

**Program Review  
Paralegal Technology  
2008-2009**

## **Executive Summary**

In general, our program review seeks to provide an objective assessment of the extent to which students desiring an Associate in Applied Science degree in Paralegal Technology are succeeding in their educational goals. This review contains the following sections:

Section One: Program Profile (beginning on page 1), including the program's mission/purpose, information on faculty and students, resources, services, general information on organizations served by the program, institutions to which students may transfer, and significant developments since the last evaluation;

Section Two: Program Content (page ), including the program's definition, curriculum and course work, testing/remedial work, and instructional modalities;

Section Three: Outcomes (page ), including identification, administrative, program, student learning outcomes, and follow-up;

Section Four: Need for Change (page ), including strengths, weaknesses, recommendations, strategies, and one year follow-up; and,

Section Five: Future Issues: (page ), including anticipated needs, market trends, resource requirements, and future plans.

### **Section One: Program Profile**

#### **A. The Mission/Purpose**

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

## **B. The Faculty**

The faculty is comprised of one full time Curriculum Area Coordinator, three to four adjuncts and one two fulltime faculty members that also have other responsibilities. Following is a brief description of their credentials, accomplishments and professional development activities.

**Catherine B. Lassiter-** Permanent full time Curriculum Area Coordinator

Education :

Converse College B.A. Political Science 1981

Campbell University School of Law, ,J.D. 1987

Professional Certification:

North Carolinas State Bar 1987- Member in Good standing

Employment History:

Private practice in the area of civil litigation from 1987 until 1996

Professional Development:

Black Board Teaching Certification 2007

Institutional Effectiveness Seminar 2007

Learning Outcomes Seminar 2007

Course Schedule Submission Training 2007

**Susan McIntyre-** permanent full time Division Director

Education:

East Carolina University B.A. Political Science

Campbell University , J.D.

Employment History:

**Robert L. Jennings** – permanent part-time Criminal Justice Curriculum Area Coordinator

Education:

Loras College, B.A., Pol. Sci., 1973

University of Iowa College of Law, J.D., 1976

Professional Certification:

Iowa State Bar since 1976- Retired member in good standing

North Carolina State Bar since 1996-Retired member in good standing

Military Service:

U.S. Navy 1964 – 1969

U.S. Marine Corps 1975-1997

Professional Development:

Black Board Teaching Certification 2007

Institutional Effectiveness Seminar 2007

Learning Outcomes Seminar 2007

Course Schedule Submission Training 2007

**Adjuncts:**

Bill Geraty, JD

Jenifer Taylor- NC Certified Paralegal

Lee McEniry, JD

**C. The Students**

**Seventy percent(70%) of our students are between 18-34 years of age. Forty seven percent (47%) are full time. We have been trying to increase the number of full time students by offering day and evening classes in the first year and have seen some progress.**

<i>Age</i>		<i>&lt;25</i>	<i>25-34</i>	<i>35-44</i>	<i>45-54</i>	<i>55+</i>
<i>Spring 04</i>	<i>Count</i>	14	10	8	3	3
	<i>Percent</i>	36.84%	26.32%	21.05%	7.89%	7.89%
<i>Spring 05</i>	<i>Count</i>	14	7	7	7	2
	<i>Percent</i>	37.84%	18.92%	18.92%	18.92%	5.41%
<i>Spring 06</i>	<i>Count</i>	16	9	7	6	1
	<i>Percent</i>	41.03%	23.08%	17.95%	15.38%	2.56%
<i>Spring 07</i>	<i>Count</i>	21	7	6	7	3

	<b>Percent</b>	47.73%	15.91%	13.64%	15.91%	6.82%
<b>Spring 08</b>	<b>Count</b>	15	9	4	4	2
	<b>Percent</b>	44.12%	26.47%	11.76%	11.76%	5.88%

<b>Credit Hrs.</b>		<b>Full-time</b>	<b>Part-time</b>
<b>Spring 04</b>	<b>Count</b>	21	17
	<b>Percent</b>	55.26%	44.74%
<b>Spring 05</b>	<b>Count</b>	16	21
	<b>Percent</b>	43.24%	56.76%
<b>Spring 06</b>	<b>Count</b>	14	25
	<b>Percent</b>	35.90%	64.10%
<b>Spring 07</b>	<b>Count</b>	19	25
	<b>Percent</b>	43.18%	56.82%
<b>Spring 08</b>	<b>Count</b>	16	18
	<b>Percent</b>	47.06%	52.94%

<b>Year</b>	<b>Graduates</b>	<b># Employed</b>	<b>% Employed</b>	<b>Unknown</b>
<b>1999-00</b>	5	3	75%	1
<b>2000-01</b>	9	0	0%	8
<b>2001-02</b>	7	n/a	n/a	7
<b>2002-03</b>	8	2	100%	6
<b>2003-04</b>	5	1	20%	4
<b>2004-05</b>	2	1	100%	1
<b>2005-06</b>	9	4	67%	3
<b>2006-07</b>	11	5	63%	3

**D. Resources**

Originally conceived as an economic development engine for the state of North Carolina, the community college receives the majority of its funding, including, operating, equipment, library and expansion, from the North Carolina General Assembly on a biennial basis with an annual review during a short budget session. By state law the county served by each college is responsible for that college's yearly capital budget. Carteret Community College also has a separately governed foundation which provides additional funding for student centered expenditures providing mini grants for programs, professional development, student scholarships, etc . . . The foundation also houses a fulltime grant writer who assists in searching out and procuring grant monies. Tuition and fees are negligible in offsetting expenses at the college as North Carolina traditionally has some of the lowest tuition rates in the country. However student enrollment is a factor in FTE calculations which dictates in part the amount of funding the college receives.

**2007-2008 Other Costs Budget**

Jan 29 2008  
15:17  
January 2008

Carteret Community College  
Departmental Budget Report  
UNIT 32505 Paralegal Technology

Page 1

Unencumb		Expended	Expended	Unexpended	Outstd
Acct Code	Account Name	Budget	This Month	This Year	Balance
Encum	Balance				
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11-220-20-523000 Associate Degre Instructional S	283.00	0.00	0.00	283.00
0.00 283.00				
11-220-20-526000 Associate Degre Office Supplies	200.00	0.00	0.00	200.00
100.00 100.00				
11-220-20-531150 Associate Degre In-State Meals	250.00	0.00	0.00	250.00
0.00 250.00				
11-220-20-531190 Associate Degre In-State Other	100.00	0.00	0.00	100.00
0.00 100.00				
11-220-20-531220 Associate Degre Out-of-State Ai	500.00	0.00	0.00	500.00
0.00 500.00				
11-220-20-531240 Associate Degre Out-of-State Lo	300.00	0.00	0.00	300.00
0.00 300.00				
11-220-20-531410 Associate Degre Board/Non-emp T	300.00	0.00	300.00	
0.00 0.00 0.00				
11-220-20-531420 Associate Degre Board/Non-emp S	233.00	0.00	232.44	
0.56 0.00 0.56				
11-220-20-539400 Associate Degre Subscriptions	601.00	0.00	600.02	0.98
0.00 0.98				
11-220-20-546100 Associate Degre Memberships & D	1000.00	0.00	375.00	
625.00 0.00 625.00				
11-220-20-546200 Associate Degre Accreditation E	233.00	0.00	232.44	0.56
0.00 0.56				
State Current Unrestricted TOTALS	149572.00	13711.50	88488.75	
61083.25 100.00 60983.25				

UNIT TOTALS 149572.00 13711.50 88488.75 61083.25 100.00  
60983.25

## **E. General Library Collection and Resources**

### Databases:

The library has the following databases:  
 SIRS (Government Reporter)—This is a valuable source for current and historic government documents.  
 NC Live—NC Live has a Legal category. There’s also a test preparation database entitled Learning Express Library. This database has practice tests for different areas of law enforcement. NC Live and SIRS are available anywhere on campus. They are also accessible from home, using a password. The passwords are available through the library.  
 Liebert Online Database (Available on CCC campus only) Liebert is a full text searchable bibliographic database to articles from more than sixty journals. See the LAW section under “Browse by Discipline”.

### Instructional Audiovisual Materials:

The library has a large collection of instructional audiovisual materials for faculty or staff use. These are located in the closed stacks area behind the circulation desk. Faculty and staff are welcome to go into this area to find what they need. The materials are arranged by subject on the shelves. A list of these materials may also be viewed by subject in our library catalog. All instructional AV materials must be checked out on your library

account. Instructional AV materials for Criminal Justice are grouped under the subject heading LAW.

Library Collections:

The library collection includes both reference and circulating materials. The Library of Congress call numbers for Criminal Justice are HV6001-HV9960.

Library Website:

Library services and resources can be accessed online through the library's website at: [www.carteret.edu/library](http://www.carteret.edu/library).

Periodicals:

The library has subscriptions to various magazines, newspapers, and professional journals. The latest issues can be found in the reading area of the library. Back issues are also available for many titles. (See also Databases)

Research Guides:

Research guides are available on the library webpage for the subject areas covered by classes and curriculums here at Carteret Community College. Research guides are listings of books, reference materials, journals and online sites available through the library. A **Criminal Justice and Law Enforcement Research Guide** (Exhibit Section 1-D-3-1) has been provided in this packet.

## SERVICES

Bibliography Services:

The library provides bibliography services upon request for any faculty needing a list of library books, videos, periodicals, etc. in their subject area. Please contact Tara Guthrie if you need such a list for program re-accreditation, program review, library collection evaluation, or personal use.

Collection Development and Evaluation:

The library accepts requests from faculty and staff for new library materials. Requests for curriculum materials receive first priority in purchasing. All new purchases are subject to available funding. After new materials are received and processed, notifications are sent via e-mail. To make a request for purchasing new books and AV materials, please contact Tara Guthrie. Please prioritize multiple purchase requests. A **Library Materials Request Form** (Exhibit Section 1-D-3-2) is available for requesting materials.

Curriculum Area Coordinators, or their designee, are responsible for regularly evaluating the library's collections for their subject area. This involves reviewing the library's books, reference books, instructional videos, and periodicals to determine if the materials are up-to-date and meet curriculum needs. Once the collection is evaluated, a **Library Collection Evaluation Form** (Exhibit Section 1-D-3-3) should be completed and turned in to Tara Guthrie. Requests for new materials to strengthen any weak areas in the

collection can be made at this time. Old materials may also be pulled to be withdrawn from the collection. Evaluations may be done by examining the materials in the library, or by reviewing a list of the materials provided through our bibliography services. Contact Tara Guthrie for more information.

#### Distance Learning Services:

The following services are available to the college's distance learning students:

Access to computers for login to class desktop

Remote access to library catalog and online databases

E-mail reference service: [library@carteret.edu](mailto:library@carteret.edu)

Mailing service to check out library materials

Electronic Interlibrary Loan Request form & Patron Registration form

Access to general library information, Magazine Indexes, library handouts and research guides via the library's website

#### Extended Checkout Periods for Faculty/Staff:

Faculty and staff may check out books from the library's main book collection for six weeks. Instructional AV materials may also be checked out for six weeks. If a longer checkout period is needed for books or instructional AV, please contact Annette Davis and a semester or a year checkout can be arranged. Reference books may be checked out for one day. Checkout periods on all other library materials, such as best sellers, movies, and audio books, are the same as for all library patrons.

#### Interlibrary Loan (ILL) Services:

The library borrows materials from other libraries for your personal or professional interests through interlibrary loan. An **ILL Agreement Form** (Exhibit Section 1-D-3-4) must be completed prior to requesting materials for the first time, and an **ILL Request Form** (book form-Exhibit Section 1-D-3-5 and periodical form-Exhibit Section 1-D-3-6) is completed for each item being requested. These should be submitted to Annette Davis.

#### Library Skills Classes:

The library provides class instruction in the use of the library's online catalog, electronic databases, and general library use. To schedule your class for an instruction session, contact Tara Guthrie. Please provide your name and phone number, the course name and number, number of students, proposed date and time for the session, which resources you wish to have taught, and if the library skills exercise is desired. The library skills exercise provides independent practice on the concepts and skills taught in the class session. You may schedule one or two sessions for your students. Please contact the library at least two days in advance to schedule your class. Classes are also welcome in the library for study and research when scheduled in advance.

#### Online Tutorials:

Online tutorials can be accessed via the library's website at [www.carteret.edu/library](http://www.carteret.edu/library). There are tutorials on the following topics:

Searching the Library Catalog

Using the Library of Congress Classification System

Searching NC Live and SIRS

Using the Internet  
Evaluating Websites  
Citing Electronic Sources  
Citing Using the APA and MLA Formats

Reserve Materials:

Faculty may place library or personal materials on reserve for student use. Reserves are held at the circulation desk. To place items on reserve, a **Reserve Request Form** (Exhibit Section 1-D-3-7) must be completed at the circulation desk for each item, and the item and form submitted to either Susan Hopkins or Annette Davis. Please allow 48 hours for processing reserves.

Library Collection

Wild Bill : the legend and life of William O. Douglas / Bruce Allen Murphy.  
Oliver Wendell Holmes : sage of the Supreme Court / G. Edward White.  
Sandra Day O'Connor : how the first woman on the Supreme Court became its most influential justice / Joan Biskupic.  
Law of global commerce : a tour / David M. Neipert.  
The World Trade Organization : constitution and jurisprudence / John H. Jackson.  
Introduction to the law of torts / by John G. Fleming and Frances B. Whiteside.  
Black's law dictionary / Bryan A. Garner, editor in chief.  
The innocence of Joan Little : a Southern mystery / James Reston, Jr.  
Miranda rights / Paul Ruschmann.  
Without a doubt / Marcia Clark with Teresa Carpenter.  
The Simpson trial in black and white / by Tom Elias and Dennis Schatzman.  
Trial of the century : people of the state of California vs. Orenthal James Simpson / Frank Schmallegger.  
The innocent man : murder and injustice in a small town / John Grisham.  
Legal research in a nutshell / by Morris L. Cohen, Kent C. Olson.  
Case analysis and fundamentals of legal writing / William P. Statsky, R. John Wernet, Jr.  
West's analysis of American law.  
The legal research manual : a game plan for legal research and analysis / Christopher G. Wren, Jill Robinson Wren.  
The Bluebook : a uniform system of citation.  
Making the case : an argument reader / Laurence Behrens.  
The elements of legal style / Bryan A. Garner.  
Legal writing in a nutshell / by Lynn B. Squires, Marjorie Dick Rombauer, and Katherine See Kennedy.  
Fundamentals of law office management : systems, procedures and ethics / Pamela I. Everett.  
Effective interviewing for paralegals / Fred E. Jandt.  
Cardinal rules of advocacy : understanding and mastering fundamental principles of persuasion / Douglas S. Lavine.  
Interviewing and investigating : essential skills for the paralegal / Stephen P. Parsons.  
Legal street smarts : how to survive in a world of lawyers / Dennis M. Powers ; foreword by Harry N. MacLean.  
Client accounting for the law office / Elaine M. Langston.  
Practical law office management / Brent Roper.  
Law office dynamics : an introduction to legal administration / by Charlotte W. Smith.  
Law office skills / Linda L. Edwards.  
Basic law office management for paralegals / Jeffrey A. Helewitz.  
Law office management for paralegals / Jonathan Lynton, Donna Masinter, Terri Mick Lyndall.

The paralegal's desk reference / Steve Albrecht ; foreword by John W. Witt.  
Paralegal success : going from good to great in a new century / Deborah Bogen.  
The paralegal professional / Henry R. Cheeseman, Thomas F. Goldman.  
Introduction to paralegal studies : a critical thinking approach / Katherine A. Currier, Thomas E. Eimmermann.  
Fundamentals of paralegalism / Thomas E. Eimmermann.  
Introduction to paralegal studies and the law : a practical approach / Linda L. Edwards, J. Stanley Edwards.  
The professional paralegal job search : a guide for launching your legal career / Christofer Ulmont French.  
The basics of paralegal studies / David Lee Goodrich.  
Paralegal handbook / Vicki Brittain, Terry Hull.  
Paralegal practice and procedure : a practical guide for the legal assistant / Deborah E. Larbalestrier.  
Manual for legal assistants / prepared by the National Association of Legal Assistants, Inc.  
Paralegal internship manual : a student guide to career success / by Charles P. Nemeth.  
Paralegal careers / Angela Schneeman.  
Paralegal careers / Angela Schneeman.  
Starting and managing your own business : a freelancing guide for paralegals / Dorothy Secol.  
Essentials of paralegalism / William P. Statsky.  
Paralegal ethics and regulation / William P. Statsky.  
How to land your first paralegal job : an insider's guide to the fastest-growing profession of the new millennium / Andrea Wagner ; foreword by Therese A. Cannon.  
Legal terminology and transcription  
Clarence Darrow for the defense, a biography by Irving Stone.  
Four trials / John Edwards with John Auchard.  
Understanding law in a changing society / Bruce E. Altschuler, Celia A. Sgroi.  
Introduction to law for paralegals : a critical thinking approach / Katherine A. Currier, Thomas E. Eimmermann.  
Everybody's guide to the law : all the legal information you need in one comprehensive volume / Melvin M. Belli & Allen P. Wilkinson.  
Fight back & win : what to do when you feel cheated or wronged.  
Introduction to the American legal system / by Enika H. Schulze, P. Michael Jung, Rebecca P. Adams.  
The lifetime legal guide / Steven Mitchell Sack.  
Introduction to the American legal system / by Enika H. Schulze, P. Michael Jung, Rebecca P. Adams.  
Elder law / Jeffrey A. Helewitz.  
Seniors' rights : your legal guide to living life to the fullest / Brette McWhorter Sember.  
The elder law handbook : a legal and financial survival guide for caregivers and seniors / Peter J. Strauss and Nancy M. Lederman.  
The 10 biggest legal mistakes women can avoid : how to protect yourself, your children, and your assets / Marilyn Barrett.  
Computer and Internet use on campus : a legal guide to issues of intellectual property, free speech, and privacy / Constance S. Hawke.  
Cyberlaw : the law of the Internet / Jonathan Rosenoer.  
Online law : the SPA's legal guide to doing business on the Internet / Thomas J. Smedinghoff, editor ; contributing authors, Andrew R. Basile, Jr. ... [et al.] ; foreword by Ken Wasch.  
Body parts : property rights and the ownership of human biological materials / E. Richard Gold.  
Mental health reform / Alan Marzilli.  
Fetal rights / Alan Marzilli.  
Family law for paralegals / by Teris Solis and Patricia A. Williams.  
Marriage on trial : a handbook with cases, laws, and documents / Lee Walzer.  
File your own divorce (+ CD-Rom) / everything you need for a fresh start Edward A. Haman.  
Separation and divorce in North Carolina : answers to the most commonly asked questions about your

legal rights / Mary K. Nicholson.  
On same-sex marriage, Civil unions, and the rule of law : Constitutional interpretation at the crossroads / Mark Strasser.  
Your right to child custody, visitation, and support / Mary L. Boland.  
Deadbeats : what responsible parents need to know about collecting child support / Simone Spence.  
Gilbert law summaries. Property.  
Real estate law / James Karp, Elliot Klayman, Frank Gibson.  
The law of real property / Michael P. Kearns.  
Neighbor law : fences, trees, boundaries and noise / by Cora Jordan ; edited by Mary Randolph ; illustrations by Linda Allison ; with a foreword by Ernest Callenbach.  
Estate planning for dummies / by N. Brian Caverly and Jordan S. Simon.  
Basic wills, trusts, and estates for paralegals / Jeffrey A. Helewitz.  
Smart guide to estate planning / Laura Spinale.  
Wills, trusts, and estates for legal assistants / Gerry W. Beyer, John K. Hanft.  
Administration of wills, trusts, and estates / Gordon W. Brown.  
Wills, trusts, and estate administration for the paralegal / Dennis R. Hower.  
The easy will and living will kit : + CD-ROM / Joy S. Chambers.  
Introduction to contracts / by Diane M. Baldwin & Frances B. Whiteside.  
Business law for a new century / Jeffrey F. Beatty, Susan S. Samuelson.  
Fundamentals of business law / Roger LeRoy Miller, Gaylord A. Jentz.  
Law for business / Janet E. Ashcroft.  
Business law : with UCC applications.  
Business law : with UCC applications / Gordon W. Brown, Paul A. Sukys.  
Business law : text and exercises / Roger LeRoy Miller, William Eric Hollowell.  
Hotel, restaurant, and travel law : a preventive approach / Norman G. Cournoyer, Anthony G. Marshall, Karen L. Morris.  
Hotel, restaurant, and travel law : a preventive approach / Norman G. Cournoyer, Anthony G. Marshall, Karen L. Morris.  
American maritime cases.  
American maritime cases.  
American maritime cases.  
American maritime cases.  
Cases and materials on tort law and alternatives / by Marc A. Franklin and Robert L. Rabin.  
Perspectives on tort law / Robert L. Rabin.  
Tort law for legal assistants / Linda L. Edwards, J. Stanley Edwards.  
Tort reform / Paul Ruschmann.  
Rights to privacy / edited by Robert Emmet Long.  
The law of corporations and other business organizations / Angela Schneeman.  
Introduction to business organizations / by Diane M. Baldwin, Frances B. Whiteside.  
The law of business organizations / John E. Moye.  
How to form your own partnership : with forms / Edward A. Haman.  
Legal handbook for nonprofit organizations / Marc J. Lane.  
Business organizations for paralegals / Deborah E. Bouchoux.  
The paralegal's introduction to business organizations / Lynn T. Slossberg.  
Practical bankruptcy law for paralegals / Pamela K. Webster.  
Intellectual property : the law of trademarks, copyrights, patents, and trade secrets / Deborah E. Bouchoux.  
The small business legal kit & disk / J.W. Dicks.  
Small business formation handbook / Robert E. Cooke.  
Hospitality law : managing legal issues in the hospitality industry / Stephen Barth, David K. Hayes.  
Understanding hospitality law / Jack P. Jefferies, Banks Brown.

Travel law : cases and materials / Robert M. Jarvis, John R. Goodwin, William D. Henslee.  
General aviation law / Jerry A. Eichenberger.  
The FCC and regulating indecency / Paul Ruschmann.  
Revocation of professional licenses by governmental agencies / William Otis Morris.  
Medicolegal issues for radiographers / Robert J. Parelli.  
Law, liability, and ethics for medical office professionals / Myrtle Flight.  
Nurses and the law : a guide to principles and applications / Nancy J. Brent.  
20 legal pitfalls for nurses to avoid / Janine Fiesta.  
The respiratory therapist's legal answer book / Anthony L. DeWitt.  
Who owns information? : from privacy to public access / Anne Wells Branscomb.  
Intellectual property / edited by Jennifer Peloso.  
The entrepreneur's guide to patents, copyrights, trademarks, trade secrets & licensing / Jill Gilbert.  
Protecting ideas / David L. Hudson, Jr.  
Intellectual property : patents, trademarks, and copyrights / Richard Stim.  
The copyright permission and libel handbook : a step-by-step guide for writers, editors, and publishers / Lloyd J. Jassin, Steven C. Schechter.  
Internet piracy / James D. Torr, book editor.  
Libraries & copyright law / Arlene Bielefield, Lawrence Cheeseman.  
How to register your own trademark : with forms / Mark Warda.  
Labor and employment law / Victoria Ullmann.  
Your rights at work : all you need to know about workplace law, and how to use it to protect your job / Richard C. Busse.  
Unwelcome and unlawful : sexual harassment in the American workplace / Raymond F. Gregory.  
HIPAA for medical office personnel / Dan Krager, Carole Krager.  
Conflict and compromise : how Congress makes the law / Ronald D. Elving.  
Social security disability and the legal professional / Jeffrey Scott Wolfe, Lisa B. Proszek.  
Social security, medicare, and pensions / by Joseph L. Matthews with Dorothy Matthews Berman.  
Abortion / Mark Tushnet.  
Health law update / John J. Durso.  
Legal and ethical issues in health occupations / [edited by] Tonia Dandry Aiken.  
Medical law & ethics / Michel Lipman.  
Legal and ethical issues for health professionals / George D. Pozgar.  
Legalizing marijuana / Paul Ruschmann.  
Gun control / Harry Henderson.  
Sports law / Adam Epstein.  
U.S. Supreme Court education cases.  
Rights of students / David L. Hudson, Jr.  
Simple justice : the history of Brown v. Board of Education and Black America's struggle for equality / by Richard Kluger.  
Without a prayer : religious expression in public schools / Robert S. Alley.  
The colleges, their constituencies, and the courts / Robert M. Hendrickson.  
The law of higher education : a comprehensive guide to legal implications of administrative decision making / William A. Kaplin.  
Legal issues in the community college / Robert C. Cloud, editor.  
A Legal guide for student affairs professionals / William A. Kaplin, Barbara A. Lee.  
Entertainment law / by Jeffrey A. Helewitz, Leah K. Edwards.  
Preserving different pasts : the American national monuments / Hal Rothman.  
The library's legal answer book / Mary Minow, Tomas A. Lipinski.  
American constitutional law / Louis Fisher.  
American constitutional law : cases and interpretation / Ralph A. Rossum, G. Alan Tarr.  
Our Constitution / Donald A. Ritchie & JusticeLearning.org.

Executive privilege: a constitutional myth.

Federalism : the Founders' design / by Raoul Berger.

Congress and the politics of foreign policy / edited by Colton C. Campbell, Nicol C. Rae, John F. Stack, Jr.

Making American foreign policy / John T. Rourke, Ralph G. Carter, Mark A. Boyer.

The Rights of Americans: what they are--what they should be. Edited by Norman Dorsen.

The Bill of Rights : a 200-year history of turbulence and triumph.

The Bill of rights and beyond, 1791-1991.

Gay rights / David L. Hudson, Jr.

First amendment : selections from the Encyclopedia of the American Constitution / edited by Leonard W. Levy, Kenneth L. Karst, and Dennis J. Mahoney.

Intellectual freedom : a reference handbook / John B. Harer.

Freedom of speech / Alan Allport.

Girls lean back everywhere : the law of obscenity and the assault on genius / Edward de Grazia.

The USA Patriot Act of 2001 : balancing civil liberties and national security : a reference handbook / Howard Ball.

Church, state and American culture / edited by Giles Gunn.

Religion and law in American history / ed. by John E. Semonche.

Religion and government in other countries / edited by James Livingston.

How our laws are made / presented by Mr. Brooks.

Who makes war; the President versus Congress [by] Jacob K. Javits, with Don Kellermann.

Supreme injustice : how the high court hijacked election 2000 / Alan M. Dershowitz.

Local government law in a nutshell / by David J. McCarthy, Jr.

Administrative law / Daniel E. Hall.

Administrative law in the political system / Kenneth F. Warren.

The codes guidebook for interiors / Sharon Koomen Harmon, Katherine E. Kennon.

Pocket guide to the ADA : Americans with Disabilities Act accessibility guidelines for buildings and facilities / Evan Terry Associates.

Taxes for busy people : the book to use when there's no time to lose! / Robert A. Cooke.

How to pay zero taxes / Jeff A. Schnepper.

The complete guide to "S" corporations / Ted Nicholas.

Military criminal justice : practice and procedure / David A. Schlueter.

Judicial process in America / Robert A. Carp, Ronald Stidham.

The legal system : opposing viewpoints / Tamara L. Roleff, book editor.

The federal courts as a political system / Sheldon Goldman, Thomas P. Jahnige.

American courts / Daniel John Meador.

The Brethren : inside the Supreme Court / Bob Woodward & Scott Armstrong.

The antagonists : Hugo Black, Felix Frankfurter and civil liberties in modern America / James F. Simon.

The Supreme Court of the United States : its beginnings & its justices, 1790-1991.

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Arbitration advocacy / John W. Cooley with Steven Luby.  
Settle it out of court : how to resolve business and personal disputes using mediation, arbitration, and negotiation / Thomas E. Crowley.  
Criminal law today : an introduction with capstone cases / Frank Schmalleger.  
Criminal law for police officers / Neil C. Chamelin, Kenneth R. Evans.  
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Criminal law and procedure for the paralegal : a systems approach / James W.H. McCord, Sandra L. McCord.  
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Moral judgment : does the abuse excuse threaten our legal system? / James Q. Wilson.  
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The war on terror / Paul Ruschmann.  
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 Ethical issues in corporate representation : seaside resort investment / [Peggy B. Wachs, author].  
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 Auto torts : a summit and a new beginning / sponsored by NCATL's Auto Torts Section.  
 Basic personal injury forms.  
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 The Nonprofit corporation.  
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 OSHA law in North Carolina / Michael R. Smith ; edited by R. Joyce Garrett.  
 A guide to representing claimants in unemployment benefits litigation / prepared by Michael G. Okun.  
 Municipal government in North Carolina / edited by David M. Lawrence and Warren J. Wicker.  
 Introduction to zoning / David W. Owens.  
 Interpreting North Carolina's public records law / David M. Lawrence.  
 The North Carolina Academy of Trial Lawyers presents ... how to try a civil case : the art, the science, the mechanics.  
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 Trial evidence : exploring theories of admissibility.  
 Court-ordered civil case mediation in North Carolina : an evaluation of its effects / Stevens H. Clarke, Elizabeth D. Ellen, Kelly McCormick.  
 Negotiation and settlement of personal injury cases : winning without trying.  
 North Carolina crimes : a guidebook on the elements of crime / edited and revised by Thomas H. Thornburg.

Arrest, search, and investigation in North Carolina / Robert L. Farb.  
 Criminal law : a practical guide to North Carolina's "new" sentencing guidelines and DWI law.  
 Structured sentencing seminar : Criminal Justice Section annual meeting.  
 My grandfather's son : a memoir / Clarence Thomas.  
 The nine : inside the secret world of the Supreme Court / Jeffrey Toobin.  
 Paralegal success : going from good to great in a new century / Deborah Bogen.  
 Paralegal career guide / Chere B. Estrin.  
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 Find the law in the library : a guide to legal research / by John Corbin.  
 How to file for divorce in North Carolina / Jacqueline D. Stanley, Edward A. Haman.  
 How to file for divorce in North Carolina / Jacqueline D. Stanley, Edward A. Haman.  
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 Visas, visas, visas : sesenta maneras (legales) de inmigrar a EE.UU. / by Debbie M. Schell and Kurt A. Wagner.  
 Guia de justicia para victimas del crimen / Mary L. Boland.  
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 Everyday justice : responsibility and the individual in Japan and the United States / V. Lee Hamilton and Joseph Sanders.  
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 Courthouse / by Paul Hoffman.  
 Mrs. Harris : the death of the Scarsdale diet doctor / Diana Trilling.  
 The trial of Dr. Spock, the Rev. William Sloane Coffin, Jr., Michael Ferber, Mitchell Goodman, and Marcus Raskin.  
 Minnesota rag : the dramatic story of the landmark Supreme Court case that gave new meaning to freedom of the press / Fred W. Friendly.  
 Legal research and writing for paralegals / Deborah E. Bouchoux.  
 Fundamentals of legal research / by J. Myron Jacobstein and Roy M. Mersky.  
 Legal research illustrated : an abridgement of Fundamentals of legal research, sixth edition / by J. Myron Jacobstein, Roy M. Mersky, Donald J. Dunn.  
 Legal problem solving : analysis, research, and writing / by Marjorie Dick Rombauer.  
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 Legal writing : a systematic approach / by Diana V. Pratt.

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Legal ethics for paralegals and the law office / Laura L. Morrison, Gina M. DeCiani.  
Understanding lawyers' ethics / Monroe H. Freedman.  
Ethics and professional responsibility for legal assistants / Therese A. Cannon.  
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Paralegals in American law / Angela Schneeman.  
Introduction to paralegalism : perspectives, problems, and skills / William P. Statsky.  
Edmund Randolph; a biography [by] John J. Reardon.  
Clarence Darrow.  
Confession and avoidance : a memoir / Leon Jaworski with Mickey Herskowitz.  
The theory and craft of American law--elements / Soia Mentschikoff, Irwin P. Stotzky.  
The complete guide to dog law / Deidre E. Gannon.  
A legal guide for lesbian and gay couples / by Hayden Curry, Denis Clifford, and Robin Leonard.  
Real estate foreclosure : paralegal practice and procedure / Charles P. Nemeth, Grayson P. Van Horn.  
Prepare your own will : the national will kit / Daniel Sitarz.  
Uniform commercial code / by James J. White and Robert S. Summers.  
The law of admiralty / by Grant Gilmore and Charles L. Black, Jr.  
Torts and compensation : personal accountability and social responsibility for injury / Dan B. Dobbs.  
The torts process / James A. Henderson, Jr., Richard N. Pearson.  
Essentials of torts / William P. Statsky.  
Torts and personal injury law / William Buckley.  
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Critical issues in police civil liability / Victor E. Kappeler.  
Civil liability in criminal justice / H.E. Barrineau III.  
Life after bankruptcy : the complete, do-it-yourself guide to surviving and prospering after personal bankruptcy / by Charles Price.  
The consumer protection handbook : a legal guide / Charles F. Hemphill, Jr. ; edited by Phyllis Davis Hemphill.  
Boatowner's legal and financial advisor / Larry V. Rogers.  
Make it legal / Lee Wilson.  
Taking sides. Clashing views on controversial legal issues / edited, selected, and with introductions by M. Ethan Katsh.  
Unjust dismissal : how to make the workplace fairer and more productive : an action plan for America / Richard A. Wenzler.  
AIDS in the workplace : legal questions and practical answers / William F. Banta.  
Disability rights guide : practical solutions to problems affecting people with disabilities / by Charles D. Goldman.  
Psychosurgery and the medical control of violence : autonomy and deviance / by Samuel I. Shuman.  
The Supreme Court and education. Edited, with an introd. and notes, by David Fellman.  
The founding : a dramatic account of the writing of the Constitution / Fred Barbash.  
It is so ordered : a constitution unfolds / Warren E. Burger.  
American constitutional law / Louis Fisher.  
Constitutional law and judicial policy making. Edited and written by Joel B. Grossman [and] Richard S. Wells.  
Citizenship made simple / Louise Quayle ; edited and prepared for publication by the Stonesong Press, Inc.  
The law, the Supreme Court, and the people's rights.  
Bill of Rights reader; leading constitutional cases [edited by] Milton R. Konvitz.  
In our defense : the Bill of Rights in action / Ellen Alderman, Caroline Kennedy.  
A living Bill of rights. Drawings by Douglas Gorsline.  
How does the Constitution protect religious freedom? / Robert A. Goldwin and Art Kaufman, editors.  
The legislative process in the United States / Malcolm E. Jewell, Samuel C. Patterson.

The tempting of America : the political seduction of the law / Robert H. Bork.  
 Political thought and the American judiciary / edited by H.L. Pohlman.  
 Legal rights, duties, and liabilities of criminal justice personnel : history and analysis / by Cyril D. Robinson.  
 Administrative law : a casebook / Bernard Schwartz.  
 Before the law : an introduction to the legal process / John J. Bonsignore ... [et al.].  
 The dynamics of law / George W. Spiro.  
 Justices and Presidents; a political history of appointments to the Supreme Court [by] Henry J. Abraham.  
 The Supreme Court under Marshall and Taney / R. Kent Newmyer.  
 This honorable Court; a history of the United States Supreme Court.  
 The Marshall Court and cultural change, 1815-1835 / G. Edward White with the aid of Gerald Gunther.  
 Congressional Quarterly's guide to the U.S. Supreme Court / Elder Witt.  
 The justices of the United States Supreme Court, 1789-1969, their lives and major opinions. Leon Friedman & Fred L. Israel, editors; with an introd. by Louis H. Pollak.  
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 The real Anita Hill : the untold story / by David Brock.  
 Probable cause : between the police officer and the magistrate / by Philip Raoul T\_tu.  
 Trial practice : cases and materials / Joseph R. Nolan.  
 Evidence : cases, materials, problems / by Edward W. Cleary, John William Strong.  
 Problems, cases, and materials on evidence / Eric D. Green, Charles R. Nesson.  
 Finding common ground : a field guide to mediation / Barbara Ashley Phillips.  
 Criminal law / Joseph G. Cook, Paul Marcus.  
 Fundamentals of criminal law / Paul H. Robinson.  
 Survey of criminal law / Daniel Hall.  
 Understanding criminal law / Jay A. Sigler.  
 Cases and materials on criminal justice administration / by Frank W. Miller ... [et al.].  
 Criminal justice : introductory cases and materials / by John Kaplan.  
 Criminal justice : law and politics / [compiled by] George F. Cole.  
 The American system of criminal justice / George F. Cole.  
 Against the law; the Nixon Court and criminal justice [by] Leonard W. Levy.  
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 The American jury [by] Harry Kalven [and] Hans Zeisel, with the collaboration of Thomas Callahan and Philip Ennis.  
 Constitutional rights of prisoners / John W. Palmer.  
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 The anatomy of criminal justice / by John W. Poulos.  
 Hightower's North Carolina law of damages / by Thomas H. Ainsworth III.  
 Crime and society in North Carolina, 1663-1776 / Donna J. Spindel.  
 The illustrated history of the Supreme Court of the United States / Robert Shnayerson.

## Section Two: Program Content

### A. Definition of Program

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

### B. Curriculum and Coursework

#### C U R R I C U L U M   P R O G R A M S   O F   S T U D Y

812 Carteret Community College  
Fall 2006

2006\*03

Title : Paralegal Technology  
: A25380

Code

Concentration : Not Applicable  
2006\*03A25380

Standard :

Highest Level Credential Offered: AAS[X]     Diploma[ ]  
Certificate[ ]

Program Status : APPROVED 03/23/06  
Hrs : 76.0

Max Credit

Hrs : 64.0

Min Credit

Hrs : 70.0

Total Credit

Program Description:

T H I S   S E C T I O N   R E S E R V E D   F O R  
F U T U R E   C U R R I C U L U M   D E S C R I P T I O N

812 Carteret Community College  
 C O U R S E   A N D   H O U R   R E Q U I R E M E N T S  
 A25380 Paralegal Technology

Title	Class	Lab	Clinic/Exp
Credits			
I. General Education Courses			
1. Required Courses			
ENG 111 Expository Writing	3.0	0.0	0.0
3.0			
ENG 114 Prof Research & Reporting	3.0	0.0	0.0
3.0			
POL 130 State & Local Government	3.0	0.0	0.0
3.0			
POL 120 American Government	3.0	0.0	0.0
3.0			
2. Required Subject Area			
HUMANITIES/FINE ARTS LIST			
(Select a course from the following)			
ENG 131 Introduction to Literature	3.0	0.0	0.0
3.0			
NATURAL SCI/MATHEMATAICS			
(Select 3.0 hours from one of the following set(s) of			
courses)			
Set Number 1			
MAT 161 College Algebra	3.0	0.0	0.0
3.0			
MAT 161A College Algebra Lab	0.0	2.0	0.0
1.0			
Set Number 2			
MAT 140 Survey of Mathematics	3.0	0.0	0.0
3.0			
MAT 140A Survey of Mathematics Lab	0.0	2.0	0.0
1.0			
Set Number 3			
MAT 171 Precalculus Algebra	3.0	0.0	0.0
3.0			
MAT 171A Precalculus Algebra Lab	0.0	2.0	0.0
1.0			
SOCIAL/BEHAV.SCIENCES LIST			
(Select a course from the following)			
PSY 150 General Psychology	3.0	0.0	0.0
3.0			
SOC 210 Introduction to Sociology	3.0	0.0	0.0
3.0			
II. Major Courses			
A. Core			
1. Required Courses			
LEX 110 Intro to Paralegal Study	2.0	0.0	0.0
2.0			
LEX 120 Legal Research/Writing I	2.0	2.0	0.0
3.0			
LEX 130 Civil Injuries	3.0	0.0	0.0
3.0			

LEX	140	Civil Litigation I	3.0	0.0	0.0
3.0					
LEX	150	Commercial Law I	2.0	2.0	0.0
3.0					
LEX	210	Real Property I	3.0	0.0	0.0
3.0					
LEX	240	Family Law	3.0	0.0	0.0
3.0					
LEX	250	Wills, Estates, & Trusts	2.0	2.0	0.0
3.0					
		B. Concentration (if appropriate)			
		1. Required Courses			
		C. Other Major Courses			
		1. Required Courses			
COE	111	Co-op Work Experience I	0.0	0.0	10.0
1.0					
COE	115	Work Exp Seminar I	1.0	0.0	0.0
1.0					
LEX	141	Civil Litigation II	2.0	2.0	0.0
3.0					
LEX	170	Administrative Law	2.0	0.0	0.0
2.0					
LEX	211	Real Property II	1.0	4.0	0.0
3.0					
LEX	271	Law Office Writing	1.0	2.0	0.0
2.0					
LEX	288	Elder Law	3.0	0.0	0.0
3.0					
LEX	270	Law Office Mgt/Technology	1.0	2.0	0.0
2.0					

812 Carteret Community College  
C O U R S E    A N D    H O U R    R E Q U I R E M E N T S  
A25380 Paralegal Technology

Title		Class	Lab	Clinic/Exp	
Credits					
LEX	280	Ethics & Professionalism	2.0	0.0	0.0
2.0					
LEX	283	Investigation	1.0	2.0	0.0
2.0					
CJC	131	Criminal Law	3.0	0.0	0.0
3.0					
		2. Required Subject Area			
		COMPUTER COURSE OPTION			
		(Select a course from the following)			
CIS	111	Basic PC Literacy	1.0	2.0	0.0
2.0					
CIS	110	Introduction to Computers	2.0	2.0	0.0
3.0					

III. Other Required Courses  
    1. Required Courses

Free Elective : 0.0  
: 70.0

Running Total

### **C. External Accreditation**

PARALEGAL TECHNOLOGY: Approved by the **American Bar Association**, 321 North Clark Street, Chicago, IL 60610; Telephone: (312) 988-5000; Website: [www.abanet.org](http://www.abanet.org). Qualified Paralegal Education program through the **North Carolina State Bar**, 208 Fayetteville Street-PO Box 25908, Raleigh, NC 27611-5908; Telephone: (919)828-4620; Website: [www.nccertifiedparalegal.org](http://www.nccertifiedparalegal.org).

### **D. Innovations**

N/A

### **E. Testing and Remedial Work**

All developmental coursework with the exception of math is required to be completed before beginning the Paralegal program course of study.

### **F. Evaluate Instructional Modalities**

All classes within the Paralegal technology program are web enhanced. We have one totally online class but due to constraints placed on the offering of on line classes by the ABA we will not place any other classes totally online. We have survey results from all classes including the totally online class. See Institutional Effectiveness Office keeps a record of these surveys.

### **G. Funding for curricular changes or offerings**

**Not Applicable**

## **Section Three: Outcomes**

### **A. Process of Identifying Outcomes**

**The CAC and other full time faculty attended a two day professional development opportunity on Learning Outcomes. The Program Level learning Outcomes, Program Administrative Outcomes and Program Level Outcomes were worked on during the seminar and completed later in the fall after input from the Advisory Board.**

## **B. Administrative Outcomes and results of Measures**

**Because the ABA site visit in July of 2007 noted a lack of professional development in the area of program development and teaching skills the faculty chose the following as an administrative outcome.**

1. The faculty will attend at least one professional development activity that relates to teaching modalities and the CAC will attend at least one national conference every three years to maintain curriculum and program currency.

What evidence (data) will be used to measure this outcome?

This will be assessed by the professional development reports as reported by the institution.

1. State another measurable outcome (benefit) of your program or service unit.

**Because the NC state Bar has initiated a program for the certification of Paralegals by sitting for an exam and one of our program outcomes deals with percentage of students pursuing this certification the faculty set the following administrative outcome.**

2. CCC will offer a prep course to encourage our graduates to attain this certification from the NC State Bar by taking the Certification Exam within one year of graduation.

What evidence (data) will be used to measure this outcome?

This will be assessed by course offerings

## **C. Program Outcomes and results of Measures**

1. State one measurable outcome (benefit) of your program or service unit.

50 % of graduates will take the NC certification exam over the next three years. (2007 base year)

What evidence (data) will be used to measure this outcome?

This data will be collected in the graduate survey and possibly from the NC State Bar as the data is collected and becomes available.

2. State another measurable outcome (benefit) of your program or service unit.

The pass rate for graduates of our program taking the certification exam will equal or exceed the statewide performance measure over the next three years

What evidence (data) will be used to measure this outcome?

This will be measured by the data provided by the NC State Bar or graduate surveys.

3. State another measurable outcome (benefit) of your program or service unit.

Employer( defined as graduate employers and co-op placements will be tracked over the next three years and at least 85% of employers will be satisfied with the preparation of our graduates.

What evidence (data) will be used to measure this outcome?

Employer surveys, focus groups

## D. Student learning Outcomes and Results of Measures

### Program Learning Outcomes

4. State one measurable outcome (benefit) of your program or service unit.

80% of students will demonstrate the ability to recognize ethical problems and successfully navigate the situation to an acceptable conclusion per the NC Rules of Professional Responsibility.

What evidence (data) will be used to measure this outcome?

This data will be collected from an assignment in the coop work experience seminar. It will be assessed by a rubric and the results will be kept and tabulated.

5. State another measurable outcome (benefit) of your program or service unit.

80% of students will demonstrate the ability to identify specific legal issues from a narrative fact pattern, apply the rule of law and draw an appropriate conclusion by making a "C" or better

What evidence (data) will be used to measure this outcome?

This data will be drawn from a Legal Research and Writing class assignment which we will grade by a rubric and we will keep and tabulate the results.

6. State another measurable outcome (benefit) of your program or service unit.

80% of students will demonstrate the ability to effectively utilize technology customarily found in the legal community.

What evidence (data) will be used to measure this outcome?

Employer surveys, focus groups, surveys of coop employers

#### **E. Follow up of Students**

**A graduate survey is sent every other fall to the graduates of the Paralegal program. This is in addition to any graduate surveys conducted by the institution. The results of these surveys as well as focus groups are used to implement changes in the curriculum or processes within the program. The data collected is shared with the Advisory Board and the efficacy of any proposed changes are discussed and decided upon in that forum.**

#### **Section Four: Need for Change**

##### **A. Strengths**

**The program is ABA approved which while it costs in terms of time and resources the ABA approval is important in that it assures our students that their degree will be recognized no matter where they may end up. We have has several years of stable leadership which enhances the running of the program and allows for realistic changes to be incorporated into the program.**

##### **B. Weaknesses**

**The program director has not been able to attend a national conference in several years due to budget constraints. It is important that the full time faculty have this opportunity as it is necessary for ABA approval, increases innovation in the program and it offers an irreplaceable opportunity to interact not only with fellow program leaders but also the ABA committee.**

##### **C. Recommendations**

**To increase the budget to ensure attendance at a national conference at least every other year.**

##### **D. Strategies**

**To encourage the administration to increase budget funding to allow a national conference at least every other year.**

**E. One Year Follow up**

**Check budget**

**Section Five: Future Issues**

**A. Anticipated Needs**

**See above**

**B. Market Trends**

**The market indicates that the paralegal profession will continue to grow. We hope that with the expansion of Cherry Point and Camp LeJeune we will be able to attract spouses who desire a two year portable degree that offers job opportunities in all areas of the country.**

**C. Equipment, Space and Faculty Needs**

**We have ample class room and computer lab space as well as adequate equipment at this time. Faculty office space is sufficient at this time. Our most difficult piece is the requirement for the library collection. We now share the expense of Westlaw with the library and the Criminal Justice curriculum.**

**D. Future Plans**

**Fully utilize our assessment results to ensure the program is addressing all the needs of our students and their employers. To increase the visibility of our program on the web and to military families.**