



Planning and Evaluation Tracking

College Year: 2009-10

Division of: Business

Person Responsible: D. Hernandez

Department of: Paralegal Studies

Person Responsible: Sharla Miller-Fowler

Purpose Statement:

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Adequately prepare students for employment in the legal field	1. Upon graduating from the program, 90% of the graduates will be employed in the legal field, continuing their education, or in the military, based upon a post-graduation survey conducted 6-8 weeks after graduation. [Revised 4/28/08]	1. No data available because there were no 2009 graduates from the program.	1. PLAN OF ACTION: -Encourage students to pursue a bachelor's degree -Find internship opportunities for students that may become full-time jobs upon graduation.
2. Understanding of what constitutes the authorized practice of law.	2. Upon completion of the capstone LGLA-2307 Law Office Management course, 80% of the students will identify 5 of 7 things a paralegal may not do without being accused of the unauthorized practice of law. This will be determined by embedded questions using a final test.	2. 82.2% of students answered the embedded questions correctly.	2. ANALYSIS 2007-2008: I am pleased that 82.2% of students answered the questions correctly. PLAN OF ACTION: -Calendar collection of data at end of Fall 2009 term. -Ascertain that all part-time faculty are stressing what constitutes the unauthorized practice of law in each course. -Create the embedded question -Focus on the unauthorized practice of law in the Intro to Law course.

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revised 8/1/05