

## **GOALS OF PARALEGAL STUDIES CURRICULUM**

1. To provide students with a general education courses in traditional areas of study;
2. To have students understand basic legal theories and to think critically about law and social issues;
3. To offer students comprehensive knowledge in at least seven substantive areas of law;
4. To enable students to analyze legal problems and arrive at well-supported conclusions;
5. To have students recognize ethical dilemmas and respond to situations in accordance with codes of ethical responsibility established by the American Bar Association and consistent with the ethical requirements of New York State, as well as understanding a paralegal's ethical responsibilities set forth in the National Federation of Paralegal Associations' "Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement";
6. To teach students to brief and analyze cases, as well as learn to read and interpret statutory and regulatory codes;
7. To have students apply legal standards developed by case law;
8. To enable students to understand and use legal terminology;
9. To have students prepare numerous legal documents (from pleadings to appeals, wills to probate petitions, contracts of sale to HUD1s) in substantive areas of law and have them prepare a portfolio of these legal documents to show to employers in interviews and have as a guide in the future;
10. To teach students how to conduct legal research in traditional methods and electronic data basis—as well as general internet research—and cite relevant legal authority they have found;
11. To have students develop communication skills necessary for interviewing clients and witnesses, speaking with attorneys, discussing cases and continuing investigations;
12. To bring students to understand different kinds of law practices--public, private, corporate, governmental;
13. To make students sensitive to public policy issues and the role of the legal profession in shaping those issues;
14. To have students develop an understanding of the court system and both civil and criminal procedures;
15. To familiarize students with the labor market for legal assistants and to acquire job search strategies;
16. To help students find a job through the College's and Program's job placement facilities;
17. To develop case management skills for the law office or agency setting;

18. To instill in students personal confidence of their legal abilities;

19. To have students understand and appreciate other cultures and backgrounds;

20. To assist students to develop a network within the legal community and local paralegal associations;

21. To prepare students to transfer to a four-year college;

22. To develop in students extensive computer skills used in a law office;

23. To remain sensitive to the needs of the community by allowing the program to grow in ways developed with its advisory committee and reactive to graduate and employer surveys;

24. To continue to reach out to the legal community for input and job development; and

25. To continue its awareness of the ever-changing role of the paralegal's duties by maintaining its membership in the American Association for Paralegal Education, by providing the director and instructors with copies of *Legal Assistant Today* magazine, and by ensuring that students are kept abreast of the changes.