

Portland Community College Paralegal Program Annual Assessment, June 2012

1. Changes were made resulting from the 2010-11 assessments as follows:

- a. Last year, the Portfolio project did not limit the number of documents students could use as samples, resulting in some portfolios being too large. Also, a Reflection paper was not required, making tracking outcomes difficult. Portfolio assessment process was improved this year to include use of a rubric and limiting the number of documents used by students in their Portfolio to reflect achievement of outcomes. Student Reflection was required for the Portfolio project. Both part-time faculty and Advisory Council members from industry were used to review Portfolio projects.
- b. PL 130 is a required course and CAS 133 a prerequisite for this course, serve as steps to improve computer technical skills of students. Improvements were made to PL 202 course computer legal research, including access to the Oregon State Bar's legal research data base for students at no additional cost. 2 experimental courses were offered to address technology and litigation needs: Large and Complex Case Management and E-Discovery.

2. Assessment of Paralegal Program Outcomes:

- a. It was conducted directly with the use of the Portfolio Project, which is a required part of a core class in the program, PL 204: Applied Legal Research and Drafting. This process is described in the attached documents. Students are required to prepare a portfolio of their work throughout the program which demonstrates they have achieved the outcomes in the program. They must also write a Reflection paper describing how their samples demonstrate this. The portfolio is reviewed by a team of faculty and Paralegal Advisory Council (PAC) members.
- b. Since PL 204 is the required capstone course in the program, all graduating students take this course. The sample was approximately 22 students during fall and winter, and 44 during the spring term.*
- c. Other assessment tools include the program's Graduate Survey, completed within 6 months of student graduation and the annual Student survey. The surveys, rubrics, and checklists are attached. A focus group of part-time faculty and PAC members was also conducted regarding the litigation courses.
- d. Reliability is ensured in the portfolio process by evaluating in teams and discussing methodology and standards as a group, both as an introduction to the process and problems solving as the evaluation process proceeds.

3. The Assessment process provided the following information:

- a. One program outcome-Knowledge of Continuing Legal Education opportunities- is not readily demonstrated by use of existing documentation, even though students may have learned of the importance of this outcome and methods of achieving it. Rubric scores in the area reflected a lack of written documentation.
- b. While the program has taken steps to ensure all students have basic competency in technology and computer skills, the necessity for students to continue improving these

skills is apparent from the portfolios, graduate surveys and industry input. This is most apparent from feedback from our surveying instruments.

Litigation skills need to be expanded with increased emphasis on drafting discovery documents and understanding complex case and computerized discovery issues. This is apparent from the lack of documentation involving litigation and student feedback indicating the PL 204 class was the first time students had the opportunity to draft certain documents.

4. Changes that should be implemented to help students attain outcomes:

- a. Implementation of a formal assessment of student computer skills as part of PL 130 and providing students with direction on which computer skills need further development for obtaining career goals.
- b. Track student outcomes as a part of this assessment process to determine what if any additional steps should be taken.
- c. Publicize, advise and encourage existing students to achieve CAS Marketable Skills Awards which are administered by the CAS Department.
- d. Make the Experimental Large and Complex Case Management course a permanent part of the curriculum as a Paralegal Elective under a new course heading: Advanced Litigation, with PL 105 as a prerequisite.
- e. Make the Experimental E-Discovery course a permanent part of the curriculum as a Paralegal elective, with PL 105 and PL 130 as prerequisites.
- f. Review skills taught in PL 105 to ensure they are targeting necessary outcomes.

5. Reflection on Assessment Process:

The Portfolio Assessment tool, supplemented by the graduate and student surveys, does not need to be changed at this time because in conjunction with the surveys, it gave very useful information about student achievement and program needs

Jerry Brask

Department Chair, Paralegal Program

*Unofficially, per the 2012 graduation ceremony program, the Paralegal program graduated the second highest number of graduates from Career and Technical Education programs in 2011-12.

CTE Assessment Plan

AAS or Certificate: Paralegal AAS

Submit to learningassessment@pcc.edu by November 15, 2010

1. Outcome	2. Maps to a Core Outcome?	3. Assessment Setting/Method	4. When will assessment take place ?
Apply Analytic, critical thinking and research skills to fact situations within a legal context	Professional comp Critical Thinking Communication	1)Portfolio-1 2) Graduate survey-2 3) student surveys-3 4) Career surveys-4	06/2011 etc Quarterly Annually Periodic
Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills	Professional comp Communication Critical Thinking	1)Portfolio-1 2)Graduate survey-2 3)student surveys-3 4)Career surveys-4	06/2011 etc Quarterly Annually periodic
Adhere to professional and ethical standards appropriate to the legal profession	Professional comp Community responsib Self Reflection Cultural awareness	1)Portfolio-1 2)Graduate survey-2 3)Student surveys-3 4)Career surveys-4	06/2011 Quarterly Annually periodic
Use effective personal, interpersonal, time and project management skills required in the legal profession	Professional comp Self reflection Cultural awareness communication	1)Portfolio-1 2)Graduate survey-2 3)student surveys-3 4)Career survey-4	06/2011 etc Quarterly Annually periodic
Demonstrate breadth of knowledge across several disciplines in Humanities, Social Science, Mathematics and Science	Core Outcomes	Successful completion of required General Education credits	On-going

1-The portfolio project is mandatory part of a required course in the paralegal program, PL 204. Students select documents they have prepared in the program to demonstrate they have met all paralegal program outcomes. We have revised the portfolio to be a part of PL 204 and pursuant to our spring, 2011 report on assessment. We plan to offer PL 204 fall, winter and spring terms. Data from the project will be collected and analyzed each term and included in our annual June reports. The portfolio will be designed as a project which allows students to

demonstrate analytic and critical thinking skills in its development, reflection document and selection of documents demonstrating their skills. A description of the Portfolio Project is attached as an exhibit.

2-Surveys of our graduates are conducted quarterly, telephonically and through use of online resources. These surveys include all program outcomes. They results are analyzed and data will be included in our annual June reports.

3-Surveys of students are conducted annually during the spring term each year. These results will be analyzed and data included in our annual June reports.

4-Surveys of potential employers will be conducted periodically, normally every two years, in our Career Survey. These results will be analyzed and data included in our annual June reports.

5. For Programs that are beneficiaries of Perkins funding: Identify assessments that will comprise the TSA.

We plan to use the same assessment methods for Technical Skills Assessments.

Portland Community College

Paralegal Program

Graduate Survey

July 2010 – June 2011 Graduates

Paralegal Department
Jerry Brask, Department Chair
Cascade Campus
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Terrell Hall, Room 109
Portland, OR 97217
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Introduction

Each year, the PCC Paralegal Department conducts surveys of graduates of the Paralegal Program. One objective of the survey is to gather information about graduate's employment within the paralegal field, including employment history and compensation. Another objective is to get feedback about various aspects of the Paralegal Program.

This survey assists the Paralegal Department in achieving four important goals:

- Continuing development of the Paralegal Department as a high quality educational program for students;
- Enhancing responsiveness to the needs of the paralegal students;
- Maximizing career employment strategies; and
- Maintaining rigorous American Bar Association approval standards.

The survey instrument used for the preparation of this report was composed by the Paralegal Department with input from faculty and students at PCC. Dawn Loomis (Paralegal Department Specialist) and Kim Brewlager (Work Study Student) conducted the survey and drafted this report. The survey and preparation of the report were conducted under the supervision of Jerry Brask, Department Chair.

Survey Background

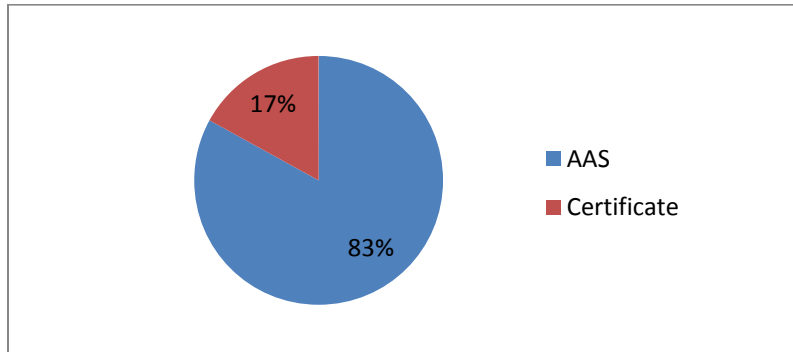
The survey was conducted by phone and/or email with individuals who graduated in 2010/2011. PCC's Office of Institutional Effectiveness provided a graduate contact list that included the most recent graduates from the program.

The survey results presented in this report were collected from 35 graduates from a total of 54 listed. We were unable to obtain information from the remainder of the graduates.

Survey Data

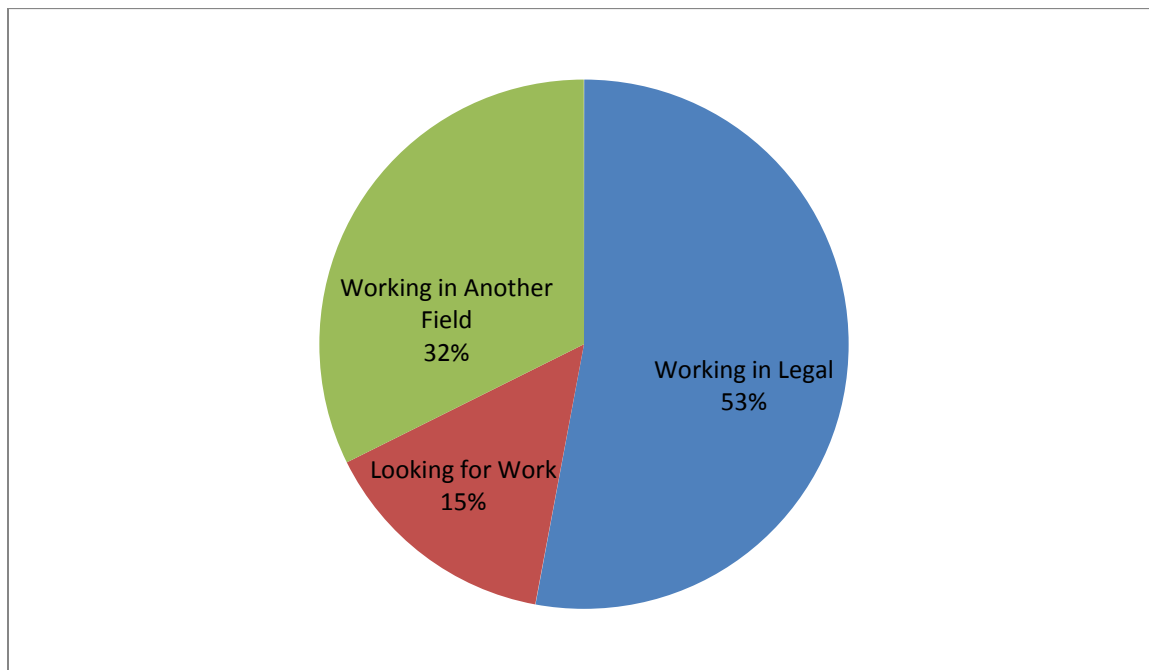
Program Completed

PCC offers both an Associate of Applied Science (AAS) Degree and a Certificate option.



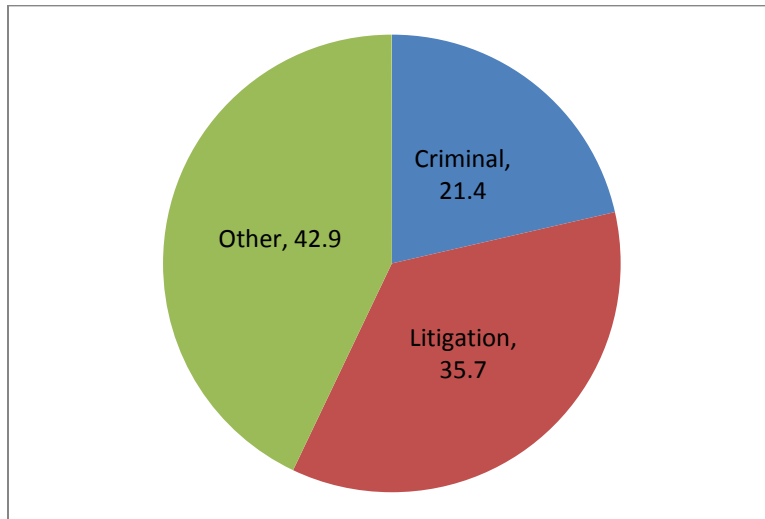
Employment

Overall, of the graduates we were able to contact at the time of the survey, not counting those continuing their education or otherwise not seeking employment, 85% of the graduates were employed and 53% were employed in the Legal field.

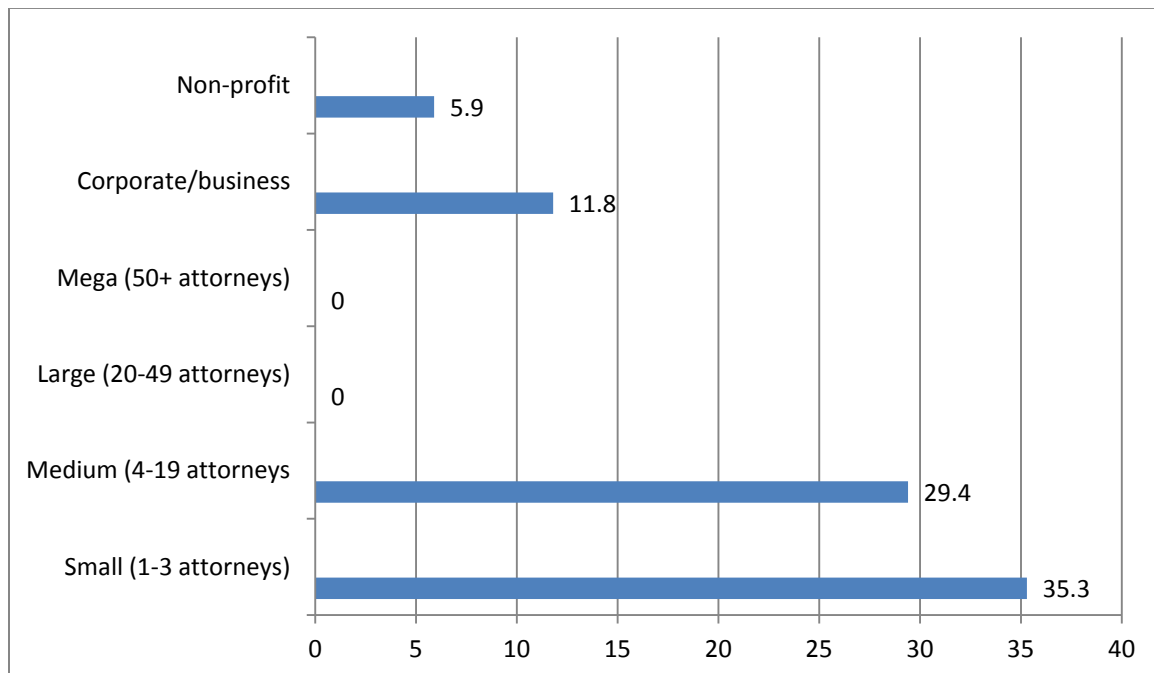


Area of Law

Students indicated they were mainly employed in two different areas of law, Criminal and Litigation. In addition 42.9% were employed in other areas of law including insurance defense, family law, and corporate.

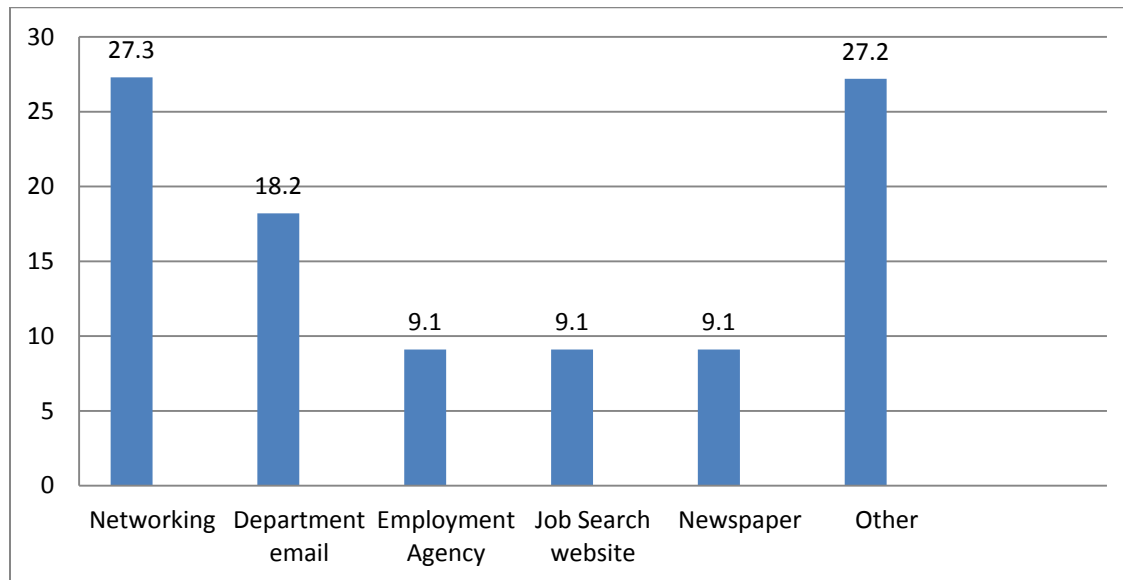


Type of Firm



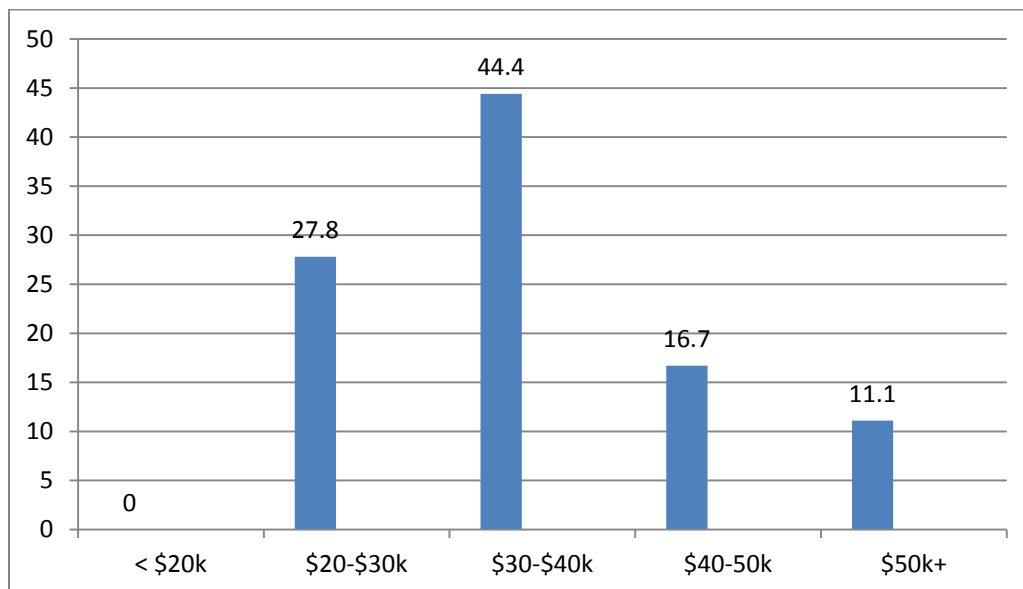
Obtaining a position

Students found work in the following ways:



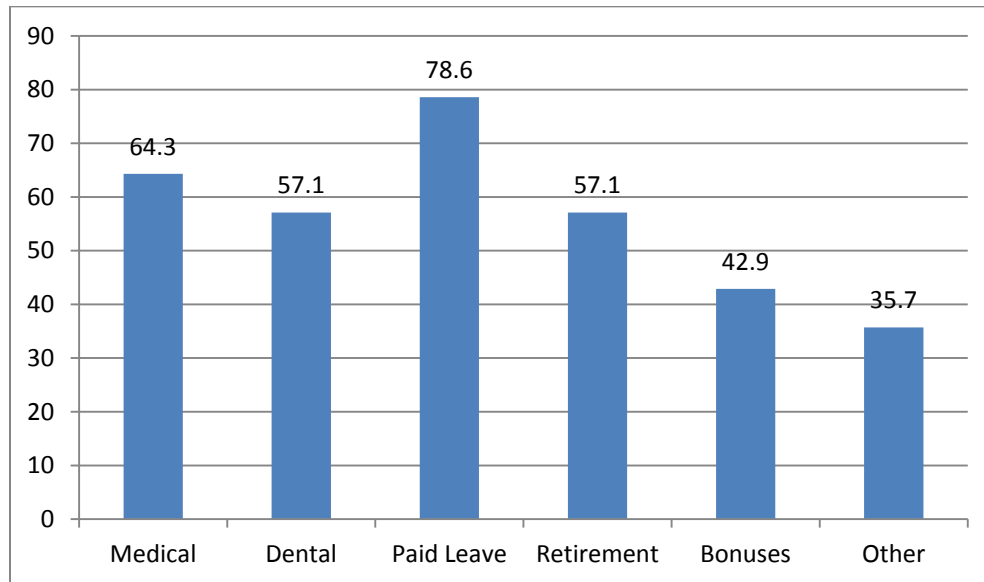
The other category consists of finding work through an internship, the paralegal associations (OPA or PNPA) or the students were working at the law firm in another capacity.

Pay Scale



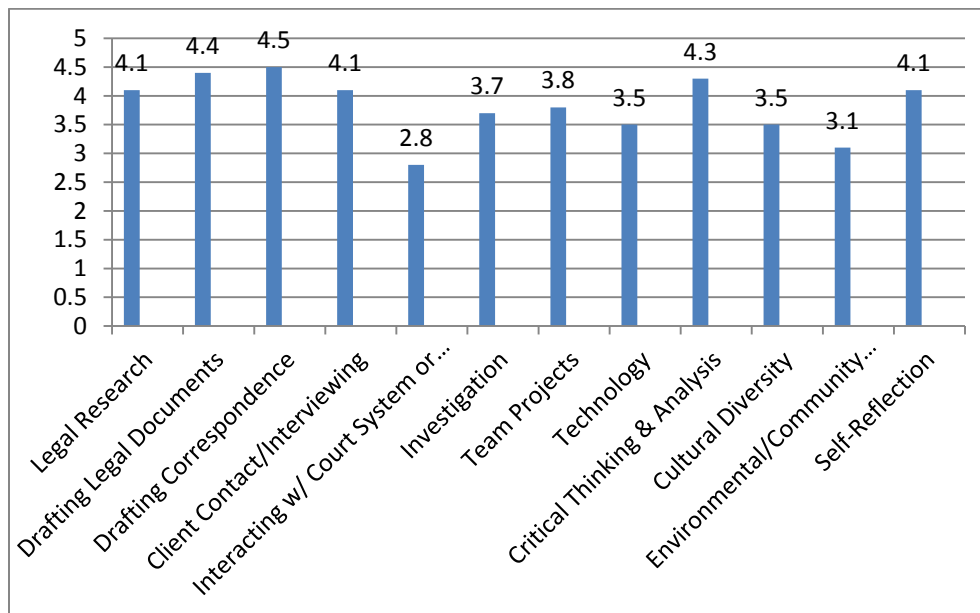
Benefits

In addition to monetary compensation, some graduates received benefits from their employer including:



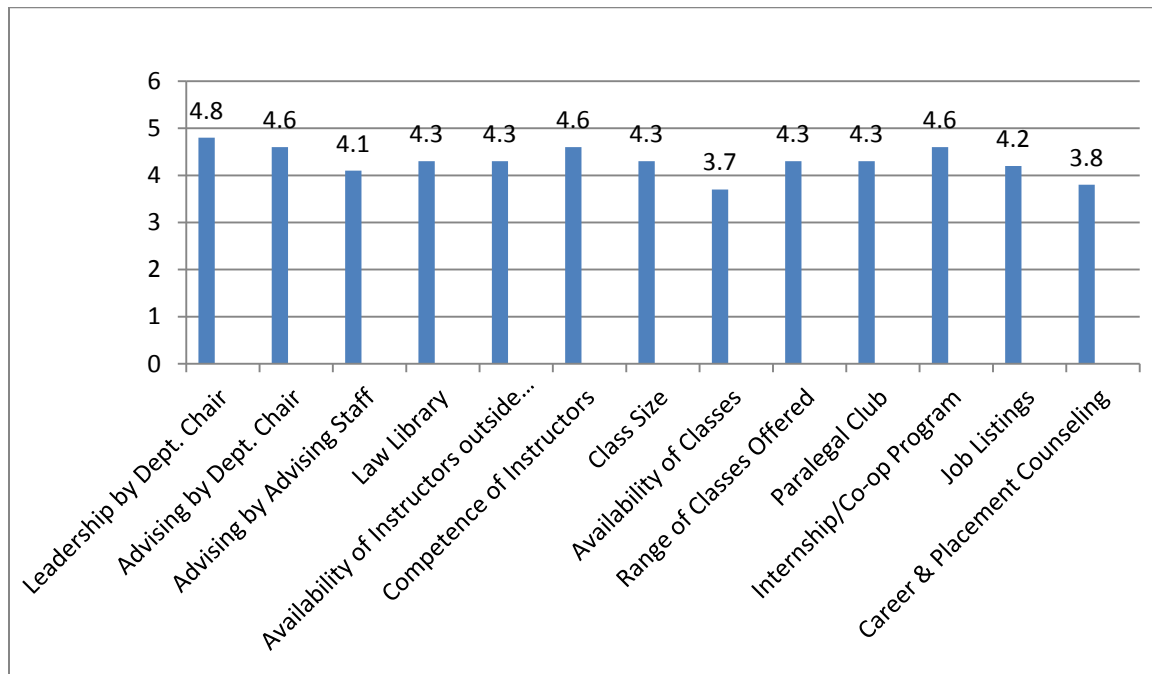
Did the program prepare students for employment?

When asked if the students were prepared in certain areas, the students indicated the following: (Scale of 1-5)



Ratings of program

Students were asked to rate the following areas of the program: (Scale 1-5)



Most Valuable parts of the program

Overall, graduates rated the program very highly. In their experience, graduates commonly listed the following aspects of the program as the most valuable:

The Legal Research and Writing classes,
Experienced attorneys and paralegals teaching the classes,
Enthusiastic instructors who want to teach,
Developed analytical skills,
Internships opportunity, and
PL 204 - Writing pleadings and documents you actually use on the job.

Areas needing improvement

Although many graduates mentioned there are no areas to improve, some graduates listed the following aspects of the program as areas needing improvement:

Offer more daytime classes,
Expectations of the instructors vary,
Offer more technology – students will be expected to bring this to the job,
Textbooks are very expensive and then they aren't always used much for the class,
More depth on legal software – a lot to cover in 1 term,
Felt a lack of connection as a part time student, especially at Climb,
Family law & juvenile law class should be separated, and
Offer more distance learning classes.

Important trends

Graduates listed the following as important trends:

Many positions will be as alternative careers – spend time discussing these options,
There are hundreds of applicants for each job.

Classes to add

Most students were happy with the variety of classes offered. Some noted there should be classes such as the Court System, e-filing, and Environmental Law classes added.

Conclusion

The overwhelming majority of graduates was very pleased with the program and felt that it prepared them for a career as a Paralegal.

The Legal Research and Writing classes were consistently identified as the most useful courses.

Students greatly valued being taught by attorneys that practiced in the specialty that they were teaching.

Most program graduates expressed appreciation for the commitment and support of the Paralegal Program Department Chair.

Graduates that chose to participate in an Internship (Co-op) rated it very high.

Most graduates expressed the use of technology in the field and expressed that this should be strongly encouraged for current students.

What PCC is doing to improve the Paralegal program:

The PCC Paralegal program is continuously looking for feedback from the students. Efforts have been made to add classes and sections to the curriculum based on that feedback.

The program added an AP in August to assist with advising and career development.

The program has added courses in sustainability law and e-discovery and continues to investigate needed courses.

The PCC Paralegal program is viewed as a high quality program that continues to grow because of the program's reputation for being exceptional.

Paralegal Program Portfolio Rubric

	Proficient/Advanced	Average	Below Average
	Exceeded Program Objective	Met Program Objective	Has Not Met Program Objective
Critical Thinking			
Briefing Cases	Format precise	Format adequate	Format inadequate
	Issues well articulated	Issues adequately articulated	Inadequately identified issues
	Citation precise	Citation adequate	Citation technically deficient
	Clear understanding of court reasoning	Some understanding of court reasoning	Incomplete understanding of court reasoning
Evaluating Fact Patterns	Clear writing	Adequate writing	Inadequate writing
	Strong analysis	Adequate analysis	Weak analysis
Legal Memo (applying law to facts)	Located comprehensive relevant Legal Authority	Located some relevant authority	Located insufficient legal authority
	Good application of law to facts	Adequate application of law to facts	Inadequate application of law to facts
	Format precise	Format adequate	Format inadequate
	Clear writing	Adequate writing	Inadequate writing
Pleadings	Substance/Content Complete	Substance/Content Adequate	Substance/Content Inadequate
Draft Investigation / Case Mgmt. Plan	Comprehensive Plan	Sufficient Plan	Inadequate comprehension
	Clear plan	Adequately clear plan	Unclear plan
	Concise plan		
Research			
Citation	Citation precise	Citation adequate	Citation technically deficient
Finding Applicable Legal Authority	Located comprehensive relevant Legal Authority	Located some relevant authority	Located insufficient legal authority
Substantive Legal Knowledge			

Paralegal Program Portfolio Rubric

	Proficient/Advanced	Average	Below Average
	Exceeded Program Objective	Met Program Objective	Has Not Met Program Objective
Project Demonstrating Legal Knowledge	Strong communication and demonstration of legal knowledge	Adequate communication and demonstration of legal knowledge	Inadequate communication and demonstration of legal knowledge
Legal Terminology	Excellent understanding and use of legal terminology	Appropriate understanding and use of legal terminology	Inappropriate understanding and use of legal terminology
Legal System			
Understanding of State & Federal Systems	Clear command of the State and Federal systems	Good understanding of the State and Federal systems	Inadequate understanding of the State and Federal systems
Oral Communication			
Client and/or Witness Interview	Comprehensive preparation of questions	Average preparation of questions	Below average preparation of questions
Presentation/Communication Skills			
Professional Language	Professional language and style	Adequate language and style	Inadequate language and style
Written Communication			
Pleadings	Format precise	Format adequate	Format inadequate
	Professional terminology	Adequate terminology	Unprofessional terminology
	Substance		
Document of Consequence	Format precise	Format adequate	Format inadequate
	Clear writing	Acceptable writing	Inadequate writing
	Comprehensive analysis	Adequate analysis	Inadequate analysis
Correspondence	Format precise	Format adequate	Format inadequate
	Professional language	Acceptable language	Unprofessional language
	Clearly written	Adequately written	Inadequately written

Paralegal Program Portfolio Rubric

	Proficient/Advanced	Average	Below Average
	Exceeded Program Objective	Met Program Objective	Has Not Met Program Objective
Factual Summary	Clear summary	Adequate summary	Inadequate summary
	Organized summary	Acceptably organized	Lack of organization
	Complete summary	Adequate summary	Incomplete
	Easy to understand	Understandable	Not clear
Analytic Memo	Located comprehensive relevant Legal Authority	Located some relevant authority	Located insufficient legal authority
	Good application of law to facts	Adequate application of law to facts	Inadequate application of law to facts
	Format precise	Format adequate	Format inadequate
	Clear writing	Adequate writing	Inadequate writing
Persuasive Memo	Format precise	Format adequate	Format imprecise
	Convincing language	Adequate language	Inadequate language
	Strong structure	Adequate structure	Inadequate structure
Technology	Call Janice		
Basic Microsoft (Word, Excel, Ppoint, Access)	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Docketing	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Trial Software	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Federal Court Web Page	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
State Court Web Page	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Ability to set up Court Documents	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application

Paralegal Program Portfolio Rubric

	Proficient/Advanced	Average	Below Average
	Exceeded Program Objective	Met Program Objective	Has Not Met Program Objective
Case Management Software	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Conflicts Software	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Timekeeping Software	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
OJIN	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
E Discovery	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Lois Law	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
OSBA Database	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Document Management Database/Summation	Thorough understanding and application	Adequate understanding and application	Inadequate understanding and application
Interviewing and Investigation	Call Gabe		
Diversity Awareness			
Client Skills			
Communication Skills			
Professional and Ethical Standards			
Knowledge and application of the Rules	Thorough knowledge and application of rules and limitations	Adequate knowledge and application of rules and limitations	Inadequate knowledge and application of rules and limitations
Knowledge of Confidentiality Responsibilities	Thorough knowledge of responsibilities	Thorough knowledge of responsibilities	Thorough knowledge of responsibilities
Awareness of Continuing Legal Education	Full awareness of CLE	Basic awareness of CLE	Inadequate awareness of CLE

Paralegal Program Portfolio Rubric

	Proficient/Advanced	Average	Below Average
	Exceeded Program Objective	Met Program Objective	Has Not Met Program Objective
Personal & Project Mmgt. Skills			
Substantial Project Completed	Comprehensive project	Adequate project	Inadequate project

Evaluation of Reflection Paper & Portfolio

Name: _____

Student ID#: _____

Evaluator: _____

Term: _____ 20____

Paralegal Program Outcome		Did the student address in the Reflection Paper?		Was there sufficient evidence to support?	
		Yes	No	Yes	No
1	Critical Thinking				
2	Research				
3	Substantive Legal Knowledge				
4	Legal System				
5	Oral Communication				
6	Written Communication				
7	Technology				
8	Interviewing & Investigation				
9	Ethical Standards & Knowledge of the Ethical Rules				
10	Continuing Legal Education				
11	Personal & Project Management				
12	Diversity			N/A	N/A
13	Career Direction			N/A	N/A
14	Strengths of the program			N/A	N/A
15	Areas needing improvement			N/A	N/A
16	Personal growth & discovery as went through the program			N/A	N/A

Notes:

Student Name: _____

Document Used		Document Quality		
		Proficient/Advanced	Average	Below Average
1				
2				
3				
4				
5				
6				
7	Oral Communication			
8	Technology			

Notes:

PORTLAND COMMUNITY COLLEGE, PORTLAND, OREGON
PARALEGAL PROGRAM

SYLLABUS: Applied Legal Research: PL-204 Spring, 2012-CRN:23987

Wednesdays, 6:30-9:20pm Terrell Hall 107 3 Quarter credits

Instructor: Gerald (Jerry) Brask
gbrask@pcc.edu
Office: 971-722-5212

Office Hours: Monday 2-5pm; Tuesday 9am-noon.

Terrell Hall 109-Cascade Campus

Appointments also scheduled at mutually agreeable times.

Text (strongly recommended):

- 1) Legal Research and Writing for Paralegals, Bevans McGraw Hill. **Posted.**
- 2) The Immortal Life of Henrietta Lachs, Rebecca Skloot. **Required.**

Legal research and writing reinforces legal research techniques learned in PL201 and provides instruction, training and the opportunity for students to draft legal documents and receive one-on-one feedback on writing assignments. Writing assignments include drafting letters; memoranda to counsel; pleadings, including complaint, answer, motions, discovery requests affidavits and substantive memorandum to be submitted to a court. Legal research skills will also be utilized and reinforced. Class will include one on one meetings to review writing assignments and to provide direct feedback. It also requires compilation of a portfolio and reflection document, demonstrating the student's meeting of program-wide outcomes throughout the course of study in the Paralegal program.

Late assignments will receive one-half credit, unless "good cause" for turning in late is requested in writing when the late assignment is turned in. "Good Cause" will be an unavoidable emergency and left to instructor's discretion. Assignments are to be turned in for credit in class.

Any student may meet with Mr. Brask sometime during the term by appointment to advise regarding the paralegal program and discuss individual issues regarding the paralegal program, class, assignments, concerns, etc. Appointments can be arranged at office hours or by special appointment. This is not a class requirement, but offered to assist students with the program as may be needed and to address individual issues.

MYPCC! The Syllabus can be found there. Email, announcements

and other postings will be made on MYPCC. Please check it at least once per week.

Course Grading (approximate points per each assignment):

Letters (4)	40 points
Internal fact memo	10 "
Complaint	20 "
Answer	12 "
Case theory	10 "
Discovery	24 "
Motion/affd/order	15 "
Time keeping	10 "
Attendance	10 "
1 st draft legal memo	15 "
Legal Memo	40 "
Weekly Research	25 "
Court web pages	20 "
Portfolio Project	25 "
HL reading certification	15 "

Other assignments assigned and scored as determined appropriate by the instructor. Quizzes of assigned reading of up to 40 points at the instructor's discretion.

NOTE: The portfolio project must be successfully completed with a passing grade to obtain a C or higher grade in this course (18 points out of 25).

If any student requires instructional accommodations, please notify me early in the course and contact the Disabilities office. If you have a disability and need accommodations, please make arrangements to meet with me outside of class; provide me with documentation on a form from the Office of Students With Disabilities (503)977-4341.

Assignments/exams/instruction may be changed in response to weather, student needs, college expectations or determination of instructor. **The instructor meets 1 on 1 with students regarding writing assignments, as needed. Students are expected to make appropriate time to attend such meetings, as needed. Redrafts: due the week following the date the first drafts are returned to students.**

Assignments which simulate paralegal work:

All of the assignments in this class simulate paralegal work. Students should be mindful of the College policies prohibiting plagiarism.

Outcomes Learning for PL 204:

- 1) Demonstrate ability to use analytic skills applying the law to specific fact situations
- 2) Demonstrate ability to conduct research and evaluate cases
- 3) Demonstrate ability to draft correspondence
- 4) Demonstrate ability to draft pleadings
- 5) Demonstrate ability to draft a memorandum

Competencies/skills for PL 204

- 1) Preparation of correspondence
- 2) Drafting complaint and answer
- 3) Draft discovery requests
- 4) Draft motions, affidavits and orders
- 5) Draft legal memorandum and integrate legal research into the written product
- 6) Portfolio

The Immortal Life of Henrietta Lacks. This term we are using a fact situation based on this true story. The author took classes at PCC and will be visiting another campus this term. The book illustrates the issues in real life terms, as well as provides legal, moral, ethical and other considerations. It may also help you with your legal research.

April 4, 2012

Class: Discuss writing options for the class 0.5
Review syllabus.
Portfolio requirement and Time keeping. 0.5
Cover letter & resume. 1.0
U-Tube 0.3
Assignment: 1) Draft dream job cover letter and resume. 0.5
1) Read Bevans, p.347-372(Ch.11), 373-397(ch.12)
2) Read: Henrietta Lachs, p.1-41

April 11, 2012

Class: Discuss HL 0.2
Drafting letters and Internal Memorandum 1.0
Mock Interview 1.0
Research assignments 0.3
Portfolio requirements 0.3
Hand in: Dream job resume and cover letter
Assignmt: 1) Draft: a) Internal office Memorandum, b) letter to client and c) demand letter
2) Read: Bevans: 449-468(Ch.15), 483-506(Ch.16)
3) Read: Henrietta Lachs, p. 42-88

April, 18, 2012

Class: Discuss HL 0.2
Court notices 0.2
Case Theory Development 1.0
1st library assignment in class 1.4
One on one review
Hand in: client letter, demand letter and internal of memo
Assignmt: 1) Draft Case Theory
2) Draft Court notices
3) Read: Bevans, p. 397-420(Ch.13) and Handouts
4) Read: Henrietta Lachs, p.89-136

April 25, 2012

Class: Discuss HL 0.2
Drafting pleadings/Complaint-Counterclaim 1.3
2nd Library assignment in class 1.3
One on One review
Hand in: Case theory and on line notices
1st Research summary
Assignmt: 1) Draft Complaint
2) Read Bevans, p. 507-519(ch.17), 1-15(Ch.1)
3) Read Henrietta Lachs, p.137-178

May 2, 2012

Class: discuss HL 0.2
Preparation of Answers/responsive pleadings 0.8
3rd Library assignment in class 1.8
One on one review
Hand in: Complaint
2nd Research summary
Assignmt: 1)Draft Answer
2)Draft Subpoena & other court notices assigned
3)Draft reflection paper
4)Read Bevans p.520-522(Ch.17), 17-30(ch.1)
5)Read Henrietta Lachs, p. 179-231

May 9, 2012

Class: Discuss HL 0.2
Drafting discovery requests 1.5
4th Library assignment in class 1.3
One on one review
Hand in: Answer and Subpoena and other court notices
3rd Research summary
Draft of Reflection paper
Assignmt: 1) Draft Discovery Requests
2) Read Bevans, p. 523-530(Ch.17), 17-30(Ch.1)
3) Read Henrietta Lachs, p. 232-278

May 16, 2012

Class: Discuss HL 0.2
Drafting Motions and Affidavits 1.0
Preparation of Legal Memorandum 0.8
5th Library assignment in class 0.8
One on one review
Assignmt: 1)Draft Motion, Affidavit and Order
2)Draft clarification letter to client
3)Read Bevans.p.530-540(ch.17),541-561(ch.18)
4)Read Henrietta Lachs p. 279-311
Hand In: Discovery requests
4th research summary

May 23, 2012

Class: Discuss HL 0.2
Drafting and research time on Legal memos 1.8
Questions and discuss Memos, portfolios 0.8

Hand in: Motion, Affidavit, Order AND Letter to client
5th Research summary
All resubmits due this date.
Assignmt: 1)Continue work on 1st Draft of Legal Memorandum and
Portfolios

May 25, 2012

Hand In: First draft of Legal Memorandum due in TH 109 by
11:00 am. **IN PERSON or paralegal2@pcc.edu**

May 30, 2012

No Class: All day one-on-one meetings scheduled to review legal memoranda. Last resubmits due.

June 6, 2012

Class: Course evaluations 0.5
Film clip 1.5
Hand In: Hand in completed Portfolio
Hand in completed legal memorandum
Hand in time sheets
Hand in motion, affidavit and order/client letter
redrafts
Assignmt: prepare time sheets and for presentation of portfolios

June 13, 2012

Class: Return work to students 0.5
Portfolio Review and presentation 2.3

Have a good summer!

Portland Community College Paralegal Program Portfolio Project: PL 204

The Portfolio Project is a required component of PL 204. There are two purposes of the Portfolio Project: 1) to evaluate the department's success in training students at the completion of students' degree/certificate and 2) enable students to identify documents that may be used as a sample work product for potential employers.

PCC, and most colleges and universities across the county, are measuring student learning at the completion of a program of study. The Portfolio Project allows the Paralegal Program to evaluate the program's progress in training and educating students. The use of the portfolio is believed by the faculty to be the most effective method for the Paralegal Program to measure the program's success in facilitating student progress. Our program has selected this method in lieu of other methods available, such as program-wide exams.

Attached to this document is a listing in bold of the Paralegal Program Outcome Assessment Tools. The Outcomes, listed in bold, are skills and capabilities students should have at the completion of the program. Each Outcome is broken down more specifically by the Lettered (A. B. etc) categories. Under each lettered category are numbered items or documents which may be used to demonstrate that outcome.

Students are asked to use 6 documents they have completed during their time in the program which demonstrate the overall program outcomes. One document may be used to show the ability on several outcomes: for instance a complaint may demonstrate critical thinking, written communication and technology skills. In addition to the 6 documents, students may provide attachments which demonstrate technology skills and another attachment which demonstrates successful completion of oral communication assignment in the program.

Students must draft a Reflection Paper which explains to the reader how the portfolio demonstrates the student's successful meeting of all outcomes. In addition, the reflection paper should include sections addressing: a) Views regarding strengths of the paralegal program 2) Views regarding areas that need improvement in the paralegal program c) Personal growth and discovery as you have gone through the program and d) Career direction and plans, and to what extent students need further assistance from the department.

The grade for the portfolio will be based upon the student's reflection paper: have you explained the way your documents meet outcomes, and the quality of your supporting documentation. A passing grade of at least a C on this Portfolio Project is required to pass PL 204.

Our hope is that we will be evaluating portfolios with help from other faculty and the Paralegal Advisory Council ("PAC") members. This may include an oral presentation of your portfolio at the end of the term. While consent is generally required to provide student work to other faculty, the PAC or other 3rd parties, consent will be implied from your participation in PL 204, unless the student makes prior written arrangements with the faculty and department chair.