

DOUGLAS P. KOLLY
336 1/2 Main Street
Rochester, MI 48307
Phone (313) 651-7300
Available by appointment

LGL 200
LEGAL RESEARCH

The student will be introduced to the field of legal research and writing utilizing the law library and its research tools. The student will develop basic skills in analyzing legal problems.

REQUIRED TEXTS

Uniform System of Citation; Harvard Press
Finding the Law; Cohen, Berring, Olson; West Publishing Co.

CLASS PROCEDURE

Each student will be responsible for a personal folder. As assignments are completed, each will be timely evaluated and returned to the student's folder. Assignments will be evaluated on a 1-10 score, with 10 being the highest. A quiz will be given at the beginning of each class session. There will be a final assignment. Grades will be determined as follows:

Attendance	10%
Quiz Scores	10%
Worksheet Scores	30%
Final Assignment	50%

ATTENDANCE

Attendance is mandatory and shall account for 10% of the total grade. Tardiness is discouraged. Any time a student is absent, he/she is responsible for the material covered and assignment. It is the student's responsibility to alert the teacher when arriving late, so as to avoid being marked absent.

ASSIGNMENTS

Time is of the essence for all assignments. Any assignment not turned in on time will be devalued by a minimum of one-half of the total points for the assignment.

WITHDRAWAL

It is requested that personal contact be made with the instructor prior to withdrawal, to discuss alternatives.

CHEATING AND PLAGERISM

Cheating and plagerism will result in an automatic failure of the course. All work is to be done on an individual basis unless specific permission is given by the instructor. Violation of this rule will result in failure of the course.

LOCATION

Class will be held at the Oakland County Courthouse Complex, 1200 North Telegraph Road in Pontiac, Michigan.

TOPIC

Week One	Introduction - Organization
Week Two	Organization of the law
Week Three	Authority and citation
Week Four	Introduction to law library
Week Five	Annotated statutes
Week Six	Court decisions
Week Seven	Issue framing
Week Eight	Shepardizing
Week Nine	Court Rules
Week Ten	Research
Week Eleven	Research
Week Twelve	Research
Week Thirteen	Westlaw
Week Fourteen	Westlaw
Week Fifteen	Final Exam

Carol R. Shepherd

Attorney

business and intellectual property law

320 South Main Street • PO Box 8403 • Ann Arbor, Michigan 48107-8403 • (313) 668-4646 phone
(313) 663-9361 fax
of counsel Daniel S. Landman

COURSE SYLLABUS

LGL 200

LEGAL RESEARCH

OCC Orchard Ridge Campus, Weds. 6:00pm

Students will be introduced to legal research and writing, using law libraries and basic legal research tools, and will develop basic skills in analyzing legal problems and sharpening communications skills and adapting them to the legal world. The course will also include an introduction to the basic organization of the American and Michigan legal systems.

REQUIRED TEXTS

The Bluebook: A Uniform System of Citation (15th ed.) (Cambridge, Massachusetts: Harvard Law Review Association, 1991).

Cohen, Morris L., Robert C. Berring, and Kent C. Olson, Finding the Law (St. Paul: West Publishing Co., 1989).

Foster, Lynn and Nancy P. Johnson, Legal Research Exercises to Accompany How to Find the Law and Finding the Law (St. Paul: West Publishing Co., 1992).

Michigan Court Rules

CLASS PROCEDURES

Each student will have a personal work folder. As assignments and quizzes are completed, each will be evaluated and returned to the work folder. Assignments will be evaluated on a 1 to 10 score, with 10 points being the highest. A five-question quiz will be given at the beginning of each class session. There will be a mid-term examination and a final research assignment. Grades will be determined as follows:

Attendance	10%
Quizzes	10%
Assignment scores	30%
Midterm and final assignment	50%

ATTENDANCE

Attendance is mandatory. Attendance will be taken at the beginning of each class period and will count for 10% of your final grade. Tardiness is discouraged and will affect the attendance portion of your grade. Any time a student is absent, he or she is responsible for the material covered, and the assignments.

ASSIGNMENTS

Time is of the essence for all assignments. Any assignment not turned in on time will be devalued by as minimum of one-half of the total points for that assignment.

Carol R. Shepherd

Attorney

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of counsel Daniel S. Landman

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WITHDRAWAL

You are requested to make personal contact with the instructor prior to withdrawing for the course, to discuss other alternatives.

CHEATING AND PLAGIARISM

Cheating and plagiarism will result in automatic failure of this course. All work must be done on an individual basis, unless specific permission for team work is given to you by the instructor. Violation of this rule will result in failure of the course.

LOCATION

Classes will be held at the assigned location unless otherwise indicated. There will be a trip to the University of Michigan Law Library in Ann Arbor on the meeting day for Week Twelve. Students unable to attend this meeting will be offered a make-up date and assignment for this class.

DATE

TOPIC

Week One	Introduction — Organization
Week Two	Organization of the law
Week Three	Authority and citation
Week Four	Introduction to the law library
Week Five	Annotated statutes
Week Six	Court decisions
Week Seven	Issue framing
Week Eight	Shepardizing
Week Nine	Court rules
Week Ten	Midterm
Week Eleven	LIBRARY RESEARCH
Week Twelve	LIBRARY RESEARCH
Week Thirteen	Westlaw
Week Fourteen	Westlaw
Week Fifteen	Final Assignment

OAKLAND COMMUNITY COLLEGE

Legal Assistant Program

SYLLABUS

Course: ~~Litigation~~ LGL 202
Term: Fall 1993 (9/13/93-12/13/93)
Meeting night: Monday
Meeting time: 6:00 p.m. - 10:00 p.m.
Instructor: Hon. Fred M. Mester, Circuit Judge
1200 North Telegraph Road
Pontiac, MI 48341
858-0355 (9-5)
Text: Thomas A. Muet and Marlene A. Maerowitz
Fundamental of Litigation for Paralegals,
Little, Brown and Company, 1991;
Marlene A. Maerowitz, Fundamentals of
Litigation for Paralegals Problems and Cases,
Little, Brown and Company, 1991.

Each week students will be tested on the chapter materials due that week as indicated on the attached Class Schedule and Assignments. Each student is expected to have read and reviewed the week's textual materials. The student is also to have completed the workbook materials, especially Applying your Knowledge and Projects for Research and Writing.

Each student is expected to be prepared to engage in class discussions on these text and workbook materials.

Grading: Weekly tests, mid-term and final exam grades will be added together for the final grade of the student in relation to the rest of the class.

Course Objectives: To provide a comprehensive view of litigation and foundation for the academic Legal Assistance Program.

**SYLLABUS - CIVIL LITIGATION
OAKLAND COMMUNITY COLLEGE
ORCHARD RIDGE CAMPUS**

COURSE: CIVIL LITIGATION 66L 202
TEXT: CIVIL LITIGATION [new] as supplemented
INSTRUCTOR: **AUSTIN A. HOWARD, ESQ.**
Attorney at Law
[313] 855-2550

CATALOG DESCRIPTION / MISSION STATEMENT:

CLASS POLICIES:

1. Classes commence timely at 6:00 p.m. - Tuesdays and Thursdays
2. Make up exams for reasonable cause within one [1] week
3. Telephone conferences as necessary [313] 855-2550
4. Grades based upon:
 - a. Class participation 10%
 - b. Assigned projects 15%
 - c. Test grades 75%

Tests will be given approximately every three [3] to four [4] weeks...keep good notes and recorders are allowed. Grades are as follows:

90-100 [%]	A	70-77 [%]	C
88-89	B+	68-69	D+
80-87	B	60-67	D
78-79	C+		

TEST DATES [APPROXIMATE]:

TEST I - September 28, 30
TEST II - October 19, 21
TEST III - November 16, 18
TEST IV - December 14, 16


AUSTIN A. HOWARD, ESQ.

Legal Research II - Winter 1994

16L203

Instructor: Laura M. Gould, Esq.
Office Phone: 851-9550

COURSE SYLLABUS
(Revised as of 3/10/94)

OBJECTIVES: Review the fundamentals of legal research, including cases and case citations, statutes, digests, legal encyclopedias, etc. as well as Shepard's. The course will focus on the preparation of a Legal Memorandum, Complaint, Jury Demand, Answer and Affirmative Defenses. The course will also review the mediation process and students will be responsible for the preparation of a Mediation Summary.

1/12/94 - Meet at Orchard Ridge. Class to be used for introduction, assessment, and review.

1/19/94 - Meet at Orchard Ridge. Review fundamentals of a case and briefing a case. Assignment - Brief People v Anderson (distributed in class); assignment due 1/26/94. (If you missed this day due to the weather, you can turn the assignment in on 2/2/94.)

1/26/94 - Meet at Judge Mester's Courtroom at the Oakland County Courthouse. Library tour scheduled at Oakland County Bar Library at 6:30 p.m. Begin fundamentals of Legal Memorandum. Assignment - Draft legal memorandum using case history given in class; the first draft is due 2/9/94. For next week, read case history and be prepared to spot issues. Assignment - Worksheet I due 2/2/94.

2/2/94 - Meet at Judge Mester's Courtroom. Review Worksheet I. Continue with fundamentals of Legal Memorandum. Use remainder of class period to research issues at Library. Assignment - Worksheet II due 2/9/94.

2/9/94 - Meet at Orchard Ridge. Review Worksheet II. Library tour of Orchard Ridge Library tentatively planned for today. Review drafts of legal memorandum. Final draft is due 2/23/94. Introduction to preparation of a Complaint, Jury Demand, Answer and Affirmative Defenses. Assignment - Draft a Complaint and Jury Demand; first draft is due 2/23/94. Assignment - Worksheet III due 2/23/94.

2/16/94 - No class. Use this time to go to library and complete final draft of Legal Memorandum and/or first draft of Complaint and Jury Demand.

2/23/94 - No class due to snow day.

3/2/94 - No class. Winter Break.

3/9/94 - Meet at Orchard Ridge. Review Worksheet III. Continue with preparation of a Complaint, Jury Demand, Answer and Affirmative Defenses. Review of draft of Complaint and Jury Demand done in class. Assignment - Prepare an Answer to your Complaint and Affirmative Defenses; assignment due 3/16/94. Assignment - Worksheet IV due 3/16/94.

3/16/94 - Meet at Orchard Ridge. Review Worksheet IV. Review Answer and Affirmative Defenses. Review Legal Memorandum. Introduction to Mediation. The class will be divided into two groups; seven students shall compose their individual Mediation Summaries as if they were Plaintiff and the remaining seven students shall write their individual Mediation Summaries as if they were Defendant. Assignment - Worksheet V due 3/23/94.

3/23/94 - Meet at Orchard Ridge. Review Worksheet V. Continue with Mediation Process. Assignment - Prepare Mediation Summary; first draft due 4/6/94. Worksheet VI due 3/30/94.

3/30/94 - Meet at Judge Mester's Courtroom. Review Worksheet VI. Continue with Mediation Summary. Remainder of class period used in Library. Worksheet VII due 4/6/94.

4/6/94 - Meet a Judge Mester's Courtroom. Review Worksheet VII. Continue with Mediation Summary. Review first draft of Mediation Summary. Remainder of class period used in Library. Worksheet VIII due 4/13/94.

4/13/94 - Meet a Judge Mester's Courtroom. Review Worksheet VIII. Continue with Mediation Summary. Remainder of class period used in Library. Worksheet IX due 4/20/94.

4/20/94 - Meet at Orchard Ridge. Review Worksheet IX. Turn in Mediation Summary. Class to participate in mediation process.

4/27/94 - Last class. Evaluations.

Francine Snyder
Phone (810) 858-5411
Available by appointment

LGL 203
LEGAL RESEARCH II

Each student will be introduced to the various forms of legal writing and will develop basic skills in the researching of legal problems and drafting of legal documents.

REQUIRED TEXTS

Finding the Law, an abridged edition of How to Find the Law, 9th Ed. (West Publishing)
Michigan Rules of Court (West Publishing)

CLASS PROCEDURE

Each student will be responsible for a personal folder, which will contain all the assignments. As assignments are turned in, each will be timely evaluated and returned to the student's folder. Assignments will be evaluated on a 1-10 score, with 10 being the highest. Grades will be determined by the total of these scores. There will be no examinations. Assignments requiring research will receive more weight than those assignments which do not require research.

ATTENDANCE

Attendance is mandatory and shall account for 10% of the total grade. Tardiness is discouraged. Any time a student is absent, he/she is responsible for the material covered and assignments.

ASSIGNMENTS

Time is of the essence for all assignments. Any assignment not turned in on time will be severely devalued.

All assignments are to typed double spaced or neatly handwritten in ink on one side of the paper.

CHEATING AND PLAGIARISM

Cheating and plagiarism will result in an automatic failure of the course. All work is to be done on an individual basis, unless specific permission is given by the instructor. Violation of this rule will result in failure of the course.

WITHDRAWAL

It is requested that personal contact be made with the instructor prior to withdrawal, to discuss alternatives.

LOCATION

Class will be held at the Oakland County Law Library, 1200 North Telegraph Road, Pontiac, Michigan. Judge Mester's Courtroom will be used as the classroom.

AREAS OF LEGAL WRITING TO BE COVERED

Letter writing
Legal briefing
Memorandum
Complaint
Answer
Mediation Summary
Summary Disposition
Motion
Brief Order
Appellate Brief

Douglas P. Kolly
336 1/2 Main, Suite B
Rochester, MI 48307
Phone (313) 651-7300
Available by appointment

LGL 203
LEGAL RESEARCH II

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AREAS OF LEGAL WRITING TO BE COVERED

Letter writing
Legal briefing
Memorandum
Complaint
Answer
Mediation Summary
Summary Disposition
Motion
Brief Order
Appellate Brief

OAKLAND COMMUNITY COLLEGE

Legal Assistant Program

SYLLABUS

Course: Substantive Law 26L 204

Term: Winter 1991 (1/12/91 - 4/27/91)
(No class 3/9/91 due to winter break)

Meeting night: Saturday

Meeting time: 9:00 a.m. - 1:00 p.m.

Instructor: Hon. Fred M. Mester, Circuit Judge
1200 North Telegraph Road
Pontiac, Michigan 48053
858-0355 (9-5)

Text: Each week students will be given cases to be briefed, returned and handed in for grading the following week. Though there is no specific text for this course, students are referred to three principal treatises for review.

Prosser, Hornbook on Torts, 5th Edition
Published by West Publishing Co.

Williston, Williston's Treatise on the Law of Contracts, One Volume Edition,
Published by West Publishing Co.

Corbin, Corbin on Contracts, One Volume Edition,
Published by West Publishing Co.

Grading: Written Assignments 60%
Mid-term 20%
Final 20%

Course Objectives: To provide a comprehensive view of the major areas of substantive law with particular emphasis on the laws of torts and contracts.

AUSTIN A. HOWARD
LAWYER

4120 W. MAPLE
SUITE 202
BLOOMFIELD HILLS, MICHIGAN 48301

1993
SYLLABUS
OAKLAND COMMUNITY COL
LGL 204. WINTER (JANUARY)

COURSE: SUBSTANTIVE LAW (LGL 204)
TEXT: NONE/LAW LECTURE
INSTRUCTOR: AUSTIN A. HOWARD, ATTY
(313)855-2550

CATALOG DESCRIPTION/MISSION STATEMENT:

THIS COURSE HAS BEEN DIVIDED INTO THE FUNDAMENTALS UNIQUE TO AREAS OF LEGAL SPECIALTY. THESE AREAS ARE: WORKER'S COMPENSATION, MEDICAL MALPRACTICE, PRODUCT LIABILITY AND PERSONAL INJURY.

THIS COURSE HAS BEEN DESIGNED TO ALLOW THE STUDENT TO DEVELOP AN OVERVIEW OF THE ELEMENTS OF TORT, CONTRACT AND PROPERTY LAW, AND TO DEVELOP FUNDAMENTAL SKILLS IN RECOGNIZING SUBSTANTIVE LAW IN PRACTICAL LAW OFFICE SITUATIONS.

PURPOSE: TO ENABLE THE STUDENT TO DESCRIBE THE ELEMENTS OF TORT LAW RELATIVE TO PERSONAL INJURIES AND THE PROCESS OF LITIGATION; AND, TO RECOGNIZE THE SUBSTANTIVE ISSUES OF ASSAULT, BATTERY, FALSE IMPRISONMENT, DEFAMATION, NEGLIGENCE AND STRICT LIABILITY. IN ADDITION- TO ALSO RECOGNIZE THE ELEMENTS OF THE CAUSE OF ACTION, INCLUDING LEGAL DUTY, STANDARDS OF CONDUCT, PROXIMATE CAUSE AND DAMAGES, AS WELL AS THE ELEMENTS OF PROOF OF NEGLIGENCE, RES IPSA LOQUITUR AND AFFIRMATIVE DEFENSES OF NEGLIGENCE ACTIONS.

CLASS POLICIES:

1. CLASS COMMENCES TIMELY AT 6:00pm - JANUARY 7, 1993
2. MAKE-UP EXAMS FOR REASONABLE CAUSE.
3. TELEPHONE CONFERENCES AT (313)855-2550
4. GRADES WILL BE BASED UPON:**
 - CLASS PARTICIPATION.....10%
 - ASSIGNMENTS/PROJECTS.....10%
 - TESTS.....80%
5. TEST DATES:(APPROXIMATE)
 - *THURSDAY CLASS- JAN. 27, FEB. 17, MARCH 11, AND APRIL 1.
 - OTHER DATES WILL BE ANNOUNCED.

** 90-100% A 80-87% B 70-77% C 60-67% D
88-89% B+ 78-79% C+ 68-69% D+

TRIAL PREPARATION FOR LEGAL ASSISTANTS LGL 206

SPRING-SUMMER 1991

INSTRUCTOR: Judge Fred M. Mester
PHONE: 858-0355

CLASS SCHEDULE AND ASSIGNMENTS*

- Week 1 INTRODUCTION: OVERVIEW OF COURSE
- Week 2 THE PROCESS OF TRIAL
- Week 3 BURDEN OF PROOF, JURY INSTRUCTIONS, INITIAL CLIENT INTERVIEW
- Week 4 INTERVIEWING AND INVESTIGATING
- Week 5 FACT GATHERING: WORKING THROUGH A CASE
- Week 6 ORGANIZING A CASE-WORKING WITH AN ATTORNEY
- Week 7 DISCOVERY: WORKING DISCOVERY INTO TRIAL PREPARATION
- Week 8 WITNESS PREPARATION: FINDING AN EXPERT WITNESS
- Week 9 PREPARING TRIAL MEMORANDUM
- Week 10 MEDICAL DOCUMENTS, WITNESSES; PREPARING A SETTLEMENT BROCHURE
- Week 11 DEMONSTRATIVE EVIDENCE; PRE-TRIAL STATEMENTS AND AND MOTIONS
- Week 12 ANALYSIS, EVALUATION AND SETTLEMENT
- Week 13 THE TRIAL--THE PARALEGAL'S ROLE--PART 1
- Week 14 THE TRIAL--THE PARALEGAL'S ROLE--PART 2
- Week 15 FINAL EXAM

*NOTE: The lecture and test schedule may be revised at the discretion of the instructor. Students will be notified of all changes. It is the student's responsibility to remain informed of all changes to the class schedule.

TRIAL PREPARATION FOR LEGAL ASSISTANTS UGL 206

Spring-Summer, 1994

Instructor: Sheldon J. Stark, Esquire
STARK AND GORDON
217 S. Woodward Ave., Suite 202
Royal Oak, Michigan 48067-2444
(810) 532-3784

Textbook: Fundamentals of Trial Techniques (3rd) by Thomas A. Mauet;
published by Little, Brown & Company

Class Schedule

- Week 1 (05/04):** Mea Culpa
- Week 2 (05/11):** Introduction and overview of course
Introduction of the Trial Notebook
Introduction to Time Records
- Week 3 (05/18):** "12 Angry Men"
Understanding persuasion
Keeping your eye on the ball
- Week 4 (05/25):** The Paralegal, trial preparation and the process of trial
(Read Chapters I & II)
- Week 5 (06/01):** Interviewing and investigating
Fact gathering
- Week 6 (06/08):** Organizing the case file
Outlining depositions
Mediation summaries
- Week 7 (06/15):** Quiz
Transforming discovery into trial preparation
Cherry picking the pleadings
(Read Chapter IX)
- Week 8 (06/22):** Burden of proof
Elements of case or defense
Return of the Trial Notebook
(Turn in deposition summaries)

DOUGLAS P. KOLLY
336 1/2 Main, Suite B
Rochester, MI 48307
Phone (313) 651-7300
Available by appointment

**LGL 201
DISCOVERY**

The student will be able to assist in the preparation of a case for Trial. This course emphasizes procedures, processes, and preparation of forms and documents for discovery, including Interrogatories, Requests for Production of Documents, Requests for Admission and Depositions.

REQUIRED TEXTS

Discovery Materials for Legal Assistants
Michigan Court Rules

CLASS PROCEDURE

Each student will be responsible for a personal folder. As assignments are turned in, each will be timely evaluated and returned to the student's folder. Assignments will be evaluated on a 1-10 score, with 10 being the highest. A quiz will be given at the beginning of each class session. There will be a final examination. Grades will be determined as follows:

Attendance	10%
Quiz Scores	10%
Assignment scores	30%
Final Exam	50%

ATTENDANCE

Attendance is mandatory and shall account for 10% of the total grade. Tardiness is discouraged. Any time a student is absent, he/she is responsible for the material covered and assignments. If a student arrives after attendance is taken, it is the student's responsibility to alert the instructor before the end of the class session. Failure to do so, will result in an absence.

ASSIGNMENTS

Time is of the essence for all assignments. Any assignment not turned in on time will be devalued by a minimum of one-half of the total points for the assignment.

WITHDRAWAL

It is requested that personal contact be made with the instructor prior to withdrawal, to discuss alternatives.

CHEATING AND PLAGERISM

Cheating and plagerism will result in an automatic failure of the course. All work is to be done on an individual basis, unless specific permission is given by the instructor. Violation of this rule will result in failure of the course.

LOCATION

Class will be held at Oakland Community College, Orchard Ridge Campus, I-696 and Orchard Lake Road in Farmington Hills. The Tuesday evening class will meet in Room F204 and the Wednesday evening class will meet at the Oakland County Courthouse.

<u>DATE</u>	<u>TOPIC</u>	<u>TIME</u>
Week One	Introduction to Class General Rules of Discovery Scope and Purpose of Discovery	4 hours
Week Two	Informal Discovery Criminal Discovery	4 hours
Week Three	Interrogatories Answers to Interrogatories	4 hours
Week Four	Depositions Duces Tecum De Bene Esse Subpoena Preparation of Client	4 hours
Week Five	Production of Documents Inspections Requests for Admissions	4 hours
Week Six	Independent Medical Exam Motions for Discovery Review	4 hours
Week Seven	Final Examination	

RULES OF EVIDENCE 66205
Saturday, 9 am -1 pm

Instructor: Joan D. Dudley
Summer, 1994

SYLLABUS

Required text: *Comprehensive Evidence*, Ashley S. Lipson

Grading: 50% final exam	Curve: 100-90 = A
30% mid-term exam	89-80 = B
10% written assignments	79-70 = C
10% class participation	69-60 = D
	59- 0 = F

CLASS 1 - July 9: Introduction of class members, instructor, and course.

CLASS 2 - July 16: Required reading - Foundation chapter; Part I, Chapters 1-4.

Types of evidence: categories
"qualifiers"

Burden of proof

Judicial notice

Presumptions

Decisions of judge, jury

Objections - what, when, why

Argumentative questions and impeachment - who, when, how, why?

Best Evidence rule - documents, descriptions, duplicates

Conclusions/ opinions - lay witness
expert witness

Assumption of facts not in evidence.

HOMEWORK: PROBLEM SHEET #1, due July 23, 1994.

CLASS 3 - July 23: Required reading - Part I, Chapters 5-12.

Hearsay - the rule

the exceptions

Irrelevant/Immaterial Questions

Leading Questions

Multiple Questions

Privilege - Lawyer/client

Husband/wife

- Doctor/patient

Parent/child

- Psychotherapist/patient

Clergy/penitent

- Accountant/client

Informant/police

- Self-incrimination

HOMEWORK: PROBLEM SHEET #2, due July 30, 1994.

CLASS 4 - JULY 30: Correct problem sheet #2.

Midterm on all material covered through Chapter 12

CLASS 5 - AUG. 6: Required reading - Part II, Documentary Evidence and Part III, Real Evidence.

Documentary evidence:

General admissibility requirements

Types of documentary evidence

Admissibility of real evidence

Real evidence:

Admissibility

Types

Real evidence continued:

Foundations

Objections

CLASS 6 - AUG. 13: Required reading - Part IV, Demonstrative Evidence

Admissibility

Types

Foundations

Objections

Review for Final Exam

CLASS 7 - AUG. 20: FINAL EXAM - covers all material in course

Oakland Community College
Orchard Ridge - Summer, 94
Course: **RULES OF EVIDENCE**
Course#: **LGL 205** (2 Credits)
Section: OR730

Instructor: Ashley S. Lipson
Place: Room F-203
Day/Time: Thu 6:00 - 10:00 pm
Office Hours: By Appointment
Phone: (313) 553-9100

CLASS SCHEDULE AND ASSIGNMENTS

Reading assignments should be completed prior to their adjacent dates. "Text" refers to the book "Comprehensive Evidence." Portions of the Michigan Rules of Court and the Federal Rules of Evidence will also be considered.

- July 7 Introduction and overview; discuss the Paralegal's role in the process of gathering and preparing evidence.
- July 14 **HAVE READ:** Foundation Chapter of Text. Be prepared to analyze and discuss the Four Types of Evidence (and their distinguishing characteristics), Burdens of Proof, Judicial notice, and the Paralegal's authority and responsibility for assembling evidence (Ethics issues included).
- July 21 **HAVE READ:** PART I of TEXT and be prepared to discuss Testimonial Evidence and the 12 objections. Also discuss Relevance, Materiality, and Competence.
COMPUTER LAB: Objection! simulation.
- July 28 **HAVE READ:** PART II of Text and be prepared to discuss Documentary Evidence. Review related Michigan Rules of Court.
EXAMINE DOCUMENTS: Discuss the clandestine Cippolone Documents (Permission, courtesy of Matthew Bender Inc).
COMPUTER LAB: Objection! simulation.
- Aug 4 **MIDTERM EXAM:** Will cover material through last class.
HAVE READ: PART III of Text and be prepared to discuss Real Evidence. Consider related Michigan Rules of Court.
- Aug 11 **HAVE READ:** PART IV of Text, and be prepared to discuss Demonstrative Evidence. **VIEW VIDEOTAPE:** Discuss selected courtroom scenes from films ("Anatomy of a Murder" et al). **REVIEW FOR FINAL.**
- Aug 18 **FINAL EXAMINATION:** (Comprehensive) - 50% of grade.
Remainder of grade: Midterm - 30%, Attendance & Class Participation - 20% (Scale A=90 B=80 C=70 D=60 F<60).

This report prepared especially for: Terrie

Please deliver to: MOIS Contact Person (###)

Michigan Occupational Information System (MOIS) 09/01/1994

MOIScripts

11:17:40

Select MOIScript(s): 370

Page: 1

MOISCRIP # 370

Legal Assistant

LEGAL ASSISTANT
Legal Assistants, also known as Paralegal, Paralegal Assistants, legal technicians, and legal aides, apply knowledge of law and legal procedures in providing assistance to lawyers, clients, and courts. Legal Assistants may perform all tasks formerly performed solely by licensed attorneys, except giving legal advice, accepting clients, setting legal fees, presenting a case in court, and actively participating in the deposition process.

Occupational Specialties included within this MOISCRIP:

119.267-026 PARALEGAL ASSISTANT

RELATED MOIS EDUCATIONAL INFORMATION:

MILITARY #370

POSTSECONDARY PROGRAMS #126, #208

MOISCRIPTS related to LEGAL ASSISTANT

049 JUDGE

051 LAWYER

060 SECRETARY

384 ADMIN. LAW JUDGE (EXAMINER)

007 GRINDING MACHINE OPERATOR

Information on this MOISCRIP IS ALSO FOUND ON MOIS MICROFICHE: DP21

NATURE OF MOISCRIP

DUTIES

General duties of Legal Assistants may include:

Researching and analyzing numerous law sources to draft briefs, motions, pleadings, appeals, contracts, and other legal documents for review, approval, and use by attorneys

Investigating the facts and relevant laws of a case to determine causes of action and to prepare the case for trial

Interviewing clients and obtaining releases for personal information

Assisting attorneys in the collection of information such as employment, medical, and other records

Obtaining affidavits (sworn statements of facts) from witnesses for review and use by attorneys

Organizing and maintaining document files

Helping to prepare tax returns and probating estates

Completing various forms, accident reports, and applications for clients

Delivering or directing the delivery of subpoenas to witnesses
Assisting attorneys during trials in obtaining jury information, scheduling witnesses, and organizing exhibits and evidence

Performing computer data base searches for legal information

Attending hearings or depositions and taking notes

Assisting attorneys in the preparation of clients or witnesses for trial and deposition

The tools, equipment, and materials used may include:

Office equipment

Previous court decisions

Dictation equipment

Reference books and statute books

Telephones

Charts and schedules

Calculators

Forms and reports

Computers and data bases

Computer software packages

OCCUPATIONAL SPECIALTIES

OCCUPATIONAL SPECIALTIES

Legal Assistants may specialize in these areas:

PARALEGAL ASSISTANTS apply knowledge of law and legal procedures in providing assistance to lawyers, clients, and courts. Most Legal Assistants specialize in areas such as real estate, estate planning, probate court work, family law, labor law, litigation, and corporate law. Some Legal Assistants specialize even further in one particular area, such as employee benefits, rather than a broader specialty like labor law.

Legal Assistants' duties may also be performed by law school students or graduates, most commonly known as law clerks, who serve as assistants or clerks to practicing lawyers or judges.

Law clerks

There are no further occupational specialties for this MOIScript.

WORKING CONDITIONS AND REQUIREMENTS

WORKING CONDITIONS

Legal Assistants work under the supervision of attorneys, who in turn, assume responsibility for the work. Experienced Legal Assistants supervise office staff personnel in some law firms. Those employed by business firms or by government agencies may also be supervised by department heads and other administrators.

Legal Assistants spend much of their time indoors in well lighted, well ventilated places, such as offices and libraries. They may work alone or with other personnel.

Most Legal Assistants work a standard 40-hour week. They are, however, subject to more overtime than secretaries and other staff personnel. They may work long hours and be under pressure when preparing a case for trial. Legal Assistants may travel to get information and carry out duties.

Legal Assistants may be active in one or more professional association. Some Legal Assistants are members of the National Association of Legal Assistants or the Legal Assistants Association of Michigan (LAAM). They may also belong to the Michigan Bar Association (MBA).

Associations may provide accreditation for schools that train Legal Assistants. They may be a good source of information about which schools may offer the best training. It is wise to check with associations when choosing a college or associate degree program.

WORKER REQUIREMENTS

You Should Prefer:

- Activities involving business contact with people
- Activities requiring library research and report writing on how others have handled the same problem
- Activities that require close attention to detail

You Should Be Able To:

- Read with understanding
- Reason and make judgments
- Understand the meanings of words and ideas associated with them, and use them effectively in order to prepare clear and well-organized legal documents

Make decisions based on measurable information, putting personal feelings aside

Work within precise limits, standards of accuracy, and under pressure

Direct, control, and plan an entire activity or the activities of others

Influence people's opinions or judgments

Have agreeable working relationships with others

Perform a variety of duties which may change often

Maintain confidentiality of information

Write well

Work on numerous tasks simultaneously

Get along well with individuals who are involved in legal problems

SPECIAL REQUIREMENTS

In order to use the designation "Certified Legal Assistant", an Assistant must complete successfully a 2-day exam given by the National Association of Legal Assistants. Certification is a voluntary professional goal. However, some employers may require it.

A few states license Legal Assistants to make non-advocacy appearances in court on behalf of the attorneys employing them. At present Michigan does not.

OPPORTUNITIES FOR EXPERIENCE

For experience, individuals may find part-time work as a Legal Assistant, legal secretary, or clerk with a private law firm, a governmental agency, or other employer. Postsecondary programs in paralegal technology and Technical and Business Writing may offer co-op or internship segments through which experience may be gained. Work experience may also be obtained in military service.

METHODS OF ENTRY

The most common method of entry is direct application to private law firms, civil service offices, and other employers. Assistance in finding a job may be obtained from college placement offices and the State and National Associations of Legal Assistants.

EARNINGS AND ADVANCEMENT

EARNINGS

Earnings vary depending on the employer, educational background, and work experience of the Assistant, and size and locale of the community where employed. Workers in large firms in heavily populated areas earn more than those in rural areas. Some Legal Assistants work for attorneys on a fee-for-service basis as independent contractors.

Nationally in 1991, the median salary for paralegal workers was \$25,232 annually. In federal government, paralegal specialists began at the GS-5 level with annual earnings of \$17,686 in 1992. They could advance to the GS-11 level where annual wages began at \$32,423. Hearing Assistants aiding administrative law judges earned from \$19,713 to \$31,543 annually (1992). Legal Assistant supervisors could work at the GS-13 level, with a top yearly salary of \$60,070 in 1992.

In Michigan, in 1991, inexperienced Legal Assistants earned a median annual salary of \$16,000 per year. With 3-5 years experience salaries averaged \$18,000 to \$20,000 and with 10 years experience, the median annual salary increased to \$25,000 per year. Some employers also provide annual bonuses and cost-of-living allowances to their Assistants. Salaries tend to be higher in corporate settings but corporations often require bachelors degrees.

Legal Assistants in Michigan government agencies earned (1992):

Employer	Job Title	Annual Earnings
State of Michigan	Paralegal	\$23,866-\$40,131
City of Detroit	Legal Investigator	\$22,370-\$26,130
Oakland County	District Court Tech. Aide	\$20,513-\$26,713
Wayne County	Paralegal Aide/Assistant	\$19,091-\$20,999

FRINGE BENEFITS

Most Legal Assistants receive health, accident, and hospitalization insurance; sick days and vacation with pay; and retirement plans. Some employers also provide tuition refunds.

ADVANCEMENT

There is no clear-cut path of advancement for Legal Assistants. Some Assistants start as legal secretaries or clerks. As legal assistants become experienced, their employers usually give them more responsible duties. Experienced Legal Assistants may advance

Advancement

through higher pay or by moving to competing law firms, offices, and organizations that offer higher pay, more benefits, or other advancement opportunities. Some experienced Legal Assistants start their own legal services firms. With ambition and several years of additional education, a few highly qualified Legal Assistants obtain law degrees and eventually become practicing attorneys.

EMPLOYMENT AND OUTLOOK

NATIONAL EMPLOYMENT AND OUTLOOK

In 1990 there were approximately 90,300 Legal Assistants employed nationally. Employment of Assistants is expected to grow much faster than the average for all occupations through the year 2005. Lawyers and other employers in the public and private sector have increasingly used the services of Legal Assistants to reduce costs and to increase efficiency.

MICHIGAN EMPLOYMENT

There were approximately 1,250 Legal Assistants employed in Michigan in 1988. They worked for large and small law firms, corporate legal departments, banks, insurance companies, real estate offices, accounting firms, management consulting businesses, public defenders' and prosecutors' offices and government agencies. Still others worked for unions and for organizations involved in civil rights, consumer protection, and environmental and other issues. The industry distribution was:

Industry	% Employed	
Legal services	80.6	48.8
Government	11.6	31.7
Finance, Insurance, and Real Estate	4.9	19.5

Lawfirms
Govt
Corp. legal depts

MICHIGAN OUTLOOK

Employment of Legal Assistants is expected to increase much faster than the average for all occupations through the year 2000. An average of 110 openings is expected annually, with 90 due to growth and 20 due to replacement of those who retire, die, or leave the labor force for other reasons. Additional openings will occur as workers change jobs or occupations. Growth is due primarily to

MI outlook

increased use of paraprofessionals to reduce costs and increase the availability of legal services. Furthermore, the growth of legal action in such areas as consumer protection, the environment, safety, and an expected increase in prepaid legal service should spur employment opportunities. An increasing number of government and private agencies employ Legal Assistants to represent the poor, the elderly, women, and members of minority and special interest groups.

Overall, the outlook for this profession is very good. Opportunities will be best for those trained in paralegal technology. Increased use of computerized research methods and improvements in law office technologies may affect the outlook.

MICHIGAN'S EMPLOYMENT OUTLOOK TO 2000 LOOKS LIKE THIS
 FOR MOIScript #370- LEGAL ASSISTANT

EMPLOYMENT AND OUTLOOK REGIONS	(1988) NUMBER EMPLOYED	PERCENT GROWTH	PROJECTED YEARLY JOB OPENINGS
State Total	1,250	70.4%	110
1. Detroit Area	1,100	65.4%	100
2. Kent County	75	83.5%	*
3. Flint	25	63.3%	*
4. Lansing	50	63.3%	*
5. Washentaw Area	25	89.6%	*
6. Saginaw-Bay-Midland	25	87.8%	*
7. Kalamazoo	**	%	*
8. Upper Peninsula	**	%	*
9. Jackson	**	%	*
10. Berrien-Cass-Van Buren	**	%	*
11. Ottawa-Allegan	**	%	*
12. Battle Creek	**	%	*
13. N.W. Lower Peninsula	**	%	*
14. Muskegon	**	%	*
15. Central Michigan	**	%	*
16. Thumb Area	**	%	*
17. N.E. Lower Peninsula	**	%	*
18. West Central Michigan	**	%	*
19. East Central Michigan	**	%	*

*Less than 10, **Less than 25, ***Data not available

SOURCES OF ADDITIONAL INFORMATION

Printed Occupational information is available upon written request from sources marked with an asterisk (*) below.

Federal, State, and Local
Civil Service Offices

College Placement Offices

Local Military Recruiters

*State Bar of Michigan
306 Townsend
Lansing, MI 48933

*National Association of
Legal Assistants
1601 S. Main Street #300
Tulsa, OK 74119

*Association of American Law
Schools
1201 Connecticut Avenue, N.W.
Suite 800
Washington, DC 20036

*National Federation of Paralegal
Associations
104 Wilmot Rd., Suite 201
Deerfield, IL 60015

*Legal Assistants Association
P.O. Box 2316
Birmingham, MI 48012

SCHOOL SUBJECTS

SCHOOL SUBJECTS

The following school subjects are helpful in preparing for occupations covered in MOIScript # 370:

LEGAL ASSISTANT

MOIS # Subject
020 SPEECH

MOIS # Subject
100 COMPUTER LITERACY

There are no Vocational Education Programs related to this MOIScript

MOIS POSTSECONDARY PROGRAM

MOIS POSTSECONDARY PROGRAM # 126:
PARALEGAL TECHNOLOGY

Related MOIScript:
370 LEGAL ASSISTANT

Programs in Paralegal Technology provide opportunities to gain the knowledge and skills needed to work under the direction and supervision of an attorney. Work performed requires a knowledge of legal procedures, interpretation of legal documents, and the use of technical information.

Courses vary from school to school but may include:

Introduction to Business	Law Office Economics &
Business Law	Management
Principles of Accounting	Legal Research Techniques
Introduction to American Law	Pre-Trial, Trial, & Appellate
Introduction to Michigan's	Procedures
Judicial System	Legal Field Specialties
Legal Document Drafting	

MOIS POSTSECONDARY PROGRAM

MOIS POSTSECONDARY PROGRAM # 208:
TECHNICAL & BUSINESS WRITING

Related MOIScripts:

335 TECHNICAL WRITER 370 LEGAL ASSISTANT

Programs in Technical and Business Writing provide opportunities to gain the knowledge and skills necessary for employment in editing scientific and technical materials such as reports, briefs, and other technical publications. Employers generally look for those familiar with a wide range of topics. Individuals may also work in a business setting.

Courses will vary from school to school but may include:

Technical and Editorial Writing	Composition
English	History

Mathematics
Foreign Language

Chemistry
Speedwriting

There are no Apprenticeships related to this MOIScript

MOIS # 370 - LEGAL ASSISTANT

Opportunities exist in military training for enlisted personnel to gain experience and to prepare for occupations.

MILITARY TITLE: LEGAL TECHNICIANS

ALTERNATE TITLES

Legal Assistants; Paralegal Assistants; or Legal Clerks

SERVICE	TITLE	RATING
ARMY	LEGAL SPECIALIST	71D
NAVY	LEGALMAN	LN
AIR FORCE	PARALEGAL SPECIALIST	881X0
MARINES	LEGAL SERVICES SPECIALIST	4421

Opportunities might be available in the National Guard or Reserves.
Contact local military recruiters for specific information.

BACKGROUND & SUMMARY

The military has its own judicial system for prosecuting lawbreakers and handling disputes. Legal technicians assist military lawyers and judges in the performance of legal and judicial work. They perform legal research and prepare legal documents needed for military courts.

DUTIES

Legal technicians in the military perform some or all of the following duties:

- Research court decisions and military regulations
- Process legal claims, appeals, and summonses to appear in court
- Interview clients and take statements

Prepare trial requests and make arrangements for courtrooms
Maintain law libraries and trial case files
Type claims, trial reports, pretrial agreements, and other legal documents
Prepare military punishment and discharge orders

SPECIAL REQUIREMENTS

Some specialties require the ability to type at a rate of 25-50 words per minute.

CIVILIAN COUNTERPARTS

Civilian legal technicians work for private law firms, banks, insurance companies, manufacturing firms, and government agencies. They perform duties similar to military legal technicians. Civilian legal technicians may also be called legal assistants, paralegal assistants, or legal clerks.

*** End of Report ***

Legal Secretary

NATURE OF MOIScript

DUTIES

General duties of Secretaries may include:

- Taking dictation by hand or by machine
- Typing from rough drafts, dictation, or from tape-recorded notes
- Writing and typing routine letters and memorandums
- Drafting and typing reports
- Making copies of correspondence or other printed matter
- Taking care of mail
- Filing
- Greeting callers

- Making appointments
- Receiving and placing telephone calls
- Keeping records and time cards
- Doing some bookkeeping
- Arranging for conferences, meetings, and travel accommodations
- Supervising other clerical staff

Secretaries may also record minutes of staff meetings and oversee other clerical personnel.

The tools and equipment used may include:

- | | |
|--------------------------------------|---|
| Stenographs or stenotype machines | Adding machines and calculators |
| Typewriters (electronic or electric) | Tape recorders |
| Transcribing machines | Telephone equipment |
| Copying machines | Dictation and word processing equipment |
| Facsimile machines | |
| Electronic mail service | |

OCCUPATIONAL SPECIALTIES

OCCUPATIONAL SPECIALTIES

Secretaries may specialize in these areas:

SECRETARIES perform a variety of clerical tasks and assume minor executive responsibilities in order to keep an office running smoothly.

LEGAL SECRETARIES do legal research and help prepare legal documents and correspondence along with regular secretarial tasks. They should know legal terms.

MEDICAL SECRETARIES should be familiar with medical terms. They may take case histories from patients and prepare medical charts and reports along with regular secretarial tasks. They may also prepare and send bills to patients and record appointments.

SCHOOL SECRETARIES perform secretarial duties in an elementary or secondary school. In addition to general secretarial duties, they may receive and disburse funds for lunches, supplies, and student activities; perform bookkeeping duties; maintain a calendar of school events; and assist school librarians.

MEMBERSHIP SECRETARIES, in addition to regular secretarial duties, compile and maintain membership lists, record receipts of dues and contributions, and give information to members. They may prepare and send out newsletters, promotional materials, and other publications to persons on the mailing list. Some may also be responsible for compiling financial reports.

STENOGRAPHERS take dictation of correspondence, reports, and other matters from one or more persons using a system of rapid writing such as shorthand or speedwriting or a stenotype or dictation machine. The dictation is transcribed later into presentable typewritten form.

TRANSCRIBING-MACHINE OPERATORS use typewriters to transcribe letters, reports, or other recorded data heard through the earphones of a transcribing (voice reproducing) machine. They may be known by other titles, according to the subject matter transcribed, such as legal transcriber or medical transcriptionist.

EARNINGS AND ADVANCEMENT

EARNINGS

Earnings of Secretaries depend on experience, skills, and education; job responsibilities; and type, size, and location of the employer.

Nationally, Secretaries with little experience earned an average of \$20,215 yearly in 1990. Those with more complex responsibilities averaged between \$22,229 and \$24,811. Top Secretaries averaged from \$28,318 to \$32,825, with a few corporate executive Secretaries earning more than \$50,000. Stenographers earned average salaries of \$23,176 in 1991. In 1992, depending on experience and job classification level, Secretaries entering federal government service started at \$15,808; \$17,686, or \$19,713 annually, while Stenographers started at \$14,082 or \$17,686.

Annual salaries of Secretaries working for private employers in Michigan in 1991 were:

Area	Average	Middle Range
Detroit (1992)	\$29,596	\$24,468-\$30,804
Northern Lwr. Pen.	\$26,645	---
Benton Harbor	\$20,302	\$16,053-\$23,150
Jackson	\$20,594	\$17,138-\$24,339
Upper Peninsula (1990)	\$18,470	\$13,832-\$22,256

In mid 1992, Secretaries and executive Secretaries employed by the State of Michigan earned \$22,592 to \$40,048 per year, while Stenographers earned between \$19,815 and \$28,877.

Some employers pay annual bonuses based on length and service, job performance, or company profits.

The 1990 graduates of high school vocational education programs in Michigan who are working in jobs related to this occupation had average entry earnings of \$5.28 per hour in 1991.

FRINGE BENEFITS

Depending on the employer, most Secretaries receive paid vacations and holidays; life, accident, disability, and hospitalization insurance; retirement plans; and sick pay. Some Secretaries receive dental insurance, tuition reimbursement, and optical insurance. Some employers have a savings or stock investment plan.

ADVANCEMENT

Secretaries often begin as a clerk/typist and may advance to Stenographer, Secretary, executive Secretary or manager. Extensive knowledge of the employer's operations makes executive Secretaries good candidates for promotion to management positions. After gaining knowledge and experience, Secretaries can qualify for the designation Certified Professional Secretary (C.P.S.) by passing a series of exams given by the institute for certifying Secretaries of the Professional Secretaries International.

EMPLOYMENT AND OUTLOOK

NATIONAL EMPLOYMENT AND OUTLOOK

Nationally, approximately 3,708,200 Secretaries, including Stenographers, were employed in 1990. Employment of Secretaries is expected to grow about as fast as the average for all occupations through the year 2005, while employment of Stenographers is expected to decline. Since almost every type of business and profession employs Secretaries, qualified Secretaries should be able to find jobs that meet their preferences. Secretaries who are familiar with different kinds of office machines and a range of procedures should have better prospects than less-experienced workers have. The widespread use of dictation machines has greatly reduced the need for office Stenographers, and the traditional "steno pool" is becoming a thing of the past. The best opportunities for employment will be for Stenographers with above average skills. Opportunities for temporary and part-time work should be favorable during peak business periods.

MICHIGAN EMPLOYMENT

In 1988, about 118,350 Secretaries, including Stenographers, were employed in Michigan. Most worked in urban areas. Secretaries and Stenographers were employed throughout Michigan by manufacturing, financial, insurance, and real estate firms; wholesale and retail companies; government agencies; and firms which provided legal, medical, recreational, or social services. About 2.2% were self-employed. Many Secretaries worked for individuals such as doctors, lawyers, and accountants.

The percentages of Secretaries and Stenographers employed by various industries were:

Industry	% Employed
Services	54.9
Manufacturing	13.1
Wholesale and Retail Trade	9.1
Finance, Insurance, & Real Estate	7.1
Government	6.2
Construction	4.0
Transportation & Public Utilities	2.6

MICHIGAN OUTLOOK

Employment of Secretaries in Michigan is expected to grow about as fast as the average for all occupations through the year 2000, while employment of Stenographers is expected to decline. An average of 4,090 job openings is expected each year with 1,250 due to growth and 2,840 due to replacement of workers who retire or leave the labor force for other reasons. Additional openings will occur as workers transfer to other jobs or occupations. Rapid growth is expected in the employment of Legal and Medical Secretaries.

The employment outlook for Secretaries appears favorable in both the short and long term. Although the ratio of those completing training programs to projected job openings is favorable, other qualified individuals may be in competition for the available job openings. The best employment opportunities will be for those with backgrounds or training in modern office technology, such as computers and word processing equipment. Declining employment of Stenographers is resulting from the growing use of dictation machines which require typing but not short-hand skills. Many employers, especially smaller ones, do not distinguish between Stenographer and Secretary.

MICHIGAN'S EMPLOYMENT OUTLOOK TO 2000 LOOKS LIKE THIS FOR MOIScript #060- SECRETARY

EMPLOYMENT AND OUTLOOK REGIONS	(1988) NUMBER EMPLOYED	PERCENT GROWTH	PROJECTED YEARLY JOB OPENINGS
State Total	118,350	12.3%	4,090

1. Detroit Area	56,125	9.9%	1,810
2. Kent County	7,150	19.7%	300
3. Flint	4,825	9.8%	160
4. Lansing	7,000	17.5%	280
5. Washentaw Area	6,500	21.1%	280
6. Saginaw-Bay-Midland	4,375	17.4%	170
7. Kalamazoo	3,875	16.0%	150
8. Upper Peninsula	2,975	12.2%	100
9. Jackson	2,550	7.8%	80
10. Berrien-Cass-Van Buren	2,725	9.9%	90
11. Ottawa-Allegan	2,525	20.9%	110
12. Battle Creek	2,300	11.6%	80
13. N.W. Lower Peninsula	2,450	22.0%	110
14. Muskegon	1,900	9.8%	60
15. Central Michigan	1,800	13.1%	70
16. Thumb Area	1,425	14.1%	50
17. N.E. Lower Peninsula	975	20.2%	40
18. West Central Michigan	1,050	8.6%	30
19. East Central Michigan	875	10.6%	30

*Less than 10, **Less than 25, ***Data not available

SCHOOL SUBJECTS

SCHOOL SUBJECTS

The following school subjects are helpful in preparing for occupations covered in MOIScript # 060:

SECRETARY

MOIS #	Subject	MOIS #	Subject
015	COMPOSITION	043	BOOKKEEPING
044	BUSINESS DATA PROCESSING	045	BUSINESS ENGLISH
046	BUSINESS LAW	047	BUSINESS MATH
048	CO-OP EDUC. OFFICE/DISTRIB.	049	GENERAL BUSINESS
050	GENERAL CLERICAL	052	OFFICE MACHINES
053	OFFICE PRACTICE	054	SHORTHAND
055	TYPING	099	COLLEGE PREP
100	COMPUTER LITERACY		

SECONDARY VOCATIONAL EDUCATION PROGRAMS
MOIS SECONDARY VOCATIONAL EDUCATION PROGRAM #009
SECRETARIAL & RELATED PROGRAMS

Related MOISCRIPTS:

33 BOOKKEEPER	65 TYPIST
39 CLERICAL SUPERVISOR	337 GENERAL CLERK
60 SECRETARY	354 WORD PROCESSOR
62 STATISTICAL CLERK	

This program prepares students to record and transcribe communications, to provide administrative support, and to abstract, classify, and file information. Word processing skills are an integral part of the program. Advanced secretarial students, who complete their instructional activities before the end of the year, may enroll in other vocational programs to acquire additional skills. Skills could be acquired, for example, in a graphic arts program for such occupations as forms designer, keyboard operator, keyliner, offset press operator, and proofreader.

The following courses may be required for completion of this program:

STENOGRAPHY LABORATORY	CLERICAL LABORATORY
LEGAL SECRETARIAL LABORATORY	COMBINATION LABORATORY
MEDICAL SECRETARIAL/MEDICAL ASSISTING LAB	

High school students should consult their guidance office for more information about the specific requirements of this program at their school or area vocational education center.

SECONDARY VOCATIONAL EDUCATION PROGRAMS
MOIS SECONDARY VOCATIONAL EDUCATION PROGRAM #017
MEDICAL OFFICE CLUSTER

Related MOISCRIPTS:

60 SECRETARY
309 OPTOMETRIC ASSISTANT
378 MEDICAL ASSISTANT

Approved vocational education programs in Medical Office Cluster prepare students to perform functions assigned by a physician in the physician's office or clinic. Students learn to perform such duties as answering the telephone, relaying messages, receiving and



OAKLAND
COMMUNITY
COLLEGE

Memo

TO: See Below
FROM: Sarah Keidan *SK*
RE: ABA Site Visit Report
DATE: September 22, 1994

=====

Dave Adams
Carol Brown
Susan Brown
Ray Cassar
Judith Christie
Rebecca Houghton
Sarah Keidan
George Keith

Mike Kinney
Fred Mester
Terrie Paulson
Mary Spada
Sheldon Stark
Constance Tatum
Debra Vago

Attached is a copy of the long-awaited ABA Site Visit Team Report.

Please review it and send any comments to Sarah Keidan in F-302 ASAP.

We will develop a response to the report within a two week time frame which will list the developments we have undertaken since June and the status of each, plus a request to the ABA for a return site visit in late winter-early spring 1995.

Thanks for your attention to this matter.

CARRINGTON, COLEMAN, SLOMAN & BLUMENTHAL

A REGISTERED LIMITED LIABILITY PARTNERSHIP

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RICHARD A. ROHAN
KAREN L. HIRSCHMAN
JOHN W. WESLEY
GORDON K. WRIGHT
TOD B. EDEL
BARRY R. BELL
DIANE M. SUMOSKI

September 22, 1994

OF COUNSEL
DIANE W. BRICKER
WILLIAM D. UNDERWOOD

WRITER'S DIRECT DIAL NUMBER

855-3501

VIA FEDERAL EXPRESS

Sarah Keidan, J.D.
Oakland Community College
Paralegal Program
Orchard Ridge Campus
27055 Orchard Lake Road
Farmington Hills, MI 48334

RE: ABA Site Visit Report

Dear Sarah:

Enclosed is the report of the Site Visit to the Paralegal Program of Oakland Community College. Please review and make any factual corrections which you feel need to be made prior to the report being submitted to the ABA Commission in final form. If there are factual corrections which are to be made, please indicate them on the report and return to me for preparation of the final report.

I understand that you have made changes to the Program since the time of the site visit and that you will wish to respond to various portions of the report. You may want to make this response after any suggested changes have been discussed and incorporated and the enclosed report is in final form. If there are no corrections to be made, please prepare and send your response to me and I will submit it to the ABA along with the final report of the site visit team.

Sarah Keidan
September 22, 1994
Page 2

Thank you for your courtesy and cooperation both during the site visit and in the preparation of this report. Please let me know if you have any questions. I look forward to hearing from you.

Very truly yours,



Ann M. Dodds
Legal Assistant Administrator

AMD:vlc
Enclosure

cc: Marilyn Barmash (w/o enclosure)
Staff Director
American Bar Association

Terrance Mitchell (with enclosure)
Program Director, South Suburban College

Sharon A. Shafer (with enclosure)
Legal Assistant
Consumers Power

SITE VISIT REPORT

**Oakland Community College
Legal Assistant Program
Farmington Hills, Michigan**

June 5 and 6, 1994

**Ann M. Dodds, Member
ABA Approval Commission**

**Sharon A. Schafer
Paralegal
Consumers Power
Jackson, Michigan**

**Terrance Mitchell
Director, Legal Assistant Program
South Suburban College
South Holland, Illinois**

Oakland Community College ("OCC") has applied to the American Bar Association for approval of its Legal Assistant Program ("Program"). This site visit was conducted on June 5 and 6, 1994. The visit consisted of the following activities:

- Meetings with administrative officials of the college including George Keith, Campus President; Carol Brown, Academic Dean; Dave Adams, Dean of the Business Administration Department.
- Meetings with Martin Orlowski, Director Office of Institutional Planning and Analysis; Roger Zapinski, Counseling Department; Jamie Mason, Associate Dean for Student Services; Willie Lloyd, OCC Placement Office.
- Several meetings with Sarah Keidan and Mike Kinney, Co-Directors of the Legal Assistant Program of OCC.
- Luncheon meeting with teaching faculty including Sheldon Stark, Laura Gould, Irma Gillis-Heck, Ashley Lipson, and Austin Howard.
- Meeting with eight current Program students.
- Meeting with five Program graduates.
- Tour of classroom facilities and Program office.
- Observation of two legal specialty classes.
- Tour of Oakland County Law Library.
- Breakfast with LGL Advisory Board including discussions with Sheldon Stark, Ray Cassar, Vickie Haughton, Judith Christie, Debbie Vargo, and Dave Adams.
- Tour of OCC on-site legal collection and meeting with Tom Haug, Library Department Chairman.
- Review of several documents including examinations and assignments; library inventory; new course outlines; student evaluations of faculty; internship and materials dealing with college placements and statistical compilation of student information.

SECTION I: GENERAL INFORMATION

G-101 - G-107

Oakland Community College is a publicly supported two year institution which was founded in 1964 as a comprehensive community college and opened in September 1965. In 1967, the Orchard Ridge Campus opened its facilities in Farmington Hills, Michigan. Currently, Oakland Community College is comprised of five campuses which are managed by four presidents. Oakland Community College currently offers ninety career associate degree programs. The Legal Assistant Program is 1 of 22 programs offered by the Department of Business Administration. The primary campus for the Legal Assistant Program is the Orchard Ridge Campus. The Orchard Ridge Campus serves approximately 600 to 900 students who are enrolled in credit courses.

Oakland Community College (OCC) is accredited by the Commission on Institutions of the North Central Association of Colleges and Schools. In the fall of 1992, the total enrollment of OCC was 29,363 students, 20.7% of which were full time and 79.3% of which were part time students. The college had, at that time, 299 full time faculty and 124 administrative and management personnel; 75% of the revenue of OCC was provided through state and local funds and 25% of the revenue of the college was generated from student tuition and fees.

The Legal Assistant Program (Program) was founded in 1987 and is organized under the Business Administration Department. The Program has graduated approximately 120 students to date and had an enrollment for the spring 1994 term of 83 students enrolled in legal assistant (LGL) courses.

The enrollment of students in the spring 1994 term who declared an LGL major, but who were not necessarily taking legal assistant courses during that term, totaled 211.

SECTION II: ORGANIZATION AND ADMINISTRATION

G-201

The Program was first offered in the fall of 1987 and was initially organized and administered by Dave Adams, the Chairman of the Business Administration Department. The need for establishing the Program was based on the college's commitment to provide career programs designed to meet emerging needs of the community and to provide necessary training and education for associate degree level employment. The need for the Program was determined by reviewing projections available from the U.S. Bureau of Labor Statistics and through informal conversations with members of the legal community. No formal "needs assessment" study was conducted to determine that a need for an additional legal assistant program existed in a community supporting other programs, nor was there a

formal survey of the local legal community conducted to determine the development of a course of study.

The Program objectives include provision of qualified para-professionals to the legal community and quality education to residents of the Oakland Community College district who desire employment as legal assistants. It is also the objective of the Program to contribute as a community college to the economical and efficient delivery of legal services for the private and public sectors of the community served by the institution.

Oakland Community College awards both an AA degree in Applied Sciences in legal studies and a Paralegal Certificate of Proficiency.

The Program is contained within the Department of Business Administration at the Orchard Ridge campus and is administered by directors responsible to the chair-person of the Business Administration Department, Dave Adams. Dave Adams reports to the academic dean, who reports to the president of the Orchard Ridge campus, who reports to the Chancellor of OCC, who ultimately reports to the Board of Trustees. At the time of the site visit, J. Michael Kinney was the Program Director reporting to David Adams, the Chair of the Business Administration Department; Sarah Keidan was acting Co-Director working with Michael Kinney in the administration of the Legal Assistant Program.

The Program is represented by George Keith, Campus President, at the meetings of the Board of Trustees. At the time of the site visit, the Program was not taking advantage of many of the services available through the overall administration of the college; the placement department did not interact with the Program and the paralegals, students and graduates were not aware that placement services were available to them.

The Program of Oakland Community College is primarily funded through tuition; 58% of the funding for the 91-92 academic year was derived from tuition and the other 42% was derived from state aide. The Program receives instructional supplies, equipment, and library and other support services through an "in-kind" contribution through the Business Administration Department. The commitment and support for the Legal Assistant Program was described by college officials as being strong. Administration assured the site team that instructional supplies, library facilities, equipment, salaries and other Program needs would be met throughout the academic year. The college's commitment insures that as long as there is student demand for the Program, it will continue to be offered as part of the college curriculum.

The 1994 budget, which was supplied to us in supplemental materials prior to the site visit, indicated a budgeted amount of \$15,000 for part-time management staff. At the time of the site visit, the job of the Program Director was being posted to be filled and the job description for the position was being developed. The amount of time to be devoted to the different aspects of the Program by the director had not been determined.

There is a general operating fund through which funds can be made available to allow the director of the Program to become involved in professional associations such as AAFPE. It was said that support would be available and given to the director to become involved in AAFPE, possibly through attendance at the annual conferences.

G-202

The Chairman of the Department of Business Administration of the Orchard Ridge Campus prepares the budget for that department which includes budgeted amounts for the Program. The number of paralegal (LGL) classes to be offered through the Program is based on past experience and new classes may be open during registration if existing classes for offered courses are full. The revenue for the Program is derived primarily from tuition and the budgetary procedures in place for the Program are similar to budgetary procedures for other programs within the community college.

The Program has comparable status to units of similar size within OCC. At the campus level, the acting directors and faculty of the Program, the Academic Dean and the Chairman of the Business Administration Department each participate in campus-based councils such as the Academic Senate, Curriculum Committee and other faculty or college-wide organizations.

At the time of the site visit, the college as stated in its Self-Evaluation Report, did not routinely support "full time faculty or directors' salaries for new programs." It was evident to the team during the site visit that the Program offered by OCC is new and in the process of being developed. The budget is determined by the Business Administration Department as the resident academic department for the Program, which estimates enrollments for the following year and recommends a schedule of classes. Full time faculty overload monies and adjunct instructor monies are budgeted for those scheduled classes. Money for director's time was not ordinarily funded, but was handled by separate, supplemental contracting through the Dean's budget, based on "a time-on-task basis."

G-203

The Program has an advisory committee consisting of thirteen members. Of the thirteen members the majority are directly associated with Oakland Community College. The members of the advisory committee are nominated by the Chair of the Department of Business Administration and appointed by the Campus President. Appointments to the advisory committee are generally for one year. Members are eligible for reappointment. The thirteen members of the advisory committee include four practicing attorneys (two of whom are the co-directors of the Program and two of whom teach on the Program), one judge, one current OCC legal assistant student, two OCC program graduates, the Chair of the Department of Business Administration, the co-directors of the Legal Assistant Program

at the time of the site visit who are also both attorneys, the President of Oakland Community College and three individuals involved in administrative positions in the legal community including a representative of the public sector.

In the Self-Evaluation Report, David Adams, Chair of the Department of Business Administration, was listed as Chairperson of the committee. According to the advisory committee minutes, however, Mike Kinney, one of the co-directors at the time of the site visit, chaired and conducted the meetings. The meetings were held informally with no set schedule and, at the time of the site visit, plans were underway for a more formal advisory committee structure to be implemented in the future. The advisory committee was formed in 1989. Prior to that time an ad hoc committee met and acted as the advisory committee for the Program.

The members of the advisory committee of the Program are enthusiastic about and seem committed to the Program and to its students and graduates. They also appear to be interested in the activities of the Program and in developing the paralegal profession in the local legal community. Members of the advisory board either have been or plan to become involved in such projects as the evaluation of the curriculum and course content for the Program, the development of student internships and job placement, the staffing of instructors for the Program, the evaluation of the Program as a whole, and in surveying the community concerning the local utilization of paralegals.

The site visit team noted that a significant number of the members of the advisory board were involved with the Program as instructors. The team recommended that in the future the director strive to achieve diverse representation of the legal community on the advisory board and that members be added to the board from the community who are involved in the local bar associations, the local law firms and corporate law departments who are potential employers of paralegals and that an effort be made through the advisory board to integrate the Program into the community as a whole to a greater degree.

The team also suggested the use of sub-committees of the advisory board which could be formed to help with specific projects such as graduate surveys, curriculum review and the organization of an alumni association. The team also advised the co-directors that the advisory board must meet on a regular basis and suggested alternative ways in which this might be accomplished should luncheon or breakfast meetings not always be possible.

G-204

As a public institution, Oakland Community College has a strong interest in providing education to all minorities in the community. Separate statistics for enrollment of paralegal students by racial and ethnic category were available under the board description of minority versus non-minority in the supplemental information provided to the team prior to the site visit. There have been 11 minority graduates and 109 non-minority graduates from the

Program to date. This differs slightly from the breakdown of graduates by gender which totalled 136 female graduates and 4 male graduates for a total of 140 as opposed to a total of 120 reflected in the minority breakdown.

Women are fairly well represented on the faculty which at the current time has no minority members. The site team suggested that minority instructors for the Program be added to the faculty and that the Program be marketed to the local minority communities through the minority bar associations and through other minority organizations affiliated with the legal community.

G-205

Salaries for the faculty of the Program are adequate. Within the department, funds for printing and supplies are probably adequate as well. The 1993-94 budget supplied to the site visit team prior to the visit did not reflect funds for the library, nor were funds specifically reflected for the salaries of the acting directors. A proposed 1994-95 budget was given to us during the site visit which reflected a part time salary of \$15,000 for the director and additional funds for support and supplies for the Program.

As previously stated, prior to the actual creation of the position of Program Director, which was posted to be filled in July 1994, one month after the site visit, money for a director's time was not ordinarily funded, but was handled by a separate, supplemental contracting through the dean's budget based on a time-on-task basis. A part time director's salary of \$15,000 was included in the proposed budget for 1994-95 and this may be increased as the amount of time the director of the Program will devote to various duties is determined. One full time secretary of the Department of Business Administration spends approximately 25% of her time on the Program on a weekly basis, or approximately 10 hours per week. The hours of this person are increased as necessary and adequate secretarial support does seem to be provided to the Program. During the 1993-94 academic year, student assistance support was also supplied to the Program.

As will be more fully developed in Section G-601, students in the Program primarily utilize the Oakland County Law Library, which is available to them. The local library collection is minimally adequate under the guidelines and is not supported by a specific line item in the budget.

Placement, admissions, counseling and library services are available through the main administration of the college without allocation by department or major. Placement, as will be developed subsequently, is not specifically available to paralegals or to those enrolled in the Program for placement within their field and the representative of the OCC Placement Office with whom the team met was not familiar with the specific placement needs of paralegal students and graduates.

No special funds are now allocated within the paralegal budget for research, evaluation or professional development of faculty. As indicated below in G-301, the Program must engage in more regular, concerted follow up of graduates and employers. Funds should be allocated so that these functions become a permanent, institutionalized part of the operation of the Program.

To summarize, resources in some areas are adequate, but in others greater support may be required for the Program to comply with the recommendations in this report. The team recommends that in particular more administrative and perhaps financial support should be given for surveys and follow up of graduates and employers.

SECTION III: EDUCATIONAL PROGRAMS

G-301

Oakland Community College offers a two-year program leading to an Associate in Applied Science degree as a Legal Assistant and a certificate program. A total of 62 credit hours is required for the degree and 40 credit hours for the certificate.

During classroom observations by the site visit team and in meetings with present Legal Assistant students and program graduates it was evident that the instructors emphasize reasoning and the understanding of underlying principles as well as demonstrating and requiring practical applications.

The Program co-directors and the advisory committee have responded to a perceived need to add legal specialty courses but have not initiated any surveys or studies which would provide meaningful input. The college should initiate appropriate research and surveys to arrive at findings which will enable the advisory committee and the appropriate college-wide curriculum committee to substantiate proposed changes, as required by G-301 of the guidelines.

An organized plan for review and evaluation of the total program is not in place. There are no current graduate and employer surveys to measure the success of the program, nor is it a continuing process as required by G-301 of the guidelines.

The ethical **and** professional standards of the Legal Assistant and of the attorney are currently **incorporated** into two of the courses, but the direction to do so should be included in every appropriate legal specialty course syllabus, as mandated by G-301 and G-106 of the guidelines.

G-302

The program is generalized in nature, though arguably it might be considered an extended trial practice course with several appropriate divisions. The sole substantive law course is a survey course and is entitled LGL 204, Substantive Law. However, guideline G-302 is clearly met as to the legal specialty offerings.

That aspect of the guideline as it relates to transferable general education and elective courses is also in compliance. There are 14 elective hours, 18 highly transferable General Education required hours, Business Law I and II are mandatory, and a word processing or personal computer application course is also required.

G-303

A description of the degree curriculum follows:

General Education	Credit Hours
ENG 151 Composition I	3
ENG 152 Composition II	3
SPE 129 Interpersonal Communications	
or	
SPE 161 Fundamentals of Speech	3
POL 151 American Government	3
Math/Science Elective (Courses are 3, 4 or 5 hours; carried at minimum)	3
Social Science Elective (Courses are 3 or 4 hours; carried at minimum)	<u>3</u>
Total	18
Legal Specialty Courses: Required	
LGL 200 Legal Research I	3
LGL 201 Discovery	2
LGL 202 Litigation	4
LGL 203 Legal Research II	3
LGL 204 Substantive Law	4
LGL 205 Preparation of Evidence	2
LGL 206 Trial Preparation	<u>3</u>
Total	21

Legal Specialty Courses: Electives

BIS 109 Introduction to Legal Office Environment - 2 credits
LGL 251 Legal Assistant Internship - 3 credits

Additional required courses:

BUS 203	Business Law I	3
BUS 204	Business Law II	3
BIS 107	Introduction to Word Processing (3 hours)	
or		
CIS 105	Personal Computer Applications (4 hours) (Carried at minimum.)	<u>3</u>
Total		9
Additional elective requirements:		<u>14</u>

TOTAL 62

The Fine Arts/Humanities Elective (with a minimum of 3 credit hours required for the Applied Science Degree) includes several courses which do not comply with G-303 F. However, the 18 General Education credit hour requirement is fulfilled without this elective.

The certificate program:

Legal Specialty Courses (as stated above)	21	
CIS 105	Personal Computer Applications	4
BUS 203	Business Law I	3
BUS 204	Business Law II	3
ENG 151	Composition I	3
ENG 152	Composition II	3
SPE 129	Interpersonal Communication	
or		
SPE 161	Fundamentals of Speech	<u>3</u>
TOTAL		40

The college **accepts** the general education credits of transfer students from colleges accredited by the North Central Association of Colleges if the grade is "C" or better. The current (1993-94) catalog provides that students who enter with a bachelors degree "or other significant education with work experience may, with the approval of the department, be granted a Legal Assistant Certificate" upon completion of the legal specialty courses and six other specified courses. The college recently (November 1993, page 53B of Self-Evaluation Report) outlined minimum objective guidelines for prospective transfer students, as

anticipated by G-501 (c) of the guidelines. It has not been made clear, however, that the catalog will state that the same standards will be applied to degree candidates as well as certificate candidates who are transferees.

The college reports there have been no waivers of the General Education requirement in connection with Legal Assistant students and a spot review of twelve graduate files at the site confirmed this statement.

The acceptance of legal specialty courses from other North Central Association colleges is clearly stated in the current catalog, as anticipated by G-501 (d), but the criteria for acceptance of credits from other colleges, including proprietary schools, is not stated.

The catalog (1993-94) does not contain the legal restriction on the practice of law required in G-501, Evaluative Criteria A.

SECTION IV: FACULTY

G-401

J. Michael Kinney, full time faculty and an attorney, has been sole Program Director from 1989 until 1993 when Sarah W. Keidan, full time faculty and an attorney, became co-director. There are seven adjunct faculty. The Fall and Winter terms are fifteen weeks in length, and the Spring and Summer terms are each seven and one-half weeks in length. Mrs. Keidan's teaching assignments have varied, averaging two courses per academic year. Mr. Kinney has been the internship instructor (LGL 251, an elective course) each term it has been offered, which has been three of the four per year.

The adjunct faculty for the Legal Specialty courses are all attorneys or judges and are effective, according to student input at the time of the site visit and from available faculty evaluations. Several are very active in the use of paralegals, including acting as the site for the Legal Assistant interns. It is recommended that continuous faculty evaluations be solicited from the students.

G-402

The co-directors of the program have shared the program responsibilities since that 1993, but their areas of responsibility have not been clearly defined, nor have all of the Program responsibilities outlined in G-402 been addressed. The college had identified the deficiency and is currently addressing this area. The college is preparing an appropriate job description, has made provision for funding the position, and expects to fill the position of Director of the Program in time for the Fall 1994 term. At this time G-402 is not in compliance. In particular, Evaluative Criteria A, B, C, E, F, G, H and J of G-402 are not presently acceptable.

G-403

The size of the faculty is adequate considering the number and types of courses, sections and the registration figures. A review of the faculty resumes and personal contact at the time of the site visit, with the two full-time and five of the seven adjunct faculty demonstrate professional competence, experience with legal assistants and encouragement of professional growth. The salary and other benefits are comparable to that of other faculty within the college. Funds are available to the full-time faculty for professional growth, and several of the adjunct are very active in the legal environment, where their respective business funds support their endeavors. Administrative support is provided by sharing a full-time secretary for approximately ten hours a week, with additional support available as needed and requested.

SECTION V: ADMISSION AND STUDENT SERVICES

G-501

Oakland Community College has an open door admission policy. Admission to credit studies is open to all high school graduates, transfer students, and persons 18 years of age or older who have graduated from high school. There are no other defined requirements for admission to the Legal Assistant Program than those described above.

Oakland Community College also offers a "certificate of completion" from the Legal Assistant Program. The selection procedure for applicants is based on prior academic record, ability to proceed with college-level coursework, and the desire to obtain a degree in the legal assistant field or job enhancement.

It is felt by the team that the perimeters of the Program should be more clearly defined. With undefined perimeters, there is a potential for prospective students to enroll without having a clear understanding of the requirements to successfully complete their course of study.

G-502

Orientation to the Program and the legal assistant profession is handled through the admissions process, informal sessions with students, introductory courses, descriptive literature, college catalog, meeting with the Program Director and students, meetings with counselors, focus groups, etc. Oakland Community College conducts an orientation session for all new students at the beginning of the fall term of each year and all new students to the Legal Assistant Program are encouraged to attend.

An orientation program specifically for those students currently enrolled in or interested in the Legal Assistant Program is currently offered. The orientation includes presentations by the Program Directors, students and graduates of the Program as well as current faculty. This orientation to the Legal Assistant Program offered at Oakland Community College should continue to be offered and is encouraged by the members of the team.

While Oakland Community College has a Placement Services Office which is designed to assist students in their search for part and full-time employment, there is virtually no coordination between that office and the Program Director. It is stated in the Self-Evaluation Report submitted by Oakland Community College that "to this point we have not felt the need to develop an intensive, extensive job placement procedure because the number of program graduates has been so small". The establishment of a placement procedure for those in the Legal Assistant Program is a mandatory requirement for ABA approval. The mere fact that the number of graduates of the Program is small does not exclude a program. Each graduate is as important as the next and the ultimate goal should be the successful placement of graduates. Oakland Community College's program is currently lacking in this criteria. The team encourages OCC to establish a placement procedure for its Legal Assistant Program graduates and also encourages interaction between the Placement Services Office and the Program Director. Education of those in the Placement Services Office as to the role of a legal assistant will also ensure appropriate placement.

The team also encourages the Program Director to use the resources available through the Institutional Planning and Analysis Department in developing the appropriate statistics for the Legal Assistant Program. To date, these statistics are virtually non-existent.

Oakland Community College offers a variety of student organizations - special interest groups, social organizations, and service organization - which exist to meet the diverse needs of its students. The Legal Eagles is stated to be an established student organization of legal assistant program students. Neither the current students nor graduates of the Program which the team spoke were involved in said student organization. They could offer no insight as to the purpose of said organization. The team encourages the Program Director to develop the Legal Eagles into a viable organization for its students to allow for networking, guest speakers in areas of interest, and a means for students to keep current of trends in the profession.

G-503

Oakland Community College allows students who desire to take a course without credit to choose to audit the course by paying full tuition and fees. Students desiring to audit may do so at time of registration.

There is no current policy prohibiting non-degree students or students pursuing degrees in other areas from registering for legal assistant courses. The portion of such students in legal specialty courses is approximately 3%.

SECTION VI: LIBRARY

G-601

The law section of the Oakland Community College Orchard Ridge Campus library has been specifically set up to serve the needs of the Legal Assistant Program.

In addition to OCC's library, students also have available to them the Oakland County Law Library. While the drive to the library seemed a bit much to the team, it was obviously the library of choice for students and graduates of the Program. The hours of availability were sufficient to meet the needs of the students of the Program. These two library facilities available to students have all the necessary legal research and reference materials for students to complete a given task. The combination of both libraries include all those law books referenced in G-601(A)(3). The guidelines set forth in Section G-601(A) are met.

Students receive instruction in the proper use of the library in LGL 200, Legal Research I and LGL 203, Legal Research II.

SECTION VII: PHYSICAL PLANT

G-701

The Orchard Ridge Campus is situated on 147 acres. The complex of 13 buildings currently serves over 7,500 students. A community activities building provides recreation and community activities.

Currently, 9 classrooms are assigned to the Business Administration Department and legal assistant courses are scheduled into these classrooms and other classrooms throughout the campus based on availability.

As previously indicated, there are 2 full time faculty, 7 part time or adjunct faculty and secretarial support is provided for the Department of Business Administration. Full time faculty have private offices located within the same building as the classrooms and are easily accessible to students, adjunct faculty and staff.

The learning resources center, which is available to all students registered at Oakland Community College, contains library material such as video tapes, audio tapes, films, slides and transparencies as well as books and periodicals. Librarians are on duty to assist and

instruct students. The library hours are usually from 8:00 a.m. until 9:00 p.m. weekdays and a half day on Saturdays.

The individual instruction center provides assistance to students who need reinforcement in academic areas to students who are experiencing difficulty in their course work. Tutors are also available upon request from students in the Legal Assistant Program who are having academic difficulty.

Oakland Community College students, as previously stated, use the Oakland County Bar Library as a source for extensive legal research and Oakland County courtrooms are used for course classrooms and mock trials.

CONCLUSIONS AND RECOMMENDATIONS

The Paralegal Program of Oakland Community College has the potential to become a good paralegal program. The members of the faculty of the Program are very committed as are the co-directors, Mike Kinney and Sarah Keidan. The site visit team was especially impressed with the dedication and enthusiasm of the co-directors for the Program and of the faculty for the students and for the potential of the Program. There is clearly a desire to offer a quality program and it was apparent to the team that the college is moving in the right direction in order to create a program that will serve its graduates and the community.

However, it was also apparent to the site visit team that our visit was premature. While the Program is gaining in structure and appears to be moving toward becoming one which will provide services to its graduates and to the community, it was the judgment of the site visit team that the Program did not comply with the requirements of several of the Guidelines at the time of the site visit and that ABA approval can not be granted at this time. It is the recommendation of the site visit team that another site visit be scheduled no sooner than one year from the time of the initial site visit and that consideration of ABA approval for the Legal Assistant Program of Oakland Community College be deferred until such time as the proposed structure and curriculum for the Program has been in place a sufficient period of time for evaluation.

This recommendation is based principally upon the fact that, at the time of the site visit conducted in June of 1994, there was no program director in place for the Program. The job description for the Program Director was being developed and the position of Director had been posted, but not filled. The Program of OCC was not found to be in compliance with guidelines G201, G-202, G-401 or G-402.

Additionally, the Legal Assistant Program of Oakland Community College offered no formal career counseling or placement for its legal assistant students and graduates. It was specifically stated in the Self-Evaluation Report that, at the time the report was prepared, the administration of the Program had not felt the need to develop a job placement

procedure because the number of program graduates had been so small. The site visit team did not find a well organized plan for counseling and advising students and assisting graduates in securing suitable employment as is required by G-502.

It was the finding of the site visit team that there were no adequate records or surveys tracking the job histories of graduates and very little knowledge as to the ultimate placement of graduates who successfully completed the Program. Concerning student input, the site visit team found that the faculty evaluations by the students were not sufficient and should be enhanced and made an integral part of the evaluation of the Program faculty. (G502) There was no evidence of an organized plan for review and evaluation of the total program. (G-301) It was suggested by the site visit team that graduate surveys, needs assessment surveys and general follow up of the professional experience of graduates in the community could be used to further structure the Program and to develop curriculum to meet the needs of employers in the community and to aide in the professional development of the students and graduates. It was the determination of the team that the Program was not in compliance with ABA guideline G502.

With respect to the advisory board, it is the suggestion of the site visit team that the board be given formalized structure, that the members of the advisory board be given specific duties and that the board meet on a regular basis, at least two times per year. It is also the suggestion of the site visit team that the director of the Program have direct input as to the appointment of the members of the advisory board and that this be a cooperative function with the president of the college who is currently responsible for appointing members to the advisory board.

Further, it is the suggestion of the site visit team that the advisory board be broadened to include members from the community who are not also involved with the Program. It was specifically suggested that local bar associations, law firms and corporate departments be solicited for support and members of the advisory board, and that the advisory board be utilized to aide in the integration of the Program into the community.

It was also the understanding of the site visit team that a brochure was being developed by OCC for public distribution which would include information relating to the objectives of the Program. It was suggested that the director of the Program interact with the local bar associations and the local legal assistant associations in developing such a brochure and in publicizing the Program within the community.

As called for by G-201, it is the suggestion of the site visit team that the degree and certificate requirements of the Program be clearly defined. The site visit team found the requirements confusing in the brochure and in the literature and suggested that clarification as to requirements for successful entry into and for completion of each course of study be made.

Major revisions to the Program's curriculum were being considered at the time of the site visit, but had not been finalized or implemented. With respect to the curriculum, it is the suggestion of the site visit team that specific courses be developed through a needs assessment process. It was also suggested that students be given input into the development of practice area courses. As required in guideline G-301, it was the suggestion that a specific ethics course be created or that ethics be more specifically addressed in the courses taught in the Program so that all legal assistant students will receive instruction in ethics.

It was suggested by the team that minority faculty members and students be recruited into the Program. It was also suggested that local practicing legal assistants be utilized as guest speakers in various courses in order to introduce an element of practical application.

The material submitted as part of the Program's Self-Evaluation Report reflected that there was a student organization referred to as Legal Eagles. During the site visit, it was learned that Legal Eagles had been disbanded and that many of the students in fact were not aware that it had ever existed. It is the suggestion of the site team that Legal Eagles be reinstated and that an effort be made to encourage those students in the Program to join the local legal assistant organizations and to form their own organization which would be available to alumni as well and would give an opportunity to the students to interact with those legal assistants who are professionally employed in the community.

To summarize, the site visit team makes the following recommendations:

1. The Program Director when appointed should have a formal job description which complies with the guidelines and should have adequate support from the administration of the college. (G-202, G-401, G-402)
2. The Program Director should actively use the resources of the college and should interact with the appropriate college departments concerning the evaluation of the Program, the curriculum of the Program and the placement of the students and graduates of the Program. (G-201, G-402)
3. Needs assessment surveys, graduate surveys and employer surveys should be developed and routinely utilized to further develop, review and evaluate the Program and to track the experiences and progress of the students and graduates. (G-502)
4. Student placement and graduate follow up procedures specific to the Program should be developed, utilized and routinely evaluated. (G-301, G-502)
5. The need for specific courses should be evaluated with input from the students and from the local legal community and practice area courses should be developed to be included in the curriculum of the Program. (G-301, G-302)

6. Published brochures, which will be disseminated to the public by OCC, should include information concerning the objectives of the Program and language concerning the definition of a legal assistant. (G-201)
7. Formalized instruction of ethics should be included in the Program instruction in such a way so as to insure that all students receive ethics instruction. (G-301)
8. The advisory board should be broadened to include members of the community who are not currently associated with the college and whose inclusion will integrate the Program into the community and provide additional resources for the development of the Program's curriculum and the placement of the Program's students and graduates. (G-203)
9. Faculty members and students should be recruited from the minority community through interaction with minority bar associations, local law firms and corporations. (G-204)
10. OCC catalog information should be revised to clarify the criteria of the Program for receiving a certificate; the criteria of the Program for receiving an AA degree; and to clarify the course criteria to insure that the curriculum requirements of the ABA guidelines are met. The catalog should also include the legal restriction on the practice of law. (G-302, G-303)

It is further suggested that the Program Director be encouraged to network with other program directors and be given the support by the administration of the college to become associated with the American Association of Paralegal Educators.

The site team also suggests that attempts be made to reactivate the student association formerly known as Legal Eagles.



OAKLAND
COMMUNITY
COLLEGE

To: All LGL Advisory Council Members
Sue Horton & Terrie Paulson

Date: 10-17-94

Attached is a copy of
our Response to the
ABA Site Report.

This outlines our progress
in meeting their criticisms.
I hope you will find it
helpful and thorough.

Sarah W. Keidan
Legal Assistant Program
Orchard Ridge Campus

Phone: (810) 471-7643



OAKLAND
COMMUNITY
COLLEGE

October 14, 1994

Orchard Ridge Campus
27055 Orchard Lake Road, Farmington Hills, MI 48334-4579

(810) 471-7500 Fax:(810) 471-7544

Ms. Ann M. Dodds
Legal Assistant Administrator
Carrington, Coleman, Sloman & Blumenthal
200 Crescent Court, Suite 1500
Dallas, TX 75201

Dear Ann:

Oakland Community College's commitment to our Legal Assistant Program is, indeed, strong. This is especially clear in light of the activity and changes which have occurred in the program since June 5-6, 1994, the dates of the ABA Site Team visit.

We began working immediately to address the issues which the team posed at the exit interview, so by the time we received the draft of the Site Visit Report in late September, virtually all items were either fully addressed or well along in process.

The draft of the Site Visit Report was sent to our Advisory Council for their input and was addressed at the October council meeting. The factual corrections were also reviewed by them at that time.

The LGL Advisory Council held their regular semiannual meeting on October 14, 1994.

After a full report to the Council on the progress we have made to correct the deficiencies noted in the Site Visit Report, the Council unanimously endorsed a resolution that, based on the status of our program as of October 14th, we request a return ABA site visit in March or April of 1995. They are firmly convinced that we are ready for it.

To support their vote of confidence, we submit the following report of progress. (Please consider this transmittal letter and their vote of confidence as part of our response.)

Sincerely,

Sarah W. Keidan, J.D.
Coordinator, Legal Assistant Program

OAKLAND COMMUNITY COLLEGE
Farmington Hills, Michigan

LEGAL ASSISTANT PROGRAM RESPONSE REPORT

Submitted to American Bar Association Site Visit Team
October 14, 1994

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1. The position of Program Director (called Coordinator in the posting) was posted in July and filled, effective August 1, 1994. A copy of the posting and job description is attached.

a. The person selected is an attorney, a full-time faculty member who has taught in the LGL Program and been Co-Director in the 10 months preceding the selection.

These facts meet G-401.

b. The tasks assigned to the Coordinator in the job description closely parallel the responsibilities as outlined in G-402 (A-J).

The activities undertaken by the new Coordinator have included regular meetings with OCC Administrative Staff in the Orchard Ridge President and Dean's offices, and additional meetings with staff in Counseling, the College Placement Office, the Registrar's Office and the Office of Planning and Analysis (OPA) to determine the future course of the LGL Program. The Coordinator is also a member of the collegewide Curriculum Review Committee (see item #s 2 through 10 below.)

With all of these activities and responsibilities in place we believe we are meeting the criteria outlined in G-402 (A-J).

c. The Coordinator's position is currently part time.

The Coordinator is being paid \$15,000 on a contract that runs from August 1, 1994 through June 30, 1995.

By selecting a coordinator the College complies with G-201.

2. a. The Office of Planning and Analysis (OPA) went to work on a new needs assessment, employer survey and graduate survey in July. Interviews were conducted in August and September, the data has been collected, and as of this date the drafts of the studies are finished and ready for editing.

Further, the OPA began a new survey effort last week (the week of October 3rd) in conjunction with the State Bar of

Director?

Michigan through their Lansing office on the status of, and projected job opportunities for legal assisting in Michigan.

b. We are part of the collegewide curriculum review process which will subject the LGL Program to a faculty-administrative evaluation and require a showing of our needs assessments. We are currently scheduled to be reviewed in 1996-97, but we have asked that this be moved to the current academic year if possible, since we are in the ABA Approval Process and all our data is fresh.

c. We have a Placement Plan now and have contacted the college Placement Office to coordinate it with them. This plan will be announced to our students in a special mailing the week of November 1st.

The above put us in compliance with G-201 and G-402.

3. As noted in the corrections list sent under separate cover and in item #2 above, OCC's OPA has just completed a new employer survey and graduate survey for the Program. The OPA has been providing data on student trends for the seven years the program has been in existence. We believe this was not at all clear in the Self-Evaluation and that we failed to make the point well in June.

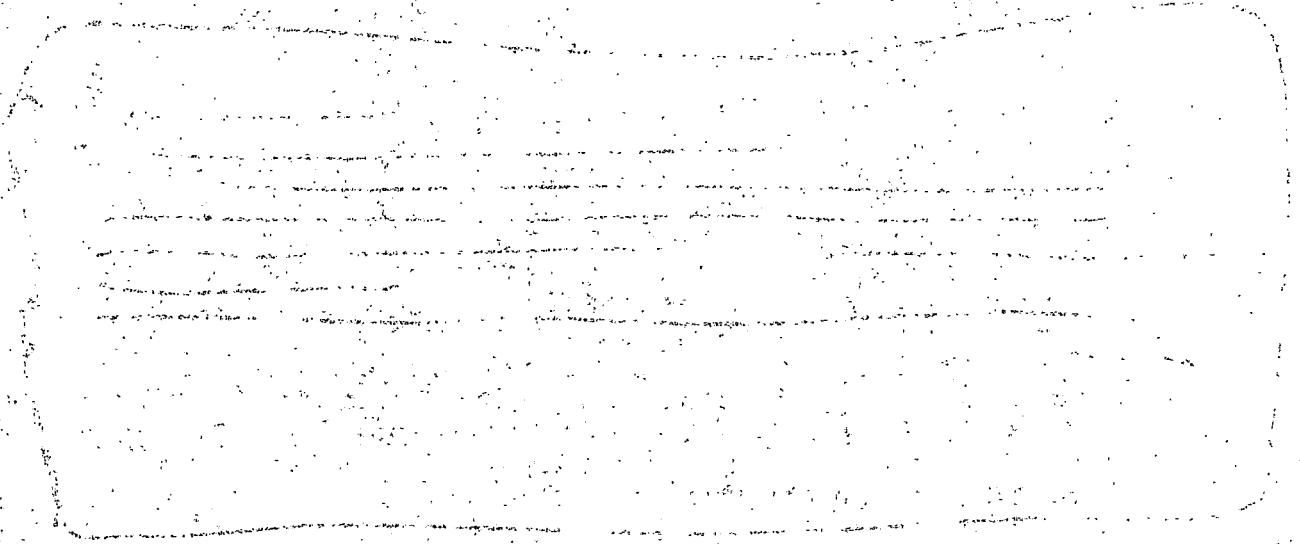
The student trends surveys are routine. The needs assessments and employer surveys will be conducted on a bi-annual basis henceforth. We will plan our future budgets to cover the costs of this survey instruments.

In addition the OPA, utilizing its data collection abilities, conducted a Perkins Survey last year. This survey identifies minority and special needs students enrolled in various college programs. On the basis of the data from the LGL Program, we were able to apply for, and received, a \$45,000 grant to enhance the LGL Program with computers and CD-ROM assisted research. We have ordered CD-ROM software from West Publishing Corporation for Michigan Supreme Court cases and the Michigan statutes on a four-user network system. We presently are pricing CD-ROM towers, computer work stations, computer terminals, printers, etc. (We have had WESTLAW(c) on campus for some time.) Ultimately we will be establishing a dedicated LGL computer research lab within the next few months.

These items comply with G-502.

4. As noted above, the LGL Program has a Placement Policy in place and is implementing it in coordination with the College Placement Office, effective November 1st. (G-301, G-502).
5. We have lodged two proposals with the College Curriculum Committee for practice area courses. The committee meets

Computer research



CONFIDENTIAL

November 7th. We expect that we will be able to offer these courses beginning in May, 1995. The students and Advisory Council have asked for and supported this effort for a year. The draft of the needs assessment just completed by the OPA supports this activity (G-301, G-302).

We also plan to offer continuing education-type short courses through O.C.C.'s Business Tech Program. This program operates at the Orchard Ridge Campus as another adjunct of the Business Department.

6. A new glossy brochure and a video to be used for recruitment purposes are in process. Mike Kinney is in charge of text and script development. The text is finished for the brochure; we are waiting for the OCC's graphics staff to finish shooting the photos we want. Much of the video is ready to be edited. (G-201).

7. Ethics instruction currently is included in Business Law I, a required supportive course. It is also a topic addressed in LGL Program courses as follows: Legal Research II, Litigation, Trial Preparation, Preparation of Evidence.

We are instructing all adjunct faculty to include ethics as a highlighted topic in their courses beginning in January, 1995, and to include mention of this topic in their syllabi.

8. The LGL Advisory Council, chaired by the Chair of the Business Department at Orchard Ridge, has been broadened to include six new members who represent more diversity in terms of age, race, and ethnicity. Of this group, two are African American, one member is of Middle Eastern ancestry, and two are under the age of 30. Collectively these new members represent small, medium and large law firms in the Detroit area. None of them teaches in the LGL Program at this time.

We also added to the Council a counselor from the Orchard Ridge Counseling Department who acts as liaison between the counseling staff and our program.

The Advisory Council's input regarding development of our program's curriculum is ancillary to the work of the OCC OPA but the Council membership is crucial to us in recommending internship assignments, helping us place our graduates in law-related jobs, and in establishing a network into the minority community of Greater Detroit. (See Item #9.)

These activities and actions relate to G-203.

9. This month the LGL Advisory Council suggested at least six persons from the minority community who would be interested in teaching in our program. A couple of them are practicing attorneys, one is an arbitrator, and two are judges. They will be contacted to teach our practice area courses as soon

as these courses are approved by the College Curriculum Committee. (We anticipate committee action by the first of next year. See item #5 above.)

10. All catalog information on the LGL Program has been revised and will appear in its clarified form in the 1995-96 OCC Catalog. There will be two separate explanatory pages on the LGL Program: one will be devoted to the degree program, the other to the certificate program. Clear language regarding the restriction on the practice of law will appear on both pages. The pages will be cross-referenced as well. The college registrar has already approved these changes, and all college counselors have copies of this information now.

(G-302, G-303).

Miscellaneous

1. The Program Coordinator has spoken to the administrative office of the American Association of Paralegal Educators and will join as soon as the application forms are forwarded from Kansas City.

2. Rather than reactivate the student association known as Legal Eagles, the campus administration and the LGL Program faculty agreed that a more practical way to introduce our students to the field of legal assisting was to encourage them to become student members of the Oakland County Bar Association (OCBA). We reached this conclusion after much discussion and thought as to the nature of our unique student population. It is an older, already employed body of persons who have to make the most of any networking opportunities which might come along. The best ones in Oakland County, Michigan, come through the county bar association.

Consequently, we are including an application for OCBA student membership along with the information on the LGL Placement Program in the November 1st mailing to students.

3. We note that the Site Visit Team described the Orchard Ridge Campus Library legal collection "minimally adequate". We also note that the team seemed somewhat perplexed by the fact that faculty and students prefer to use the Oakland County Bar Library which is located several miles away rather than our on-campus resources.

Our campus collection does meet ABA guidelines. (G-601(3)).

We emphasize that the reasons for using the Oakland County Bar Library are a combination of factors: it is an "impossible to beat" resource, it gives our students an opportunity to become familiar---and comfortable---with the Courthouse, and it is very much their choice of venue.

* * * * *

Based on the above report of progress, the Oakland Community College administrative leadership, Legal Assistant Program personnel, and Advisory Council membership request that the American Bar Association send a follow up site visit team in March or April, 1995, to review our LGL Program rather than waiting until later in the 1994-95 academic year.

We will provide supportive data for any of the representations made in this response upon request.

abarspns



OAKLAND
COMMUNITY
COLLEGE

DISTRIBUTION: ALL CAMPUS DEPARTMENT CHAIRS PLEASE POST AND CIRCULATE

RELEASE TIME/SUPPLEMENTAL CONTRACT NOTIFICATION

CAMPUS/DEPT.: Orchard Ridge Campus

POSTING DATE: July 13, 1994

Business Administration/Legal Assistant Program

PURPOSE/DESCRIPTION:

The Legal Assistant Program Coordinator will supervise the Legal Assistant Program.

RESPONSIBILITIES:

See attachment.

COMPENSATION:

\$15,000 for the 94-95 school year.

SEMESTER/BEGINNING-ENDING DATES OF CONTRACT:

August 1, 1994, to June 30, 1995.

LAST DAY TO APPLY:

July 22, 1994

SEND WRITTEN LETTER OF INTEREST TO: Carol Brown, Dean
(With copies to your department chair and/or supervisor and Dave Adams, Business
Administration Department Chairperson.

7/12/94

Legal Assistant Program Coordinator

Job Description

The Coordinator has the following responsibilities:

- I. Represent the program within the academic and administrative structure of Oakland Community College.
 - a. work with the department chair of the Business Administration Department to develop the financial and scheduling needs of the program
 - b. meet with the Counseling Staff on a timely basis to provide them with appropriate information about the program.
 - c. meet with the Dean to keep them updated on the program.
 - d. work with the Office of Institutional Research to maintain appropriate statistical data of the program including follow up graduate surveys, identifying professional trends, student profiles.

- II. Curriculum development and evaluation of the program
 - a. evaluate the curriculum of all course offerings
 - b. work with faculty to develop appropriate new course offerings
 - c. work with the continuing education department to offer non-credit courses as needed by the profession.
 - d. work with LRC to maintain a current and useful collection for the program
 - e. integrate technology into the program

- III. Attract, Select and Retain qualified faculty
 - a. coordinate the evaluation of all adjunct faculty in the program
 - b. recruit new faculty for the program
 - c. encourage the professional development of the faculty

- IV. Determine with the Business Administration department chair the financial and scheduling needs of the program
 - a. maintain accurate records of enrollment trends
 - b. develop budget to reflect financial needs of the program
 - c. develop an annual schedule on a timely basis

- V. Work closely with the appropriate classified personnel assigned to the program

VI. Identify and Respond to the Occupational and Educational Needs of the Community

- a. develop a comprehensive marketing plan for the program
 1. develop a brochure
 2. develop a program video
 3. develop an ad campaign
- b. work with the appropriate area high schools to develop a Tech Prep
- c. work with appropriate high schools and universities to develop a 2+2+2 articulation agreement
- d. develop Directed Admission for the program

VII. Coordinate Legal Assistant Program Advisory Committee

- a. hold a minimum of two meetings a year
- b. widen the participation on the committee to include other constituent groups of the legal community
- c. act on the recommendations of the Council and provide them with appropriate information about the program

VIII. Maintain liaison with the legal community

- a. develop a working relationship with the Bar Associations of the metropolitan area
- b. attend appropriate national, state and local professional meetings
- c. maintain membership in appropriate professional organizations

IX. Advise Program students

- a. plan and develop two program orientations per year
- b. supervise the internship program
- c. work with college placement office to coordinate placement of students