

## Paralegal Studies Program

### College of Social Sciences and Public Affairs

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### Program Statement

The Paralegal Studies Program is a minor/certificate option within the framework of a baccalaureate degree, regardless of the major program designation. Students may enroll in the Paralegal Studies Program without concurrently seeking a baccalaureate degree. The curriculum includes general background courses (University Core) and 24 credit hours of paralegal studies classes. (Note that a student must also meet the requirements of the major, where this pertains.)

Program applicants are screened for suitability by the director of the program. After completing the program, the student will receive a certificate or minor in paralegal studies, and this will be entered on the student's transcript.

**Paralegal Studies Courses** The student is required to take at least twenty-four (24) semester credits of course work in special areas of law. This includes six (6) hours of required courses, i.e., PARALGL 301, PARALGL 302, PARALGL 304, PARALGL 305 and, in most cases, three hours of PARALGL 493 Internship. These courses provide substantive knowledge of the law as well as emphasizing practical skills, tasks, and responsibilities of the paralegal. Most legal specialty courses are taught by practicing lawyers or qualified paralegals who serve as adjunct faculty members.

### Admission to Paralegal Studies Program

For admission to the program, an applicant must be in one of the following categories and complete the admission process:

- Students who have completed the university core requirements or have at least junior class standing.
- Students who have completed a baccalaureate degree (any discipline).
- Students who have completed 30 hours of college credit (primarily core classes) and have three years experience in a law-related position.

The application process includes:

- Submission of a completed application form which is available in the Program Director's office.
- Submission of academic transcripts; students must have a 2.75 GPA for completed academic courses.
- Submission of a letter of recommendation addressing academic potential and suitability for future employment.
- Submission of a written statement by the applicant regarding his/her interests in paralegal studies.

Graduates are not authorized to provide direct legal services to the public. The Paralegal Studies Program provides training for paralegals who are authorized to perform substantive legal work under the supervision of a lawyer.

## Degree Requirements

Paralegal Studies Minor/Certificate	
Course Number and Title	Credits
PARALGL 301 Introduction to Law Practice and the Role of the Paralegal	2
PARALGL 302 Legal Ethics and Law Office Procedures	1
PARALGL 304 Legal Research and Writing <b>AND</b>	2
PARALGL 305 Westlaw Advanced Research <b>OR</b>	1
CJ 350 Methods of Legal Research	
Legal specialty courses chosen from: PARALGL 401 Estates, Wills, and Trusts PARALGL 403 Corporate Law PARALGL 405 Real Estate and Property Law PARALGL 407 Bankruptcy PARALGL 411 Civil Litigation and Procedures PARALGL 413 Criminal Law Practice PARALGL 421 Family Law Practice PARALGL 431 Natural Resource Law PARALGL 471 Tort Law PARALGL 493 Paralegal Internship	18
Total	24
Law-related courses (recommended, but not required) CJ 375 Law of Criminal Evidence CJ 376 Law of Arrest, Search and Seizure CJ 426 Statistics GENBUS 202 The Legal Environment of Business GENBUS 302 Commercial Law GENBUS 441 Business In Society: Ethics, Responsibility & Sustainability POLS 351 Constitutional Law POLS 421 International Law and Organization POLS 441 Classical Political Thought POLS 467 Administrative Law SOC 370 Sociology of Law	

## Course Offerings

See page 63 for a definition of the course-numbering system.

### PARALGL—Paralegal Studies

**PARALGL 301 INTRODUCTION TO LAW PRACTICE AND ROLE OF THE PARALEGAL (2-0-2)(F/S).** Familiarization of students with specific operations of law firms and legal departments and the role of the paralegal. Essential skills of assertiveness, interviewing, investigation and formal/informal advocacy are introduced. Training in presenting a thorough, well-reasoned written legal analysis.

**PARALGL 302 LEGAL ETHICS AND LAW OFFICE PROCEDURES (1-0-1)(F/S).** Introduction to the Code of Professional Responsibility and the Code of Judicial Ethics. Explores the boundaries of authorized practice, delegation of authority, and confidentiality. Review of office procedures, including billing, time keeping, docketing, calendaring and filing systems.

**PARALGL 304 LEGAL RESEARCH AND WRITING (2-0-2)(F/S).** Use of law references to develop research skills for the paralegal in the formulation of briefs, memoranda, and other documents relative to legal practice. Emphasis is given to accurate, analytical writing of legal terms and forms.

**PARALGL 305 WESTLAW ADVANCE RESEARCH (1-0-1)(F/S).** Development of computerized skills in the use of "Westlaw." PRE/COREQ: PARALGL 301, 302, and 304.

**PARALGL 401 ESTATES, WILLS, AND TRUSTS (3-0-3)(F/S).** Principles, provisions, and documents relative to wills and trusts. Includes jurisdictions of probate courts, estate and inheritance taxation and estate planning. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 403 CORPORATE LAW (3-0-3)(F/S).** The law regarding contracts, agency, partnerships, corporations, negotiable instruments and sale of personal property. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 405 REAL ESTATE AND PROPERTY LAW (3-0-3)(F/S).** Personal and real-property documents and law relating to mineral and energy resources, mortgages, zoning and covenants, titles, legal descriptions, appraisals, common problems of property ownership, government regulation of subdivisions, condemnation, boundary disputes, adverse possession, leases, joint ventures, liens and encumbrances, foreclosure, inter alia. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 407 BANKRUPTCY (3-0-3)(F/S).** Examines basic concepts in the debtor-creditor relationship, including the rights and interests of both parties in a transaction. Principles of bankruptcy, creditor rights, and consumer protection are stressed. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 411 CIVIL LITIGATION AND PROCEDURES (3-0-3)(F/S).** In-depth coverage of civil litigation in state and federal courts from client interview through trial and appeal. Idaho court practice emphasized but with sufficient understanding to be adapted to other states. Federal court practice based on federal and local rules. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 413 CRIMINAL LAW PRACTICE (3-0-3)(F/S).** Substantive criminal law, definition of a crime, defenses to criminal accusation, joinder of parties and criminal allegations, instituting criminal action, formal pleading, the court process, negotiated pleas, probation and sentencing practice and procedure, constitutional safeguards and requirements. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 421 FAMILY LAW PRACTICE (3-0-3)(F/S).** Legal provisions and documents relative to marriage, separation, divorce, communal property, child custody, child support, adoption, and other concerns. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 431 NATURAL RESOURCE LAW (3-0-3)(F/S).** Federal public lands and resources; historical development of federal policy; federal/state relations; relations among the legislative, executive, and judicial branches of the federal government; individual treatment of water, mineral, range, timber, wildlife, recreation, and preservation of natural resources. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.

**PARALGL 471 TORT LAW (3-0-3)(F/S).** Principles of the law of torts, including consideration of concepts of liability based upon fault and without fault, negligence and compensation for industrial injuries, defenses thereto and damages. Functions of Workers' Compensation. The role and responsibilities of the paralegal will be emphasized. PREREQ: PARALGL 305 and admission to the Paralegal Studies Program or PERM/PROG DIR.