses (excluding core course enrollments)

**Measure 5\_Average Class Size by Course  
Paralegal/Legal Assistant (CIP: 220302)  
Collin College  
FY2009 through FY2013**

Courses	Fall	Fiscal Year 2009		
		Spring	Summer I	Summer II
LGLA1303	23.0	30.0		
LGLA1307	32.0	31.0	21.0	
LGLA1342	22.0	33.0		
LGLA1344		28.0		
LGLA1353	33.0	31.0		
LGLA1355	30.0	30.5		
LGLA2239	16.0	16.0	9.0	
LGLA2303	31.0	33.0		
LGLA2307	24.0			
LGLA2311		31.0		24.0
LGLA2333	18.0	16.0	22.0	

Courses	Fall	Fiscal Year 2010		
		Spring	Summer I	Summer II
LGLA1307	29.3	24.3	12.0	
LGLA1342	26.0	28.0		
LGLA1344	15.0	32.0	14.0	
LGLA1353	29.0	32.0		
LGLA1355		31.5		
LGLA2239	14.0	17.0		
LGLA2303	29.0			28.0
LGLA2307	27.0			
LGLA2311		26.0		11.0
LGLA2333	24.0	25.0	21.0	

Courses	Fall	Fiscal Year 2011		
		Spring	Summer I	Summer II
LGLA1303	32.0	29.0		
LGLA1307	24.8	25.7	25.0	
LGLA1342	31.0	30.0	27.0	
LGLA1343	19.0	27.0		
LGLA1344	14.0	22.0		
LGLA1353	31.0	25.5		
LGLA1355	16.0	31.0		27.0
LGLA2239	21.0	23.0	16.0	
LGLA2303	19.0			
LGLA2307		28.0		
LGLA2311		23.0	24.0	
LGLA2333	25.0	22.0	22.0	

**Measure 5\_Average Class Size by Course  
Paralegal/Legal Assistant (CIP: 220302)  
Collin College  
FY2009 through FY2013**

Courses	Fiscal Year 2012			
	Fall	Spring	Summer I	Summer II
LGLA1303	29.5	29.5	25.0	
LGLA1307	32.0	24.3	26.0	
LGLA1323		27.0		
LGLA1342	29.0	29.5	24.0	
LGLA1343	24.0	18.0		
LGLA1344	33.0	29.0		
LGLA1353	29.0	30.0		
LGLA1355	27.0	32.5		
LGLA2239	21.0	24.0	14.0	
LGLA2303	36.5	29.0		
LGLA2307		20.0		
LGLA2311	25.0	22.0	23.0	
LGLA2333	24.0	24.0	19.0	

Courses	Fiscal Year 2013			
	Fall	Spring	Summer I	Summer II
LGLA1303	27.0	29.5	28.0	
LGLA1305		22.0		
LGLA1307	27.0	22.3	21.0	
LGLA1323	17.0	20.0		
LGLA1342	27.0	25.5		
LGLA1344	20.0	20.5		
LGLA1353	30.0	29.0		
LGLA1355	32.0	30.0		21.0
LGLA2239	16.0	21.0	11.0	
LGLA2303	32.5			22.0
LGLA2307		23.0		
LGLA2311	23.0	25.0	17.0	
LGLA2313	23.5	25.0		
LGLA2323	17.0	23.0		
LGLA2333	24.0	24.0		

Source: Collin College Banner Student System based on Argos query.



The only course that has consistently low enrollment is LGLA 2239: Certified Paralegal Exam Review, which is a required course and is both the AAS and Certificate programs' capstone course. Most likely, the numbers for this course are low for two reasons:

- To help completers, Collin offers this course virtually every semester; and
- Because students are very employable before they complete the program, once they achieve full-time paralegal employment, many decide either not to complete the program or to delay completion.

On the next page is information about enrollment in Paralegal Studies courses over the five-year period:

**Measure 1a**  
**Duplicated Enrollment in Courses by Term and Fiscal Year**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**FY2009 through FY2013**

Courses	FY2009					FY2010					FY2011					FY2012					FY2013						
	Fall 2008	Wintermester 2009	Spring 2009	Maymester 2009	Summer I 2009	Summer II 2009	Fall 2009	Spring 2010	Maymester 2010	Summer I 2010	Summer II 2010	Fall 2010	Wintermester 2011	Spring 2011	Maymester 2011	Summer I 2011	Summer II 2011	Fall 2011	Spring 2012	Maymester 2012	Summer I 2012	Summer II 2012	Fall 2012	Spring 2013	Maymester 2013	Summer I 2013	Summer II 2013
LGLA1303	23		30				30	31				32		58				59	59		25		54	59		28	
LGLA1305																								22			
LGLA1307	64		62		21		88	73		12		99		77		25		128	97		26		81	67		21	
LGLA1323																			27				17	20			
LGLA1342	44		33				52	28				62		30		27		29	59		24		54	51			
LGLA1343												19		27				24	18								
LGLA1344			28				15	32		14		14		44				33	29				20	41			
LGLA1353	33		31				29	32				31		51				29	60				30	58			
LGLA1355	30		61					63				16		31		27		27	65				32	30			21
LGLA1380	1							3						2					2				1	1		2	
LGLA2239	16		16		9		14	17				21		23		16		21	24		14		16	21		11	
LGLA2303	31		33				58			28	38							73	29				65			22	
LGLA2307	24						27							28					20					23			
LGLA2311			31			24		26			11			23		24		25	22		23		23	25		17	
LGLA2313																							47	25			
LGLA2323																							17	23			
LGLA2333	18		16		22		24	25		21		25		22		22		24	24		19		24	24			

Source: Collin College Banner Student System based on Argos query.

- Grade Distributions

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2009</b>																	
LGLA1303	23	11	3	1	2	1	3	0	47.8	13.0	4.3	8.7	4.3	21.7	0.0	78.3	65.2
LGLA1307	64	20	18	6	4	8	8	0	31.3	28.1	9.4	6.3	12.5	12.5	0.0	87.5	68.8
LGLA1342	44	24	12	2	1	2	3	0	54.5	27.3	4.5	2.3	4.5	6.8	0.0	93.2	86.4
LGLA1353	33	17	11	0	0	2	3	0	51.5	33.3	0.0	0.0	6.1	9.1	0.0	90.9	84.8
LGLA1355	30	2	12	11	1	1	3	0	6.7	40.0	36.7	3.3	3.3	10.0	0.0	90.0	83.3
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	16	13	1	1	0	1	0	0	81.3	6.3	6.3	0.0	6.3	0.0	0.0	100.0	93.8
LGLA2303	31	10	8	5	1	5	2	0	32.3	25.8	16.1	3.2	16.1	6.5	0.0	93.5	74.2
LGLA2307	24	14	6	2	0	0	2	0	58.3	25.0	8.3	0.0	0.0	8.3	0.0	91.7	91.7
LGLA2333	18	12	4	0	0	1	1	0	66.7	22.2	0.0	0.0	5.6	5.6	0.0	94.4	88.9
<b>Fall 2008 Total</b>	<b>284</b>	<b>124</b>	<b>75</b>	<b>28</b>	<b>9</b>	<b>21</b>	<b>27</b>	<b>0</b>	<b>43.7</b>	<b>26.4</b>	<b>9.9</b>	<b>3.2</b>	<b>7.4</b>	<b>9.5</b>	<b>0.0</b>	<b>90.5</b>	<b>79.9</b>
LGLA1303	30	11	5	8	1	3	2	0	36.7	16.7	26.7	3.3	10.0	6.7	0.0	93.3	80.0
LGLA1307	62	21	17	10	3	7	4	0	33.9	27.4	16.1	4.8	11.3	6.5	0.0	93.5	77.4
LGLA1342	33	20	7	1	0	1	4	0	60.6	21.2	3.0	0.0	3.0	12.1	0.0	87.9	84.8
LGLA1344	28	22	2	1	0	0	3	0	78.6	7.1	3.6	0.0	0.0	10.7	0.0	89.3	89.3
LGLA1353	31	7	14	4	0	3	3	0	22.6	45.2	12.9	0.0	9.7	9.7	0.0	90.3	80.6
LGLA1355	61	24	20	6	1	4	6	0	39.3	32.8	9.8	1.6	6.6	9.8	0.0	90.2	82.0
LGLA2239	16	10	4	0	0	1	1	0	62.5	25.0	0.0	0.0	6.3	6.3	0.0	93.8	87.5
LGLA2303	33	19	11	2	0	0	1	0	57.6	33.3	6.1	0.0	0.0	3.0	0.0	97.0	97.0
LGLA2311	31	14	10	2	1	2	2	0	45.2	32.3	6.5	3.2	6.5	6.5	0.0	93.5	83.9
LGLA2333	16	6	3	0	0	3	4	0	37.5	18.8	0.0	0.0	18.8	25.0	0.0	75.0	56.3
<b>Spring 2009 Total</b>	<b>341</b>	<b>154</b>	<b>93</b>	<b>34</b>	<b>6</b>	<b>24</b>	<b>30</b>	<b>0</b>	<b>45.2</b>	<b>27.3</b>	<b>10.0</b>	<b>1.8</b>	<b>7.0</b>	<b>8.8</b>	<b>0.0</b>	<b>91.2</b>	<b>82.4</b>
LGLA1307	21	13	6	0	0	2	0	0	61.9	28.6	0.0	0.0	9.5	0.0	0.0	100.0	90.5
LGLA2239	9	7	1	1	0	0	0	0	77.8	11.1	11.1	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2333	22	13	2	1	0	2	4	0	59.1	9.1	4.5	0.0	9.1	18.2	0.0	81.8	72.7
<b>Summer I 2009 Total</b>	<b>52</b>	<b>33</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>63.5</b>	<b>17.3</b>	<b>3.8</b>	<b>0.0</b>	<b>7.7</b>	<b>7.7</b>	<b>0.0</b>	<b>92.3</b>	<b>84.6</b>
LGLA2311	24	17	2	0	1	1	3	0	70.8	8.3	0.0	4.2	4.2	12.5	0.0	87.5	79.2
<b>Summer II 2009 Total</b>	<b>24</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>70.8</b>	<b>8.3</b>	<b>0.0</b>	<b>4.2</b>	<b>4.2</b>	<b>12.5</b>	<b>0.0</b>	<b>87.5</b>	<b>79.2</b>

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2010</b>																	
LGLA1303	29	15	6	5	1	1	1	0	51.7	20.7	17.2	3.4	3.4	3.4	0.0	96.6	89.7
LGLA1307	87	46	15	6	7	6	7	0	52.9	17.2	6.9	8.0	6.9	8.0	0.0	92.0	77.0
LGLA1342	52	25	13	2	3	3	6	0	48.1	25.0	3.8	5.8	5.8	11.5	0.0	88.5	76.9
LGLA1344	15	6	8	0	0	0	1	0	40.0	53.3	0.0	0.0	0.0	6.7	0.0	93.3	93.3
LGLA1353	29	15	7	3	0	0	4	0	51.7	24.1	10.3	0.0	0.0	13.8	0.0	86.2	86.2
LGLA2239	14	6	5	2	0	1	0	0	42.9	35.7	14.3	0.0	7.1	0.0	0.0	100.0	92.9
LGLA2303	58	20	18	8	4	3	5	0	34.5	31.0	13.8	6.9	5.2	8.6	0.0	91.4	79.3
LGLA2307	27	10	11	0	0	1	5	0	37.0	40.7	0.0	0.0	3.7	18.5	0.0	81.5	77.8
LGLA2333	24	15	3	1	0	0	5	0	62.5	12.5	4.2	0.0	0.0	20.8	0.0	79.2	79.2
<b>Fall 2009 Total</b>	<b>335</b>	<b>158</b>	<b>86</b>	<b>27</b>	<b>15</b>	<b>15</b>	<b>34</b>	<b>0</b>	<b>47.2</b>	<b>25.7</b>	<b>8.1</b>	<b>4.5</b>	<b>4.5</b>	<b>10.1</b>	<b>0.0</b>	<b>89.9</b>	<b>80.9</b>
LGLA1303	31	21	3	1	1	3	2	0	67.7	9.7	3.2	3.2	9.7	6.5	0.0	93.5	80.6
LGLA1307	73	30	19	3	3	13	5	0	41.1	26.0	4.1	4.1	17.8	6.8	0.0	93.2	71.2
LGLA1342	28	10	8	8	0	2	0	0	35.7	28.6	28.6	0.0	7.1	0.0	0.0	100.0	92.9
LGLA1344	32	18	8	0	0	0	6	0	56.3	25.0	0.0	0.0	0.0	18.8	0.0	81.3	81.3
LGLA1353	32	16	11	1	0	1	3	0	50.0	34.4	3.1	0.0	3.1	9.4	0.0	90.6	87.5
LGLA1355	63	24	18	7	6	4	4	0	38.1	28.6	11.1	9.5	6.3	6.3	0.0	93.7	77.8
LGLA1380	3	2	0	0	0	0	0	0	66.7	0.0	0.0	0.0	0.0	0.0	0.0	66.7	66.7
LGLA2239	17	13	3	0	0	0	1	0	76.5	17.6	0.0	0.0	0.0	5.9	0.0	94.1	94.1
LGLA2311	26	9	9	3	1	3	1	0	34.6	34.6	11.5	3.8	11.5	3.8	0.0	96.2	80.8
LGLA2333	25	13	5	2	1	1	3	0	52.0	20.0	8.0	4.0	4.0	12.0	0.0	88.0	80.0
<b>Spring 2010 Total</b>	<b>330</b>	<b>156</b>	<b>84</b>	<b>25</b>	<b>12</b>	<b>27</b>	<b>25</b>	<b>0</b>	<b>47.3</b>	<b>25.5</b>	<b>7.6</b>	<b>3.6</b>	<b>8.2</b>	<b>7.6</b>	<b>0.0</b>	<b>92.1</b>	<b>80.3</b>
LGLA1307	12	5	3	1	0	0	3	0	41.7	25.0	8.3	0.0	0.0	25.0	0.0	75.0	75.0
LGLA1344	14	10	2	0	1	0	1	0	71.4	14.3	0.0	7.1	0.0	7.1	0.0	92.9	85.7
LGLA2333	21	16	1	2	0	1	1	0	76.2	4.8	9.5	0.0	4.8	4.8	0.0	95.2	90.5
<b>Summer I 2010 Total</b>	<b>47</b>	<b>31</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>66.0</b>	<b>12.8</b>	<b>6.4</b>	<b>2.1</b>	<b>2.1</b>	<b>10.6</b>	<b>0.0</b>	<b>89.4</b>	<b>85.1</b>
LGLA2303	28	12	13	2	0	1	0	0	42.9	46.4	7.1	0.0	3.6	0.0	0.0	100.0	96.4
LGLA2311	11	5	2	2	0	0	2	0	45.5	18.2	18.2	0.0	0.0	18.2	0.0	81.8	81.8
<b>Summer II 2010 Total</b>	<b>39</b>	<b>17</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>43.6</b>	<b>38.5</b>	<b>10.3</b>	<b>0.0</b>	<b>2.6</b>	<b>5.1</b>	<b>0.0</b>	<b>94.9</b>	<b>92.3</b>

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2011</b>																	
LGLA1303	32	8	11	1	1	5	6	0	25.0	34.4	3.1	3.1	15.6	18.8	0.0	81.3	62.5
LGLA1307	99	19	26	16	10	21	7	0	19.2	26.3	16.2	10.1	21.2	7.1	0.0	92.9	61.6
LGLA1342	62	14	14	18	5	6	5	0	22.6	22.6	29.0	8.1	9.7	8.1	0.0	91.9	74.2
LGLA1343	19	16	0	0	1	2	0	0	84.2	0.0	0.0	5.3	10.5	0.0	0.0	100.0	84.2
LGLA1344	14	7	4	1	0	2	0	0	50.0	28.6	7.1	0.0	14.3	0.0	0.0	100.0	85.7
LGLA1353	31	12	15	1	1	2	0	0	38.7	48.4	3.2	3.2	6.5	0.0	0.0	100.0	90.3
LGLA1355	16	5	6	1	1	3	0	0	31.3	37.5	6.3	6.3	18.8	0.0	0.0	100.0	75.0
LGLA2239	21	9	7	1	1	0	3	0	42.9	33.3	4.8	4.8	0.0	14.3	0.0	85.7	81.0
LGLA2303	38	9	12	6	2	6	1	0	23.7	31.6	15.8	5.3	15.8	2.6	0.0	92.1	71.1
LGLA2333	25	10	8	2	1	0	4	0	40.0	32.0	8.0	4.0	0.0	16.0	0.0	84.0	80.0
<b>Fall 2010 Total</b>	<b>357</b>	<b>109</b>	<b>103</b>	<b>47</b>	<b>23</b>	<b>47</b>	<b>26</b>	<b>0</b>	<b>30.5</b>	<b>28.9</b>	<b>13.2</b>	<b>6.4</b>	<b>13.2</b>	<b>7.3</b>	<b>0.0</b>	<b>92.2</b>	<b>72.5</b>
LGLA1303	58	17	16	10	3	8	4	0	29.3	27.6	17.2	5.2	13.8	6.9	0.0	93.1	74.1
LGLA1307	77	17	28	14	5	5	8	0	22.1	36.4	18.2	6.5	6.5	10.4	0.0	89.6	76.6
LGLA1342	30	10	10	5	1	2	2	0	33.3	33.3	16.7	3.3	6.7	6.7	0.0	93.3	83.3
LGLA1343	27	24	0	1	0	2	0	0	88.9	0.0	3.7	0.0	7.4	0.0	0.0	100.0	92.6
LGLA1344	44	34	7	3	0	0	0	0	77.3	15.9	6.8	0.0	0.0	0.0	0.0	100.0	100.0
LGLA1353	51	12	23	3	4	7	1	0	23.5	45.1	5.9	7.8	13.7	2.0	0.0	96.1	74.5
LGLA1355	31	15	11	3	0	2	0	0	48.4	35.5	9.7	0.0	6.5	0.0	0.0	100.0	93.5
LGLA1380	2	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LGLA2239	23	14	2	4	0	1	2	0	60.9	8.7	17.4	0.0	4.3	8.7	0.0	91.3	87.0
LGLA2307	28	13	11	1	0	0	3	0	46.4	39.3	3.6	0.0	0.0	10.7	0.0	89.3	89.3
LGLA2311	23	9	4	3	0	5	2	0	39.1	17.4	13.0	0.0	21.7	8.7	0.0	91.3	69.6
LGLA2333	22	10	5	2	3	1	1	0	45.5	22.7	9.1	13.6	4.5	4.5	0.0	95.5	77.3
<b>Spring 2011 Total</b>	<b>416</b>	<b>175</b>	<b>117</b>	<b>49</b>	<b>16</b>	<b>33</b>	<b>23</b>	<b>0</b>	<b>42.1</b>	<b>28.1</b>	<b>11.8</b>	<b>3.8</b>	<b>7.9</b>	<b>5.5</b>	<b>0.0</b>	<b>93.8</b>	<b>82.0</b>
LGLA1307	25	12	4	2	0	4	2	0	48.0	16.0	8.0	0.0	16.0	8.0	0.0	88.0	72.0
LGLA1342	27	9	7	5	2	3	1	0	33.3	25.9	18.5	7.4	11.1	3.7	0.0	96.3	77.8
LGLA2239	16	10	3	2	0	0	1	0	62.5	18.8	12.5	0.0	0.0	6.3	0.0	93.8	93.8
LGLA2311	24	6	8	2	3	5	0	0	25.0	33.3	8.3	12.5	20.8	0.0	0.0	100.0	66.7
LGLA2333	22	9	4	0	4	3	2	0	40.9	18.2	0.0	18.2	13.6	9.1	0.0	90.9	59.1
<b>Summer I 2011 Total</b>	<b>114</b>	<b>46</b>	<b>26</b>	<b>11</b>	<b>9</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>40.4</b>	<b>22.8</b>	<b>9.6</b>	<b>7.9</b>	<b>13.2</b>	<b>5.3</b>	<b>0.0</b>	<b>93.9</b>	<b>72.8</b>
LGLA1355	27	20	3	0	0	3	1	0	74.1	11.1	0.0	0.0	11.1	3.7	0.0	96.3	85.2
<b>Summer II 2011 Total</b>	<b>27</b>	<b>20</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>74.1</b>	<b>11.1</b>	<b>0.0</b>	<b>0.0</b>	<b>11.1</b>	<b>3.7</b>	<b>0.0</b>	<b>96.3</b>	<b>85.2</b>

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2012</b>																	
LGLA1303	59	18	19	5	3	6	8	0	30.5	32.2	8.5	5.1	10.2	13.6	0.0	86.4	71.2
LGLA1307	128	36	34	26	5	16	11	0	28.1	26.6	20.3	3.9	12.5	8.6	0.0	91.4	75.0
LGLA1342	29	7	7	9	1	3	2	0	24.1	24.1	31.0	3.4	10.3	6.9	0.0	93.1	79.3
LGLA1343	24	14	3	4	1	2	0	0	58.3	12.5	16.7	4.2	8.3	0.0	0.0	100.0	87.5
LGLA1344	33	22	3	0	0	2	6	0	66.7	9.1	0.0	0.0	6.1	18.2	0.0	81.8	75.8
LGLA1353	29	9	8	5	2	5	0	0	31.0	27.6	17.2	6.9	17.2	0.0	0.0	100.0	75.9
LGLA1355	27	10	8	4	1	2	2	0	37.0	29.6	14.8	3.7	7.4	7.4	0.0	92.6	81.5
LGLA2239	21	12	2	0	0	2	5	0	57.1	9.5	0.0	0.0	9.5	23.8	0.0	76.2	66.7
LGLA2303	73	19	14	18	11	7	4	0	26.0	19.2	24.7	15.1	9.6	5.5	0.0	94.5	69.9
LGLA2311	25	11	7	1	1	3	2	0	44.0	28.0	4.0	4.0	12.0	8.0	0.0	92.0	76.0
LGLA2333	24	5	4	3	2	2	8	0	20.8	16.7	12.5	8.3	8.3	33.3	0.0	66.7	50.0
<b>Fall 2011 Total</b>	<b>472</b>	<b>163</b>	<b>109</b>	<b>75</b>	<b>27</b>	<b>50</b>	<b>48</b>	<b>0</b>	<b>34.5</b>	<b>23.1</b>	<b>15.9</b>	<b>5.7</b>	<b>10.6</b>	<b>10.2</b>	<b>0.0</b>	<b>89.8</b>	<b>73.5</b>
LGLA1303	59	15	14	3	1	10	15	1	25.4	23.7	5.1	1.7	16.9	25.4	1.7	74.1	55.2
LGLA1307	97	24	30	16	1	13	13	0	24.7	30.9	16.5	1.0	13.4	13.4	0.0	86.6	72.2
LGLA1323	27	13	5	5	0	2	1	0	48.1	18.5	18.5	0.0	7.4	3.7	0.0	92.6	85.2
LGLA1342	59	23	9	9	4	9	5	0	39.0	15.3	15.3	6.8	15.3	8.5	0.0	91.5	69.5
LGLA1343	18	12	0	1	0	2	3	0	66.7	0.0	5.6	0.0	11.1	16.7	0.0	83.3	72.2
LGLA1344	29	17	6	3	2	0	1	0	58.6	20.7	10.3	6.9	0.0	3.4	0.0	96.6	89.7
LGLA1353	60	25	16	8	1	4	6	0	41.7	26.7	13.3	1.7	6.7	10.0	0.0	90.0	81.7
LGLA1355	65	27	18	9	4	3	4	0	41.5	27.7	13.8	6.2	4.6	6.2	0.0	93.8	83.1
LGLA1380	2	1	0	0	0	0	0	0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0
LGLA2239	24	15	7	0	0	0	2	0	62.5	29.2	0.0	0.0	0.0	8.3	0.0	91.7	91.7
LGLA2303	29	11	6	4	2	5	1	0	37.9	20.7	13.8	6.9	17.2	3.4	0.0	96.6	72.4
LGLA2307	20	7	8	1	0	1	3	0	35.0	40.0	5.0	0.0	5.0	15.0	0.0	85.0	80.0
LGLA2311	22	3	7	4	2	1	5	0	13.6	31.8	18.2	9.1	4.5	22.7	0.0	77.3	63.6
LGLA2333	24	6	5	1	5	4	3	0	25.0	20.8	4.2	20.8	16.7	12.5	0.0	87.5	50.0
<b>Spring 2012 Total</b>	<b>535</b>	<b>199</b>	<b>131</b>	<b>64</b>	<b>22</b>	<b>54</b>	<b>62</b>	<b>1</b>	<b>37.2</b>	<b>24.5</b>	<b>12.0</b>	<b>4.1</b>	<b>10.1</b>	<b>11.6</b>	<b>0.2</b>	<b>88.0</b>	<b>73.8</b>
LGLA1303	25	7	7	4	0	4	3	0	28.0	28.0	16.0	0.0	16.0	12.0	0.0	88.0	72.0
LGLA1307	26	10	7	3	1	3	2	0	38.5	26.9	11.5	3.8	11.5	7.7	0.0	92.3	76.9
LGLA1342	24	7	7	4	2	4	0	0	29.2	29.2	16.7	8.3	16.7	0.0	0.0	100.0	75.0
LGLA2239	14	12	1	0	0	0	1	0	85.7	7.1	0.0	0.0	0.0	7.1	0.0	92.9	92.9
LGLA2311	23	4	8	2	4	4	1	0	17.4	34.8	8.7	17.4	17.4	4.3	0.0	95.7	60.9
LGLA2333	19	7	3	3	3	3	0	0	36.8	15.8	15.8	15.8	15.8	0.0	0.0	100.0	68.4
<b>Summer 1 2012</b>	<b>131</b>	<b>47</b>	<b>33</b>	<b>16</b>	<b>10</b>	<b>18</b>	<b>7</b>	<b>0</b>	<b>35.9</b>	<b>25.2</b>	<b>12.2</b>	<b>7.6</b>	<b>13.7</b>	<b>5.3</b>	<b>0.0</b>	<b>94.7</b>	<b>73.3</b>

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...Argos\Program Review\2013-14\Report\ Measures 6a-6b Grade Distribution-Crs Completion-Crs Success by Crs-Term-FY.xlsx

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
<b>FY2013</b>																	
LGLA1303	54	24	16	4	4	4	2	0	44.4	29.6	7.4	7.4	7.4	3.7	0.0	96.3	81.5
LGLA1307	81	19	22	17	2	16	3	0	23.5	27.2	21.0	2.5	19.8	3.7	0.0	93.8	71.6
LGLA1323	17	7	5	2	1	1	1	0	41.2	29.4	11.8	5.9	5.9	5.9	0.0	94.1	82.4
LGLA1342	54	24	16	8	3	2	0	0	44.4	29.6	14.8	5.6	3.7	0.0	0.0	98.1	88.9
LGLA1344	20	7	11	1	0	0	1	0	35.0	55.0	5.0	0.0	0.0	5.0	0.0	95.0	95.0
LGLA1353	30	14	7	4	0	4	0	0	46.7	23.3	13.3	0.0	13.3	0.0	0.0	96.7	83.3
LGLA1355	32	8	10	7	3	2	2	0	25.0	31.3	21.9	9.4	6.3	6.3	0.0	93.8	78.1
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	16	11	2	1	0	0	2	0	68.8	12.5	6.3	0.0	0.0	12.5	0.0	87.5	87.5
LGLA2303	65	21	20	11	1	7	4	0	32.3	30.8	16.9	1.5	10.8	6.2	0.0	92.3	80.0
LGLA2311	23	3	7	6	1	1	5	0	13.0	30.4	26.1	4.3	4.3	21.7	0.0	78.3	69.6
LGLA2313	47	20	11	7	2	3	4	0	42.6	23.4	14.9	4.3	6.4	8.5	0.0	91.5	80.9
LGLA2323	17	6	4	3	2	0	2	0	35.3	23.5	17.6	11.8	0.0	11.8	0.0	88.2	76.5
LGLA2333	24	10	3	0	3	5	3	0	41.7	12.5	0.0	12.5	20.8	12.5	0.0	87.5	54.2
<b>Fall 2012 Total</b>	<b>481</b>	<b>175</b>	<b>134</b>	<b>71</b>	<b>22</b>	<b>45</b>	<b>29</b>	<b>0</b>	<b>36.4</b>	<b>27.9</b>	<b>14.8</b>	<b>4.6</b>	<b>9.4</b>	<b>6.0</b>	<b>0.0</b>	<b>92.9</b>	<b>79.0</b>
LGLA1303	59	13	16	11	4	7	7	1	22.0	27.1	18.6	6.8	11.9	11.9	1.7	87.9	69.0
LGLA1305	22	9	7	2	1	1	2	0	40.9	31.8	9.1	4.5	4.5	9.1	0.0	90.9	81.8
LGLA1307	67	22	15	11	5	10	4	0	32.8	22.4	16.4	7.5	14.9	6.0	0.0	94.0	71.6
LGLA1323	20	5	6	3	1	1	2	0	25.0	30.0	15.0	5.0	5.0	10.0	0.0	80.0	70.0
LGLA1342	51	22	15	4	4	6	0	0	43.1	29.4	7.8	7.8	11.8	0.0	0.0	100.0	80.4
LGLA1344	41	28	11	1	0	1	0	0	68.3	26.8	2.4	0.0	2.4	0.0	0.0	100.0	97.6
LGLA1353	58	19	15	8	7	7	2	0	32.8	25.9	13.8	12.1	12.1	3.4	0.0	96.6	72.4
LGLA1355	30	19	5	2	2	2	0	0	63.3	16.7	6.7	6.7	6.7	0.0	0.0	100.0	86.7
LGLA1380	1	1	0	0	0	0	0	0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0
LGLA2239	21	16	2	1	0	1	1	0	76.2	9.5	4.8	0.0	4.8	4.8	0.0	95.2	90.5
LGLA2307	23	0	0	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
LGLA2311	25	7	9	2	1	4	2	0	28.0	36.0	8.0	4.0	16.0	8.0	0.0	92.0	72.0
LGLA2313	25	12	3	4	1	3	2	0	48.0	12.0	16.0	4.0	12.0	8.0	0.0	92.0	76.0
LGLA2323	23	8	6	3	3	1	2	0	34.8	26.1	13.0	13.0	4.3	8.7	0.0	91.3	73.9
LGLA2333	24	7	3	1	3	10	0	0	29.2	12.5	4.2	12.5	41.7	0.0	0.0	100.0	45.8
<b>Spring 2013 Total</b>	<b>490</b>	<b>188</b>	<b>113</b>	<b>53</b>	<b>32</b>	<b>54</b>	<b>24</b>	<b>1</b>	<b>38.4</b>	<b>23.1</b>	<b>10.8</b>	<b>6.5</b>	<b>11.0</b>	<b>4.9</b>	<b>0.2</b>	<b>90.0</b>	<b>72.4</b>
LGLA1303	28	7	12	7	1	0	0	0	25.0	42.9	25.0	3.6	0.0	0.0	0.0	96.4	92.9
LGLA1307	21	6	10	4	1	0	0	0	28.6	47.6	19.0	4.8	0.0	0.0	0.0	100.0	95.2
LGLA1380	2	1	0	0	0	0	0	0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	50.0

**Measures 6a & 6b**  
**Grade Distribution, Course Completion and Course Success Rates by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Course	Enrollment	Grades Distribution in Courses by Fiscal Year and Term														Course Completion Rate <sup>1</sup>	Course Success Rate <sup>2</sup>
		Number							Percentage								
		A	B	C	D	F	W	AU	A	B	C	D	F	W	AU		
LGLA2239	11	7	2	0	0	0	1	0	63.6	18.2	0.0	0.0	0.0	9.1	0.0	81.8	81.8
LGLA2311	17	3	6	5	0	2	1	0	17.6	35.3	29.4	0.0	11.8	5.9	0.0	94.1	82.4
<b>Summer I 2013 Total</b>	<b>79</b>	<b>24</b>	<b>30</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>30.4</b>	<b>38.0</b>	<b>20.3</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>	<b>93.7</b>	<b>88.6</b>
LGLA1355	21	8	9	3	1	0	0	0	38.1	42.9	14.3	4.8	0.0	0.0	0.0	100.0	95.2
LGLA2303	22	5	7	4	4	1	0	0	22.7	31.8	18.2	18.2	4.5	0.0	0.0	95.5	72.7
<b>Summer II 2013 Total</b>	<b>43</b>	<b>13</b>	<b>16</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>30.2</b>	<b>37.2</b>	<b>16.3</b>	<b>11.6</b>	<b>2.3</b>	<b>0.0</b>	<b>0.0</b>	<b>97.7</b>	<b>83.7</b>

Source: Collin College Banner Student System based on Argos query.

<sup>1</sup>**Course Completion Rate** is generated by dividing the number of enrollments on last class day (All enrollments-W) by all enrollments on course census day. Does not include Audit in the

<sup>2</sup>**Course Success Rate** is generated by dividing the sum of A, B and C grades by number of enrollments on course census dates in those courses. Does not include Audit in the calculations.

**Note:** The percentages do not add to 100 because it does not include I, IP, P, N, Z grades.



There appears to be grade inflation within Paralegal Studies. In most classes, there are more As than Bs. In many classes, there are more As than Bs and Cs combined.

Though former Department Chair Marsha Griggs routinely informed the faculty that Collin wants rigor in its Paralegal Studies program, there is still work to be done to persuade faculty members that Bs and Cs are appropriate grades to give students. Perhaps some Associate Faculty members think that higher grades will motivate students to give more positive faculty evaluations. As the new Department Chair, Cynthia Gruver will continue to emphasize that grades need to accurately reflect each student's mastery and that it would be an unusual class in which most students mastered the material sufficiently to earn As.

- Contact Hours Taught by Full-Time and Part-Time Faculty

The data for the following tables are from "Measure 7 – Contact Hours Taught by FT-PT Faculty" for years 2009 through 2013:

**Contact Hours Taught by Division and Department by Faculty Employment Status (District Wide)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	4,416	26 %	12,544	74 %	16,960
<b>Fall 2010</b>	12,208	70 %	5,184	30 %	17,392
<b>Fall 2011</b>	13,488	59 %	9,216	41 %	22,704
<b>Fall 2012</b>	11,568	50 %	11,600	50 %	23,168
<b>Fall 2013</b>	9,552	43 %	12,848	57 %	22,400

In Fall 2013, the Paralegal Studies department went from one full-time faculty member (Marsha Griggs) to two (Marsha Griggs and Cynthia Gruver). It is unclear why the percentage (and the actual number) for full-time faculty contact hours has declined since Fall 2010.

**Contact Hours Taught by Division and Department by Faculty Employment Status (Preston Ridge Campus)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	1,296	47 %	1,440	53 %	2,736
<b>Fall 2010</b>	6,496	91 %	672	9 %	7,168
<b>Fall 2011</b>	7,920	67 %	3,888	33 %	11,808
<b>Fall 2012</b>	5,520	54 %	4,704	46 %	10,224
<b>Fall 2013</b>	5,520	55 %	4,560	45 %	10,080

In Fall 2010, Marsha Griggs moved from the Spring Creek Campus to the Preston Ridge Campus. Cynthia Gruver joined the full-time faculty on the Spring Creek Campus. Because the Paralegal Studies program has not offered many courses on the Preston Ridge Campus prior to Fall 2010, it took some time to build the program there. The percentage of full-time faculty contacts hours has steadily declined on the Preston Ridge Campus since Fall 2010.

**Contact Hours Taught by Division and Department by Faculty Employment Status (Spring Creek Campus)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	3,120	22 %	11,104	78 %	14,224
<b>Fall 2010</b>	5,712	56 %	4,512	44 %	10,224
<b>Fall 2011</b>	5,568	51 %	5,328	49 %	10,896
<b>Fall 2012</b>	6,048	47 %	6,896	53 %	12,944
<b>Fall 2013</b>	4,032	33 %	8,288	67 %	12,320

In Fall 2010, Cynthia Gruver joined the full-time faculty on the Spring Creek Campus, thus causing the percentage of full-time faculty contact hours to increase that year. Since then, the percentage of full-time faculty contact hours has steadily declined.

**Contact Hours Taught by Division and Department by Faculty Employment Status (Distance Learning)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	1,536	100 %	0	0 %	1,536
<b>Fall 2010</b>	1,600	100 %	0	0 %	1,600
<b>Fall 2011</b>	2,736	100 %	0	0 %	2,736
<b>Fall 2012</b>	2,640	100 %	0	0 %	2,640
<b>Fall 2013</b>	1,536	100 %	0	0 %	1,536

Though Cynthia Gruver has been trained to teach Distance Learning courses, until Spring 2014, she had never done so at Collin. Full-time faculty member Marsha Griggs taught all of the on-line courses. Going forward, the Paralegal Studies department plans to include part-time faculty in Distance Learning courses.

**Contact Hours Taught by Division and Department by Faculty Employment Status (Face-to-Face Instruction)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]
<b>Fall 2010</b>	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]
<b>Fall 2011</b>	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]
<b>Fall 2012</b>	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]
<b>Fall 2013</b>	8,016	38 %	12,848	62 %	20,864

Though there is no historical data readily available regarding the percentage of contact hours taught by full-time faculty, the data from Fall 2013 is likely representative of the Paralegal Studies department for all years except Fall 2009. Fall 2009 would have a smaller percentage of full-time faculty contact hours because the department had only one full-time faculty member (Marsha Griggs).

**Contact Hours Taught by Division and Department by Faculty Employment Status (Monday through Thursday Evenings)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	1,296	11 %	10,432	89 %	11,728
<b>Fall 2010</b>	4,944	53 %	4,368	47 %	9,312
<b>Fall 2011</b>	1,440	15 %	8,064	85 %	9,504
<b>Fall 2012</b>	1,440	14 %	8,912	86 %	10,352
<b>Fall 2013</b>	1,008	9 %	10,112	91 %	11,120

In the Paralegal Studies department, part-time faculty generally prefer to teach outside of normal weekday hours. They have this preference because most have an active law practice. The Paralegal Studies department intentionally seeks part-time faculty who are actively engaged in the practice of law. As a result, part-time faculty teach most of the face-to-face evening classes.

During each semester that Cynthia Gruver has taught at Collin, she has taught at least one night course. Marsha Griggs has also routinely taught night courses.

The Fall 2010 data, though accurate, are an aberration. This semester was the first semester that Cynthia Gruver taught as a faculty member. As a result, she wanted to have only two preparations (LGLA 1307 and LGLA 1342). In order to have only two preparations, it was necessary for her to teach three night courses.

Because Marsha Griggs has resigned for another career opportunity, the Paralegal Studies department is currently interviewing for a full-time faculty member. It is possible that that new faculty member will also choose to restrict his/her preparations for the first semester. If he/she does so, he/she will likely have to teach at least two night courses.

**Contact Hours Taught by Division and Department by Faculty Employment Status (Weekdays)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	1,584	43 %	2,112	57 %	3,696
<b>Fall 2010</b>	5,664	87 %	816	13 %	6,480
<b>Fall 2011</b>	7,584	87 %	1,152	13 %	8,736
<b>Fall 2012</b>	7,488	87 %	1,152	13 %	8,640
<b>Fall 2013</b>	7,008	84 %	1,344	16 %	8,352

The percentage of full-time faculty hours during the day is necessarily high, due to the difficulty of getting part-time faculty to work during the traditional business day. The data from Fall 2009 is different because the program had only one full-time faculty member at that time (Marsha Griggs).

**Contact Hours Taught by Division and Department by Faculty Employment Status (Weekends)**

<b>Year</b>	<b>Contact Hours for Full-Time Faculty</b>	<b>Full-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Contact Hours for Part-Time Faculty</b>	<b>Part-Time Faculty Contact Hours as Percentage of Total Contact Hours</b>	<b>Total Contact Hours</b>
<b>Fall 2009</b>	0	0 %	0	0 %	0
<b>Fall 2010</b>	0	0 %	0	0 %	0
<b>Fall 2011</b>	0	0 %	0	0 %	0
<b>Fall 2012</b>	0	0 %	1,536	100 %	1,536
<b>Fall 2013</b>	0	0 %	1,392	100 %	1,392

The Paralegal Studies department has not offered Saturday morning classes very often. When Saturday morning courses are offered, students typically are reluctant to take them during that time. For example, full-time faculty member Cynthia Gruver attempted to teach a Saturday morning course during Summer III in 2013, but the class did not attract sufficient enrollment.

**Overload Contact Hours Taught by Full-Time Faculty Members  
by Division and Department (District-Wide Totals)**

<b>Year</b>	<b>Full-Time Faculty Overload Contact Hours</b>	<b>Overload % of Total Full-Time Contact Hours</b>	<b>Total Full-Time Faculty Contact Hours</b>
<b>Fall 2009</b>	0	0 %	4,416
<b>Fall 2010</b>	0	0 %	12,208
<b>Fall 2011</b>	0	0 %	13,488
<b>Fall 2012</b>	0	0 %	11,568
<b>Fall 2013</b>	0	0 %	9,552

The full-time faculty have usually elected not to take on overload assignments. This fact is true because the Paralegal Studies program has a course inventory of eighteen (excluding the Co-op course, LGLA 1380). Therefore, if a faculty member accepts an overload assignment, it will usually mean that the faculty member will have an additional preparation for that semester. In addition, the department is very small; prior to Marsha Griggs' departure, there were two full-time faculty members. One of the full-time faculty members is the Chair, who is not permitted under the Faculty Load Manual to teach overloads.

**Number of Faculty Members by Division and Department by Faculty Employment Status (District-Wide Totals)**

<b>Year</b>	<b>Full-Time Faculty Number</b>	<b>Full-Time Faculty Percent</b>	<b>Part-Time Faculty Number</b>	<b>Part-Time Faculty Percent</b>	<b>Total</b>
<b>Fall 2009</b>	[Unavailable; 1]	[Unavailable]	[Unavailable]	[Unavailable]	[Unavailable]
<b>Fall 2010</b>	2	33 %	4	67 %	6
<b>Fall 2011</b>	1*	14 %*	6*	86 %*	7*
<b>Fall 2012</b>	2	18 %	9	82 %	11
<b>Fall 2013</b>	2	18 %	9	82 %	11

\* The data provided by Collin for Fall 2011 is incorrect. Paralegal Studies had two full-time faculty members in Fall 2011: Marsha Griggs and Cynthia Gruver.

Other than the data for Fall 2011, the data relating to the number of full-time faculty in comparison to part-time faculty appears to be correct. With the exception of Spring 2014, the Paralegal Studies department assigned no more than two courses to any part-time faculty member in a semester. The Paralegal Studies department uses a significant number of part-time faculty for two reasons: (1) to staff courses with true subject-matter experts; and (2) to avoid a part-time faculty from inadvertently working too many hours in a week.

Some courses in the Paralegal Studies program can be taught by most attorneys. For example, LGLA 1307 (Introduction to the Law and the Legal Professions) is such a course. There are, however, some courses, such as LGLA 1323 (Employment Law), that are best taught by attorneys who specialize in that practice area. Often, the part-time faculty who teach in one of these specialized areas prefer to teach only that one subject.

## **V. PROGRAM RESOURCES SINCE LAST PROGRAM REVIEW**

- A. Partnerships and Relationship Building: List all university/business and industry partnerships. Include co-op or internship sites, visiting class presenters, tours of facilities' use, equipment donors, dedicated program scholarship donors, mentors.

**Table V-A: Partnership Resources**

University/Business & Industry	Partnership Type	Estimated Market Value, if any
Law Office of Mike Zhang Tung Tran	Co-Op Placement (Tung Tran)	Not applicable
The Law Offices of Louis J. Sandbote, PC	Co-Op Placement (Selby Rains)	Not applicable
NNK Legal Group, PLLP	Co-Op Placement (Candy Keller)	Not applicable
Law Office of Lynda Landers	Co-Op Placement (Amanda Weckler)	Not applicable
Philips & Epperson	Co-Op Placement (Amanda Navarro)	Not applicable
Law Office of Mark Montgomery	Co-Op Placement (Teresa Price)	Not applicable
Abigail Law Firm	Co-Op Placement (Ana Hurtado)	Not applicable
Law Office of Andrew Hawkins	Co-Op Placement (Adriana Acosta)	Not applicable
Reeves Law Firm	Co-Op Placement (Adriana Acosta)	Not applicable
Haynes and Boone	Book Donations for Students	Unknown



- B. Employees: List program employees (full-time and part-time), their role, credentials, and known professional development activity since the last program review

**Table V-B: Employee Resources**

Employee Name	Role in Program	Credentials	Professional Development since Last Program Review
Alston, Carla	Associate Faculty	J.D., LL.M. in Taxation	Seminars: Supreme Court Updates; Collin Associate Faculty Conference for Full and Part-time Faculty; Community Property – Review of General Rules; What every Real Estate Lawyer Should Know about Property; What You Don't Know Can Be Hazardous to Your Client's Estate Plan; Checklists to Help Decedents' Survivors Handle Probate; Pre- and Post- Nuptial Agreements; Estate Planning Update; The Proposed Disciplinary Rule Amendments; Property Valuations and Appraisal Issues in Divorce; Mechanics of Effective Cross-Examination; The Practice of Law in the Information Age: How to Survive; Building Blocks of Wills, Estates, and Probate Course; Debtor/Creditor and Bankruptcy Issues; Planning for the Family Business; Tax Topics; Guardianship Law 2011; Legislative Update; Estate Planning Update; Building Blocks of Swills, Estate, and Probate Course; ERISA Issues for Survivors, Beneficiaries and Probate; Social Security Retirement Strategies; Discovery Abuses; The Prudent Investor Standard in Today's Economy; Understanding Child Arrests and Statements; Corporate Investigations; Military and Veterans Law Issues; 2009 State Bar of Texas Annual Meeting; Practical Guides/Ins and Outs of District Clerk's Office; Legislative Update on 2009 Session; Medical Planning for Your Parent, What you can Do; Estate Planning for Non-Citizen Spouses; Practice in U.S. District Court for the Eastern District (of Texas); and General Guardianship Law 2009.
Burkhart, Nicole	Associate Faculty	J.D.	FERPA Training; I confirmed with the Texas Bar Association that Ms. Burkhart is eligible to practice law in Texas, which means that she has attended at least fifteen hours of continuing legal education in the past year.
Featherstone,	Associate	J.D.	This is Ms. Featherstone's first semester teaching at Collin. I confirmed with the Texas

Cara	Faculty		Bar Association that Ms. Featherstone is eligible to practice law in Texas, which means that she has attended at least fifteen hours of continuing legal education in the past year.
Frazier, Michael	Associate Faculty	J.D.	Due to the birth of his child, Mr. Frazier is not teaching at Collin this semester. I confirmed with the Texas Bar Association that Mr. Frazier is eligible to practice law in Texas, which means that he has attended at least fifteen hours of continuing legal education in the past year.
Gruver, Cynthia Farris	Full-Time Faculty	J.D.	The Departing Texas Employee: Noncompetes and Trade Secrets; Social Media and the Law; The United States Tax Benefits of Exporting; Appellate Jurisdiction; Best Practices for Clear Contract Drafting; Detecting, Investigating and Documenting Fraud Part 1; Detecting, Investigating and Documenting Fraud Part 2; Health Law; Judicial Disqualification & Social Media; Lawyers as Board Members; Social Security Disability: Handling Experts; Ethics and Transactional Matters: Avoiding Conflicts of Interest; Ethics in Immigration Law Practice; What's Wrong With SOPA?; What Copyright Owes the Future; Social Media & Digital Legacy; and Recovering Assets.
Hensley, Kristin Pannell	Associate Faculty	J.D.	Labor and Employment Breakfast Series (5/2012, 9/2011, 2/2011); Employment Verification Update; The Little Voice: Recognizing and Reporting Child Abuse; Collin College Associate Faculty College Training; Advanced In-House Counsel; Wills for Heroes Event; Corporate Counsel Series: Record Retention; Negotiating Confidentiality Agreements; An Overview of Collection Processes and Practices; Collections and Creditors Rights 101; Employment and Labor Law Update' Ethical Conflicts Facing In-House Counsel: eDiscovery; Information Management and eDiscovery; and Appealing Summary Judgments.
Horn, Kristine	Associate Faculty	J.D.	Actual Innocence Seminar; Animal Law Institute 2012; <i>Habeas</i> Issues in Actual Innocence (8/2012); Ten Emerging Issues in Business Torts; <u>Marbury v. Madison</u> & the Roots of Judicial Review; Advanced Criminal Law Seminar; Arbitration Clause Drafting in the Wake of <u>AT&amp;T</u> ; A Return to Attorney Civility; Dallas Bar Association Professionalism Committee Meeting and Presentation (5/2012); Criminal Law Legislative Update; Dallas Bar/Antitrust Section—Search Warrant and Dawn Raids; Dallas Bar Association Professionalism Committee Meeting and Presentation (3/2012);

			Dallas Bar Association—Social Media and Evidence; Dallas Bar Association/Business Litigation—Security and Erosion of American Liberties; Appellate Judges Education Institute; <i>Habeas</i> Issues and Actual Innocence (8/2011); Electronic Records; Advanced Civil Appeals; Writing for the Rewired Mind; Criminal Law Legislative Update; Current Issues in Professional Responsibility; Establishing Innocence or Guilt: A Forensic Overview; Art of Advising Clients; and Practicing before the Western District (of Texas).
Key, Charlotte	Associate Faculty	J.D.	Getting the Most Out of Your Rule 26F Meet and Confer; Privacy, Social Media, Internet and BYOD; Finding the Needle in the Electronic Haystack: Benefits and Drawbacks of Various Search Methodologies to Locate ESI; Ethics in the Modern Era: a Panel Discussion; eDiscovery Case Law Update: What the Court Expect of Your Client; Judge’s Panel: Leveraging Tech to Reduce the Challenges; Privileged and Confidential; Juvenile Law Update; General Guardianship Law 2009; A Guide to the Basics of Law Practice 2009/2010; 2009 Family Law Nuts & Bolts I; Fraudulent Transfers – Chapter 15; Practical Tips 7 Resources: Ten Most Common L/T Issues; Preparation of Annual Disclosure Statements; Landlord/Tenant and Public Housing Basics; Financial Crisis 101: MBS and CDO Overview; Practical Client Development for Junior Associates; Proxy and 10(k) Updates and SEC Guidance on Use of Company; The Attorney-Client Privilege and Internal Investigations 2008; and Basic Business Bankruptcy Concepts.
Kraft, Kathryn	Associate Faculty	J.D.	2013 Civil Law Seminar; How to Communicate Effectively in Legal Writing: Summaries: Teaching at Accredited CLE Activity; Affordable Health Care Act; Demonstrative Evidence and Trial Presentation Technology; Ethical and Malpractice Issues in a collection Practice; Ethics of Advocacy; Fiduciary Litigation in Family Law: the Spousal Relationship; Attorney Grievance/Malpractice; Expert Witness Challenges; Facebook, Twitter and Social Media: Managing, Controlling; What Every Real Estate Lawyer Should Know about Property Tax; Knock’em Dead: Identity Theft and Scams; Legal Writing; Business Disparagement and the Internet: Libel and Slander: E-Filing Demonstration and Training: Don Tittle: The Future of Law Practice; The Practice of Law in the Information Age: How to Survive: Elder Law: Medicaid Planning and VA Pension Benefits; Unforeseen Consequences of Criminal

			Convictions; 7 <sup>th</sup> Amendment” Civil Jury Trials R.I.P.? Can It Actually; When It is Right for the Child to Decide; Labor and Employment Update 2010; 7 Deadly Sins of Boilerplate: How Cute and Paste Will Get You; Coffee and Donuts Series in the 134 <sup>th</sup> Court (9/2010, 6/2010, and 9/2009); Writing for the Rewired Brain; ADA and FLSA Class Actions (8/2009 and 5/2010); Health Care Reform: Implications (5/2010 and 7/2010); The Grievance Procedure (7/2010 and 5/2010); Identity Theft; Social Security Retirement Strategies; Lone Star Justice: Employment Law in Texas; and Protecting the Assets – Employee Issues: Texas Ethics Update for 2010.
Minchillo, Cynthia	Associate Faculty	J.D.	Texas Advanced Paralegal Seminar; Sexting, Texting and Facebook: First Amendment Issues in Schools; Picking a Winning Jury; Entertainment Law 101; Keeping it Legal in Online Marketing; Fee Agreements: Ethics and Reasonableness; eDiscovery; Personal Injury: an Ethically Hazardous Practice Area; Finding and Obtaining Electronic and Social Media Evidence; Pedagogy Seminar at Collin College; Collin College Associate Faculty Conference (1/2012); and Collin College Associate Faculty Conference (1/2011)
Neufeld, Dawn Belcher	Associate Faculty	J.D.	JTLA Voir Dire: JTLA Judicial Perspective on Trial Advocacy; Dallas Bar Association: Lights, Camera, Courtroom; DBA Minority Attorney Program; DBA Lawyers and Publishing; Texas Car CLE Building Blocks of Wills, Estates and Probate; Texas Bar CLE Proposed DRs: Final Draft Before Referendum; DBA Legal and Practical Issues in Film Making; DBA 10 Documents to File for Preserving Error on Appeal; DBA Lost Profits: An Attorney’s Guide to Dealing with Damaging Experts; Texas Center for Legal Ethics and Professionalism: A Guide to the Basics of Law Practice; ABA Forum on Entertainment and Sports Law: Texas Bar CLE Family Law Bootcamp; The Birt Center Launch at Autism One; State Bar of CA Race, Color, National Origin and Ancestry; State Bar of CA Addressing Substance Abuse and Mental Health Problems; and JTLA Effective Trial Practices.
Sanderlin, Whitney	Associate Faculty	J.D.	FERPA Training; Dallas City Attorney’s Office In-House CLE; Ethics; The Grievance Procedure; Summit for Texas Code Enforcement Lawyers; eDiscovery and Effective Implementation of Legal Hold; Reflections on Texas Lawyers Creed; 2001 Legislative Wrap-Up seminar; Wiring for the Re-Wired Brain; 7 <sup>th</sup> Amendment: Civil Jury Trials

			R.I.P? Can it Actually: Proposed DRs: Final Draft Before Referendum; 2011 Summit for Texas Code Enforcement Attorneys; Unforeseen Consequences of Criminal Convictions; The Practice of Law in the Information Age: How to Survive; 2011 In-House CLE; Business Disparagement and the Internet: Libel and Slander; Mediator Tool Box Training; Knock'em Dead: Identity Theft and Scams: Demonstrative Evidence and Trail Presentation Technology; The prenuptial Agreement: a Key Aspect of Matrimonial Law; Advanced Immigration Waiver Practice: a Legal Practicum; Personal Injury: How to Obtain the Best Settlement Offer for Your Client; Texas Construction Contracts and Negotiations; How to Use the Internet to Get Information for Your Case; The Ethics Nexus: Immigration and Criminal Defense; What Every Young Lawyer Should Know about Injunctive Relief; and Dallas City Attorney's Office – 2008 In-House CLE.
Tolliver, Catherine	Associate Faculty		A View from the Probate Bench; Mock Mediation; eDiscovery; Medical Planning for Your Parent; Juvenile Justice seminar; Texas C-bar's Guide to Non-Profit Governance' Nuts and Bolts of Estate Planning and Probate; Military Issues in Civil Law; 2001 Probate Case Law Updates; Advanced Guardianship Law and Attorney <i>Ad Litem</i> certification; Proposed New Disciplinary Rules Review event; Unwinding a Family Limited Partnership/Undue Influence; Interactive E-Filing and Using Electronic Records event; 2011 Texas Legislative Update; Probate Court Visitor training; Client Capacity, Lawyer's Duties and Liability; Attorney Ad Litem Certification; 2012 Texas Case Law Update; Texas Region 10 – Texas Preparation and Certification Program.
Towns, Cody	Associate Faculty		FERPA Training. I confirmed with the Texas Bar Association that Mr. Towns is eligible to practice law in Texas, which means that he has attended at least fifteen hours of continuing legal education in the past year.
Walter, Kandace	Associate Faculty		I confirmed with the Texas Bar Association that Ms. Walter is eligible to practice law in Texas, which means that he has attended at least fifteen hours of continuing legal education in the past year.

C. Facilities and Resources: Describe any resources acquired in the last five years, including grants, facilities, and equipment.

**Table V-C-1: Facilities Resources**

Room/Office Location and Designation	Size	Type	Special Characteristics (i.e. permanent like ventilator hood)	Meets current needs: Y or N	Will meet needs for next five years: Y or N	Describe additional needs for any "N" answer in columns 5 or 6.
Not applicable.						

**Table V-C-2: Equipment, Supplies, Maintenance/Repairs** *List all equipment required by the program that you do not consider supplies*

Current Equipment Item or Budget Amount	Meets current needs: Y or N	Will meet needs for next five years: Y or N	For any no in columns 2 or 3, justify needed equipment or budget change
Spring Creek Library Materials and Resources (Law Books)	Y	Y	For Paralegal studies, the library budget for 2013-2014 is \$35,000, which meets the Programs' needs

**Table V-C-3: Financial Resources**

Source of Funds (i.e. college budget, grant, etc.)	Meets current needs: Y or N	Will meet needs for next five years: Y or N	For any no in columns 2 or 3, explain why	For any no in columns 2 or 3, identify expected source of additional funds
Collin College Department Budget	Y	Y		

**VI. PROGRAM PLANNING**

A. Link or attach the last two CIPs.

There has only been one Paralegal CIP. It begins on the next page.

Date: 11/4/2013 Name of Administrative or Educational Unit: Paralegal – AAS & Cert

Contact name: Cindy Gruver Contact email: CGruver@collin.edu Contact phone: \_\_\_\_\_ Office Location \_\_\_\_\_

**Mission:**

Law firms, corporations and governmental agencies hire paralegals/legal assistants to manage an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology and legal procedures. The AAS degree in Paralegal/Legal Assistant provides excellent training in these areas and offers opportunities for specialization.

**PART I: Might not change from year to year**

A. Outcomes(s) Results expected in this department/program	B. Measure(s) The instrument or process used to measure results	C. Target(s) The level of success expected
1. <b>Litigation:</b> Identify all the stages of the litigation process.	1. Federal Civil Litigation Final Exam; 2. Torts & Personal Injury Law Quiz 1- question 1; 3. Texas Civil Litigation Final Exam- ques 26-35.	Meet or exceed CLA national average score for civil litigation section.
2. <b>Legal Research:</b> Correctly cite case and statutory law following Blue Book guidelines.	1. Legal Research Test 1 and Final Exam; 2. Legal Writing assignments	Meet or exceed CLA national average score for legal research section.
3. <b>Ethics:</b> Given hypothetical or actual scenarios Identify situations that constitute the unauthorized practice of law.	1. Quiz: Introduction to Law Quiz 2 2. CLA Exam: Judgment and Analytical section	1. Maintain 70% passage rate on Judgment and Analytical section of the CLA Exam. 2. Maintain 75% passage rate on Quiz 1 (Intro to Law).
4. <b>Written expression:</b> Students must be able to properly format and draft legal correspondence, and interoffice memo, legal pleadings and discovery with appropriate tone and grammar.	1. Certified Law Assistant Exam: CLA Exam General Law section; 2. Texas Civil Litigation assignments 1-4.	1. Maintain 70% passage rate on Judgment and Analytical section of the CLA Exam. 2. Maintain 75% passage rate on assignments 1-4 in LGLA 1344.
5. <b>Texas Law:</b> Recognize areas of law where Texas differs from the majority position and identify the nuances of Texas law in the areas of community property, civil litigation, homestead and taxation.	1. Family Law 2. Certified Legal Assistant Exam: CLA exam Substantive Law section	1. Score of 3 out of 4 2. CLA national average score for the Substantive Law section



B. Next CIP

1. Attach the next CIP with the data and findings on which it is based. Note: Revisions may be made to the CIP to reflect feedback from the Steering Committee or the Leadership Team.

See the next page for the next CIP.

Date: 3/4/2014 \_\_\_\_\_ Name of Administrative or Educational Unit: Paralegal – AAS & Cert \_\_\_\_\_

Contact name: Cynthia Farris Gruver Contact email: CGruver@collin.edu Contact phone (972) 881-5747 Office Location I-204 (SCC) \_\_\_\_\_

**Mission:**

Law firms, corporations, and governmental agencies hire paralegals/legal assistants to assume an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology, and legal procedures. The AAS degree in Paralegal/Legal Assistant provides excellent training in these areas and offers opportunities for specialization.

**PART I: Might not change from year to year**

<b>A. Outcomes(s)</b> Results expected in this department/program	<b>B. Measure(s)</b> The instrument or process used to measure results	<b>C. Target(s)</b> The level of success expected
2. <b>Litigation:</b> Identify and be familiar with all the stages of the litigation process.	4. Federal Civil Litigation Final Exam 5. Texas Civil Litigation Final Exam	As a department, achieve a 75 % or higher average score on these two tests.
3. <b>Legal Research:</b> Correctly cite case and statutory law following <u>Blue Book</u> rules. Find relevant cases and statutes using Westlaw.	1. Legal Research Final Exam 2. Legal Writing assignments	1. As a department, achieve a 75 % or higher average score on the Legal Research Final Exam. 2. As a department, achieve a 75 % or higher average score on the Legal Writing assignments.
3. <b>Ethics:</b> Identify situations that constitute the unauthorized practice of law. Understand the importance of keeping clients' confidences and billing clients appropriately.	3. Final Exam for Introduction to the Law and Legal Professions	As a department, achieve a 75 % or higher average score on the Final Exam for Introduction to the Law and the Legal Professions.
4. <b>Written expression:</b> Properly format and draft effective legal correspondence, memoranda, legal pleadings, and discovery.	1. Federal Civil Litigation assignments 2. Texas Civil Litigation assignments 3. Legal Writing assignments	As a department, achieve a 75% or higher average score on the Federal Civil Litigation, Texas Civil Litigation, and Legal Writing assignments.
5. <b>Texas Law:</b> Correct locate relevant Texas cases and statutes. Identify major features of Texas law in the areas of community property, civil litigation, and homestead law.	1. Legal Research Final Exam 2. Family Law Final Exam .	As a department, achieve a 75 % or higher average score on these two tests.

2. Based on the program data and the results and finding in the past two CIPs, explain how the program action plans logically flow from the data presented.

Due to the recent change in full-time faculty in the Paralegal Studies department, it has not been possible to evaluate the “Target” data in order to establish results and findings from the previous CIP. Most of the “Target” data relates to the CLA exam. Data concerning the CLA test results are not available to the current Department Chair.

The Paralegal Studies department has established a new CIP with “Target” data that is readily available to the Department Chair. With these new “Targets,” the Paralegal Studies Department will be able to evaluate its CIP progress irrespective of who may become the Department Chair.

- C. Within the program’s base budget, what are the plans to do one or more of the following within the next five years? Check all that apply.

- Increase and retain enrollment
- Increase completes
- Develop resources
- Update facilities
- Expand curricular opportunities
- Partner to increase post-graduation employment opportunities
- Increase transfers to related baccalaureate institutions
- Increase effectiveness and/or efficiency
- X Improve student performance levels
- Expand services
- Transform services
- Anything else? Briefly describe

- D. What continuous improvement plans do you have, if any, that require additional resources beyond the program's base budget? Briefly describe what resources you will develop to secure these funds.

None.

## **VII. PROGRAM REVIEW REPORT PATHWAY**

Completed Program Review Reports will be evaluated by the appropriate deans and Program Review Steering Committees. Following approval by the Steering Committee, Program Review Reports will be evaluated by the Leadership Team who will approve the reports for posting on the intranet. At any point prior to Intranet posting, reports may be sent back for additional development. Leadership Team members will work with program supervisors to incorporate Program Review findings into program planning and program activity changes during the next five years.

Additional Data:

**Measure 1b**  
**Unduplicated Enrollment by Term**  
**Paralegal/Legal Assistant (CIP: 220302)**  
**Collin College**  
**FY2009 through FY2013**

Term	Unduplicated Enrollment
<b>FY2009</b>	
Fall 2008	162
Spring 2009	181
Summer I 2009	45
Summer II 2009	24
<b>FY2010</b>	
Fall 2009	201
Spring 2010	196
Summer I 2010	41
Summer II 2010	39
<b>FY2011</b>	
Fall 2010	221
Spring 2011	217
Summer I 2011	88
Summer II 2011	27
<b>FY2012</b>	
Fall 2011	271
Spring 2012	276
Summer I 2012	101
<b>FY2013</b>	
Fall 2012	252
Spring 2013	230
Summer I 2013	62
Summer II 2013	41

Spring 2012 was the semester with the highest enrollment in the Paralegal Studies program. Usually, the Fall semester has higher enrollment than the Spring semester.

Source: Collin College Banner Student System based on Argos query.

The following pages contain the generic syllabi for the Paralegal Studies Program.

**COLLIN COLLEGE**  
**COURSE SYLLABUS**

<b>Course Number:</b>	LGLA 1303
<b>Course Title:</b>	Legal Research
<b>Course Description:</b>	Presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	None

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Identify and locate primary and secondary legal authority; (SCANS: F1, F4, F6, F8, F9, F10, F12, F15, C1, C11, C12, C14, C18, C19)
2. Demonstrate an understanding of the ethical considerations in legal research; (SCANS: F1, F6, F7, F8, F11, F12, F16, C1, C7, C11, C13, C14) and
3. Implement effective research strategies utilizing standard and electronic legal research tools with emphasis on the paralegal's role. (SCANS: F1, F2, F6, F7, F8, F11, F12, F15, F16, C1, C2, C5, C7, C11, C14, C15, C16, C17, C18, C19, C20)

**Secretary's Commission on the Acquisition of Necessary Skills (SCANS)** - SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: [http://www.collin.edu/academics/programs/Workforce\\_SCANS\\_Skills\\_Syllabi\\_Code\\_Key.pdf](http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf)

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**COLLIN COLLEGE**  
**COURSE SYLLABUS**

COURSE INFORMATION
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**Course Number:** LGLA 1305

**Course Title:** Legal Writing

**Course Description:** Fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisite:** LGLA 1303

**Student Learning Outcomes:** After successful completion of this course, the students should be able to:

1. Draft legal documents including case and fact analysis, citation formats, and legal writing styles (SCANS: F2, C13, C20); and
2. Analyze the ethical considerations of the paralegal's role relating to legal writing (SCANS: F15, F16).

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at: [http://www.collin.edu/academics/programs/Workforce\\_SCANS\\_Syllabi\\_Code\\_Key.pdf](http://www.collin.edu/academics/programs/Workforce_SCANS_Syllabi_Code_Key.pdf)

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## COLLIN COLLEGE

### COURSE SYLLABUS

Course Information
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**Course Number:** LGLA 1307

**Course Title:** Introduction to Law and the Legal Professions

**Course Description:** Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisites:** None

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to:

1. Use legal terminology (SCANS: F2, F5, C13);
2. Explain fundamental legal concepts categorizing substantive areas of law and the federal and state judicial systems (SCANS: C13);
3. Identify the ethical obligations of the legal professional in various practice areas with particular emphasis on the paralegal's role in the legal profession (SCANS: C7, F12, F15, F16);
4. Discuss the ethical canons for legal assistants and abide by the ethical regulations governing attorneys (SCANS: C7);
5. Demonstrate understanding of legal practice areas as tested on the midterm and final examinations (SCANS: F10);
6. Develop a professional network consisting of attorney, paralegal and student resources (SCANS: C4, C10, C15, C16, C17);
7. Discuss the ethical canons for legal assistants and abide by the ethical regulations governing attorneys (SCANS: C7);
8. Identify career opportunities available to paralegals and avenues for academic advancement; (SCANS: C4, C15) and
9. Demonstrate awareness of the impact of indirect regulation on the paralegal profession (SCANS: F15).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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**Course Number:** LGLA 1323

**Course Title:** Employment Law

**Course Description:** Presents the fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, and discrimination issues, emphasizing the paralegal's role in employment law.

**Course Credit Hours:** 3

**Lecture hours:** 3

**Lab Hours:** 0

**Prerequisite:** LGLA 1307 or consent of department

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to:

1. Define and use terminology relating to employment law (SCANS: F1, F2, F3, F5, F8, F9, F11, F12, F14, C5, C7, C11, C12, C13).
2. Locate, describe, and analyze sources relating to employment law (SCANS: F1, F2, F6, F7, F8, F11, F12, F15, F16, C1, C2, C5, C7, C11, C12, C13, C15, C18).
3. Draft documents used in employment law (SCANS: F1, F2, F5, F7, F8, F10, F11, F12, F14, F15, C1, C2, C7, C9, C11, C13, C15, C18).
4. Describe the role and analyze the ethical considerations of the paralegal relating to employment law (SCANS: F1, F6, F7, F8, F11, F12, F16, C1, C7, C11, C12, C13, C14).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1342
<b>Course Title:</b>	Federal Civil Litigation
<b>Course Description:</b>	Fundamental concepts and procedures of federal civil litigation including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the federal civil litigation process.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisite:</b>	None

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to:

1. Use terminology relating to federal civil litigation (SCANS: F1, F2, F4, F5, F7, F8, F10, F11, F12, F16, C1, C5, C7, C11, C12, C13, C14)
2. Analyze sources of law relating to the federal civil litigation process (SCANS: F1, F2, F4, F5, F6, F7, F8, F10, F11, F12, F16, C1, C5, C7, C8, C9, C10, C11, C12, C14);
3. Draft documents used in federal civil litigation (SCANS: F1, F2, F4, F5, F6, F7, F8, F11, F12, F15, F16, C1, C5, C10, C11, C12, C13, C14); and
4. Analyze the ethical considerations of the paralegal in federal civil litigation (SCANS: F16).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1343
<b>Course Title:</b>	Bankruptcy
<b>Course Description:</b>	Fundamental concepts of bankruptcy law and procedure are presented including individual and business liquidation and reorganization with emphasis on the paralegal's role.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	LGLA 1342 or department permission.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Define and use terminology related to bankruptcy law (SCANS: F1, F4, F9, F11, C11, C12, C13, C15);
2. Locate, describe, and analyze sources of law relating to bankruptcy (SCANS: F1, F6, F8, F11, F12, C11, C12, C13, C15);
3. Describe the role and ethical considerations of a paralegal in bankruptcy law (SCANS: F2, F5, F8, F11, C1, C11, C12, C13); and
4. Draft documents used in bankruptcy law (SCANS: F1, F7, F8, F11, F16, C7, C11, C12, C13).

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## COLLIN COLLEGE

### COURSE SYLLABUS

Course Information
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**Course Number:** LGLA 1344

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**Course Title:** Texas Civil Litigation

**Course Description:** Fundamental concepts and procedures of Texas civil litigation including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the Texas civil litigation process.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisites:** LGLA 1342 or department consent.

**Student Learning Outcomes:** After completing this course with a passing grade the student should be able to:

1. Use terminology relating to Texas civil litigation (SCANS: F1, F6);
2. Analyze sources relating to the Texas civil litigation process (SCANS: F3, C1);
3. Draft documents used in Texas civil litigation (SCANS: F1, F2, F7, F8, C5, F9, F13, F16, C1, C3, C5, C6, C7, C9, C14, C18); and
4. Analyze the ethical considerations of the paralegal in Texas civil litigation (SCANS: F5, F6, F7, F8, F13, F15, C1, C5, C6, C7, C9, C14).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1351
<b>Course Title:</b>	Contracts
<b>Course Description:</b>	Presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	None

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to:

1. Use terminology relating to contract law. (SCANS: F1, F2, F4, F5, F10, F11, C11, C12, C13, C15)
2. Analyze sources relating to contract law. (SCANS: F1, F2, F4, F6, F7, F8, F11, C11, C12, C13)
3. Draft documents used in contract law. (SCANS: F2, F6, F8, F11, C1, C11, C12, C13, C14, C15)
4. Analyze the ethical considerations of the paralegal relating to contract law. (SCANS: F1, F2, F4, F6, F7, F8, F11, F12, F15, F16, C7, C8, C9, C10, C11, C12, C13, C15)

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1353
<b>Course Title:</b>	Wills, Trusts and Probate Administration
<b>Course Description:</b>	Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	None.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Use terminology relating to wills, trusts, and probate administration (SCANS: F11, C11);
2. Analyze sources relating to wills, trusts, and probate administration (SCANS: F1, F2, F5, F6, F7, F9, F10, F11, F13, F14, C6, C11, C12, C13, C14);
3. Draft documents commonly used in wills, trusts, and probate administration (SCANS: F1, F2, F3, F4, F8, F9, C5, C7, C11, C12, C13, C14); and
4. Analyze the ethical considerations of the paralegal's role in wills, trusts, and probate administration (SCANS: F16).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1355
<b>Course Title:</b>	Family Law
<b>Course Description:</b>	Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisite:</b>	None.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Use terminology relating to family law (SCANS: F7, F9, F10, F11, C11, C12, C13);
2. Analyze sources relating to family law (SCANS: F1, F10, F11, C7, C11);
3. Draft documents used in family law (SCANS: F2); and
4. Analyze the ethical considerations of the paralegal in family law.

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 1380
<b>Course Title:</b>	Cooperative Work Experience – Paralegal/Legal Assistant
<b>Course Description:</b>	Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	1
<b>Lab Hours:</b>	20
<b>Prerequisite:</b>	LGLA 1303 and LGLA 1307.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the legal profession (SCANS: F1, F2, F4, F5, F6, F7, F8, F11, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20);
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills (SCANS: F12, F13, F14, F15, C1, C3, C5, C7, C9, C10, C15, C16, C17); and
3. Utilize and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry (SCANS: F1, F2, F4, F5, F6, F7, F8, F9, F10, F11).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 2303
<b>Course Title:</b>	Torts & Personal Injury Law
<b>Course Description:</b>	Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisite:</b>	None.

**Student Learning Outcomes:** After completing this course with a passing grade the student should be able to:

1. Use terminology relating to tort and personal injury law (SCANS: F7, C7, C11);
2. Analyze sources relating to tort and personal injury law (SCANS: F3, F6, F11);
3. Draft documents used in tort and personal injury law (SCANS: C11, C13) and
4. Analyze the ethical considerations of the paralegal's role in tort and personal injury law (SCANS: F7, F8, F9, F10, F11).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 2307
<b>Course Title:</b>	Law Office Management
<b>Course Description:</b>	Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.
<b>Course Credit Hours:</b>	3
<b>Lecture hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisite:</b>	None.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Analyze the fundamental principles of management, administration and substantive systems of the law office (SCANS: F1, F6, C7);
2. Implement use of technology in the management and administration of the law office (SCANS: C8); and
3. Analyze the ethical considerations of the paralegal in the law office (SCANS: F6, C7).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

COURSE INFORMATION
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**Course Number:** LGLA 2309

**Course Title:** Real Property

**Course Description:** Presents fundamental concepts of real property law including the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents emphasizing the paralegal's role in real property law.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisites:** None.

**Student Learning Outcomes:** After successful completion of this course, the students should be able to:

1. Use terminology relating to real property law (SCANS: F1, F2, F4, F5)
2. Analyze sources relating to real property law (SCANS: F1, F2, F4, F5, F6, F7, F8, F11, C11, C12, C13, C15);
3. Draft documents used in real property transactions (SCANS: F2, F6, F10, F11, F12, C6, C12, C13, C14, C15, C17, C19); and
4. Analyze the ethical considerations of the paralegal regarding real property law (SCANS: F1, F2, F7, F8, F11, F12, F16, C13, C15).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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**Course Number:** LGLA 2311

**Course Title:** Business Organizations

**Course Description:** Basic concepts of business organizations including law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities with emphasis on the paralegal's role.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisites:** LGLA 1307 or LGLA 2333.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

- 1.0 Use terminology relating to business organizations (SCANS: F1, F8, F9, F11, C2, C7, C11, C12, C13):
  - Distinguish an entity type by name designation;
  - Understand the liability consequences of each entity type;
  - Know the definition of a general partnership;
  
- 2.0 Analyze sources of law relating to business organizations. (SCANS: F1, F2, F6, F7, F8, F11, F12, C1, C2, C5, C7, C11, C12, C13, C14, C15, C18, C19):
  - Understand the general provision of the bankruptcy code available to businesses;
  - Learn to access filing rules as set forth by the Secretary of State;
  - Determine the appropriate filing fee associated with SOS filings;
  
- 3.0 Evaluate the ethical considerations of the Paralegal relating to business entities (SCANS: F1, F6, F7, F8, F11, F12, F16, C1, C7, C11, C12, C13, C14); and
  - Be able to access the SOS website in multiple jurisdictions;
  - Learn the filing fees associated with business organization filings;
  - Be able to identify and avoid an ethical conflict of interest in connection with entity formation;
  
- 4.0 Draft documents required for the formation, operation, and termination of business entities (SCANS: F1, F2, F5, F7, F8, F10, F11, F12, F14, F15, C1, C2, C7, C9, C11, C12, C13, C14, C15, C18).
  - Draft documents required for the formation, operation, and termination of business entities; and
  - Identify the proper office to file the documents to create, terminate or revise a business entity.

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

COURSE INFORMATION
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**Course Number:** LGLA 2313

**Course Title:** Criminal Law and Procedure

**Course Description:** Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

**Course Credit Hours:** 3

**Lecture hours:** 3

**Lab Hours:** 0

**Prerequisite:** None.

**Student Learning Outcomes:** After successful completion of this course, the students should be able to:

1. Define and use terminology relating to criminal law and procedure (SCANS: F6);
2. Analyze cases relating to criminal law and procedure (SCANS: F2, C18);
3. Draft documents used in criminal law and procedure (SCANS: F1, C5, C7); and
4. Analyze the ethical considerations of the paralegal relating to criminal law and procedure (SCANS: F7, C5).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

COURSE INFORMATION
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**Course Number:** LGLA 2323

**Course Title:** Intellectual Property

**Course Description:** Presents the fundamentals of intellectual property law including creation, procurement, preparation, and filing of documents related to patents, copyrights, trademarks, and the processes of intellectual property litigation. Emphasizes the paralegal's role in intellectual property law.

**Course Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisites:** None.

**Student Learning Outcomes:** After successful completion of this course, the students should be able to:

1. Use terminology relating to intellectual property law (SCANS: F1, F8, F10, C11);
2. Analyze sources relating to intellectual property law (SCANS: F8, F10, C12, C14, C15);
3. Draft documents used in intellectual property law (SCANS: F2, C7, C12, C14, C15); and
4. Analyze the ethical considerations of the paralegal in intellectual property law (SCANS: F16, C11).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 2333
<b>Course Title:</b>	Advanced Legal Document Preparation
<b>Course Description:</b>	Use of office technology skills in preparation of legal documents by paralegals based on hypothetical situations drawn from various areas of law.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	None.

**Student Learning Outcomes:** After completing this course with a passing grade, the student should be able to:

1. Use terminology related to legal document preparation (SCANS: F10);
2. Draft transaction and litigation documents based on hypothetical situations (SCANS: F2, F10, C11, C14, C16, C19);
3. Distinguish among the various transaction and litigation documents (SCANS: F9); and
4. Analyze the ethical considerations of the paralegal relating to legal document preparation (SCANS: F12, F15, F16).

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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<b>Course Number:</b>	LGLA 2339
<b>Course Title:</b>	Certified Paralegal Exam Review
<b>Course Description:</b>	A review of the mandatory and optional topics covered in the Certified Paralegal Examination administered by the National Association of Legal Assistants.
<b>Course Credit Hours:</b>	3
<b>Lecture Hours:</b>	3
<b>Lab Hours:</b>	0
<b>Prerequisites:</b>	LGLA 1305, LGLA 1342

**Student Learning Outcomes:** Upon successful completion of this course, students should be able to assess the knowledge acquired in the subject matter areas covered in the Certified Paralegal Examination. (SCANS: F1, F2, F6, F7, F8, F10, F11, F12, F15, F16, C1, C11, C12, C13, C15)

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