



PARALEGAL STUDIES

Fullerton College
Paralegal Studies Program
Mandatory New Student Information Meeting
February 12, 2019 / 5:30pm / Room 312

1. Welcome/Introductions (Contact Sheet)
2. Program ABA Accredited
3. A.S. Degree vs. Certificate (General Information, Catalog pgs. 62,176-177)
 - a. In order to apply for a Certificate you must have already completed at least an Associate's degree or higher from an accredited college or university.
 - i. already completed at least an Associate's degree or higher from an accredited college or university,
 - ii. successfully completed all required Fullerton College Paralegal Studies Program course requirements with a grade C or better.
 - b. If you are working towards an A.S. in Paralegal Studies, then you may obtain the Certificate and the degree at the same time.
4. Course information (Catalog pgs. 64-65, 322-325)
 - a. What do I take?
 - b. Pre-requisites
 - c. When are courses offered? (Projected Course Rotation)
 - d. Suggestions by Legal Specialties (Handout)
5. Internship opportunities: PLEG 210 Objectives (Internship Guidelines)
6. Paralegal Club
7. Paralegal Organizations and Associations:
 - a. Professional memberships (Contact Sheet)
 - b. National Honor Society in Paralegal Studies: LEX - Lambda Epsilon Chi (Handout)
8. Questions



PARALEGAL STUDIES

**FULLERTON COLLEGE
PARALEGAL STUDIES PROGRAM
CONTACT SHEET**

Division Dean:

Doug Benoit, Dean Business/CIS Division
Office: 310
(714) 992-7032
dbenoit@fullcoll.edu

Program Assistant:

Kelley Jones-Horwood, Administrative Assistant II
Office: 310-04
(714) 732-5568
kjoneshorwood@fullcoll.edu

Program Counselor:

Olivia Barajas

Counseling Office:

(714) 992-7084
<http://counseling.fullcoll.edu>

Financial Aid Office:

(714) 888-7588
<http://financialaid.fullcoll.edu/>

Association Websites:

American Association for Paralegal Education (AAfPE): <http://www.aafpe.org/>

American Bar Association (ABA): <http://www.americanbar.org/groups/paralegals.html>

Association of Legal Administrators (ALA): <http://www.alanet.org>

California Alliance of Paralegal Associations (CAPA): <http://www.caparalegal.org>

National Association of Legal Assistants (NALA): <http://www.nala.org>

National Federation of Paralegal Associations, Inc. (NFPA): <http://www.paralegals.org>

Orange County Paralegal Association (OCPA): www.ocparalegal.org/

Los Angeles Paralegal Association (LAPA): <http://www.lapa.org/>



FULLERTON COLLEGE
PARALEGAL STUDIES PROGRAM
GENERAL INFORMATION

Fullerton College offers both an Associate in Science Degree and a Certificate for those students interested in becoming a paralegal or going on to law school. In this memo, I will attempt to answer any questions you might have, but I encourage you to visit the College's website (www.fullcoll.edu) where you can find registration deadlines, costs, and examine the College Catalog accessible from the main page. There is no admission process aside from signing up for the classes like you would for any other community college class. There are pre-requisites that come into play. We encourage new students to take three paralegal courses the first semester. These three courses are required for all Paralegal Studies Program students: PLEG 101, 104, and 116 respectively. They are Introduction to Paralegal Studies, Introduction to Legal Research & Terminology, and Computers in the Law Office I. These are foundational courses that give a student an initial grasp of the law, explain what a paralegal is and does, how to conduct legal research for generating legal documents, and how to use the Microsoft Office suite in a law environment.

There are four other required courses, to wit, PLEG 105, 201, 202, and 207 (Introduction to Legal Writing, Civil Litigation I and Civil Litigation II, and Computer-assisted Legal Research). The remaining units required for a degree or a certificate (see below for a further explanation of how many) are electives and can be chosen based on a student's subject interest. All classes offered in the program can be found in the catalog referenced above. Any student who has already completed paralegal classes at another institution needs to be aware only six units may be transferred into the program, and those six units must meet the following criteria:

1. Must be attained at an A.B.A.-approved school;

2. Must meet both the unit and content requirements of the course for which the student would like the units applied; and
3. Are not a required course in the Fullerton College Paralegal Studies Program as all required courses must be completed at Fullerton College.

As we are accredited by the American Bar Association (ABA), the requirements for the awarding of a degree or certificate are set by them. The Associate in Science degree requires the successful completion (a C or better in all courses) of 27 paralegal studies units (21 units of required courses discussed above and 6 units of electives). Additionally, the student must complete all required general education classes as set forth by the ABA and the College.

If a student already has an associate degree or higher they are eligible to achieve a Certificate after the successful completion of 30 units of Paralegal Studies courses (the same 21 required units, plus 9 elective units). Students who only have an associate degree should contact Olivia Barajas in the Counseling Office to set up an appointment to have their general education classes evaluated. The ABA does not accept all general education classes the College accepts for the associate degree. In rare cases, students may have to take additional general education classes to satisfy the general education requirements approved by the ABA.

If a student attends classes full-time, the associate degree can be completed in two years and the certificate can be completed in a year and a half. The vast majority of our classes are offered evenings and Saturdays. Other information on the program can be obtained via the Counseling Office, reviewing the College Catalog, or attending one of the informational meetings that are offered during the Fall and Spring semesters. Please check the appropriate class schedule for times, dates, fees, and locations.

PLEASE NOTE: THE FULLERTON COLLEGE ABA-APPROVED PARALEGAL STUDIES PROGRAM DOES NOT PREPARE STUDENTS FOR THE PRACTICE OF LAW. UNDER CALIFORNIA'S BUSINESS AND PROFESSIONS CODE, SECTION 6450, A PARALEGAL MAY NOT MARKET HIS OR HER SERVICES TO THE PUBLIC, BUT MUST WORK UNDER THE DIRECT SUPERVISION OF AN ATTORNEY LICENSED TO PRACTICE LAW.

FULLERTON COLLEGE 2018 – 2019			
Courses Accepted by ABA for Paralegal General Education			
ASSOCIATE IN SCIENCE DEGREE GENERAL EDUCATION			
Twenty-four (24) units total minimum requirement – Three (3) units in each of the following eight (8) sub-categories			
Complete all courses with a grade of “C” or better			
NOTE: Courses in <i>Bold Italics</i> are new courses approved by the ABA.			
Legend: C = Completed; IP = In Progress; R = Remaining			
	C	IP	R
AREA A: LANGUAGE AND RATIONALITY (6 units)			
A1. - Written Communication (3 units): ENGL 100 F or 100HF			
A2. - Analytical Thinking (3 units): BUS 112 F ; COMM 100 F , 105 F , 120 F , 124 F , 135 F ; ENGL 103 F or 103HF , 104 F ; JOUR 110 F or 110HF ; MATH 120 F* or 120HF* ; PHIL 170 F , 172 F ; PSY 161 F* (<i>beg F 13</i>) or 161HF* ; READ 142 F ; SOSC 125 F ;			
AREA B: NATURAL SCIENCES AND MATHEMATICS (6 units)			
B1. - Physical Sciences and Life Sciences (3 units) <i>Physical Sciences:</i> CHEM 100 F , 101 F , 103 F , 107 F , 111AF , 111BF (<i>beg F 13</i>); ESC 100 F , 100LF , 102 F , 103 F , 104 F , 105 F , 106 F , 107 F , 110 F , 116 F , 116LF , 120 F , 130 F or 130HF , 190 F ; GEOG 102 F or 102HF ; PHYS 120 F , 130 F , 205 F , 206 F (<i>beg F 13</i>), 211 F (<i>beg F 13</i>), 221 F , 222 F (<i>beg F 13</i>), 223 F (<i>beg F 13</i>); TECH 088 F <i>Life Sciences:</i> ANAT 231 F (<i>beg F 12</i>), 240 F (<i>beg F 13</i>); ANTH 101 F or 101HF ; BIOL 100 F (<i>beg F 11</i>), 101 F or 101HF , 102 F , 104 F , 108 F (<i>beg F 11</i>), 109 F , 141 F , 170 F , 190 F , 222 F , 266 F (<i>beg F 11</i>), 268 F (<i>beg F 11</i>), 272 F (<i>beg F 11</i>), 274 F ; ENVS 105 F , 105LF , 106 F , 126 F ; HORT 152 F (<i>beg F 13</i>), 205 F (<i>beg F 13</i>), 207 F (<i>beg F 13</i>); MICR 220 F (<i>beg F 13</i>), 262 F (<i>beg F 13</i>); NUTR 210 F			
B2. - Mathematics (3 units): MATH 040 F , 041 F , 043 F or higher within the Math Division; PSY 161 F* (<i>beg F 13</i>) or 161HF*			
AREA C: ARTS AND HUMANITIES (6 units)			
C1. - Visual Arts, Music, Theatre and Dance (3 units) ART 110 F , 112 F , 113 F or 113HF , 114 F , 115 F , 116 F , 117 F (<i>beg F 13</i>), 212 F , 213 F ; CRTV 121 F , 126AF , 126BF ; DANC 101 F (<i>beg F 11</i>), 200 F , 210 F ; FASH 242 F , 244 F ; IDES 180 F ; MUS 113 F , 115 F , 116 F , 117 F , 118 F , 119 F ; PHOT 111 F (<i>beg F 09</i>); THEA 104 F , 105 F (<i>beg F 12</i>), 109 F			
C2. - Literature, Philosophy, Religion and Foreign Language (3 units) CDES 242 F ; ENGL 102 F or 102HF , 105 F , 203 F , 204 F , 207 F , 208 F , 210 F , 211 F or 211HF , 212 F or 212HF , 214 F , 221 F or 221HF , 222 F or 222HF , 224 F or 224HF , 225 F or 225HF , 234 F or 234HF , 239 F , 243 F or 243HF , 245 F , 246 F , 248 F , 249 F , 251 F , 254 F (<i>beg F 10</i>); ETHS 130 F* ; HIST 110 F* or 110HF , 111 F* or 111HF* , 112 F* or 112HF* , 113 F* or 113HF* , 154 F* , 170 F* or 170HF* , 171 F* or 171HF* , 270 F* ; PHIL 100 F or 100HF , 101 F , 105 F or 105HF , 135 F , 160 F , 195 F , 200 F (<i>beg F 11</i>), 201 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>), 210 F (<i>beg F 11</i>), 220 F , 225 F (<i>beg F 17</i>), 250 F (<i>beg F 11</i>), 270 F (<i>beg F 11</i>); Foreign Language 101 F or 101HF , 102 F or 102HF , 201 F , 203 F , 204 F , 205 F , 206 F , 207 F			
AREA D: SOCIAL AND BEHAVIORAL SCIENCES (6 units)			
D1. - Social, Political and Economic Institutions (3 units) ACCT 205 F ; ANTH 107 F or 107HF , 209 F , 211 F ; BUS 100 F , 131 F , 240 F or 240HF (<i>beg F 12</i>), 242 F , 245 F ; ECON 101 F or 101HF ; ETHS 101 F , 118 F (<i>beg F 13</i>), 129 F , 130 F* (<i>beg F 11</i>), 131 F , 150 F , 151 F , 152 F , 153 F or 153HF , 160 F (<i>beg F 13</i>), 170 F , 171 F ; GEOG 100 F or 100HF , 130 F , 262 F ; HIST 110 F* or 110HF* , 111 F* or 111HF* , 112 F* or 112HF* , 113 F* or 113HF* , 127 F , 151 F (<i>beg F 11</i>), 152 F (<i>beg F 11</i>), 154 F* , 160 F , 161 F , 165 F (<i>beg F 11</i>) or 165HF , 170 F or 170HF* , 171 F or 171HF* , 190 F , 191 F , 270 F* , 275 F (<i>beg F 11</i>); MKT 100 F ; POSC 100 F or 100HF , 110 F (<i>beg F 11</i>) or 110HF , 120 F , 150 F , 200 F , 215 F (<i>beg F 07</i>), 216 F , 220 F , 230 F (<i>beg F 07</i>), 275 F (<i>beg F 11</i>); SOC 201 F , 230 F or 230HF , 277 F or 277HF , 285 F , 290 F , 292 F			
D2. - Social Behavior and Self-Understanding (3 units) ANTH 102 F or 102HF , 103 F (<i>beg F 11</i>) or 103HF , 105 F , 231 F (<i>beg F 13</i>); BUS 181 F (<i>beg F 17</i>), 201 F ; CDES 120 F , 140 F , 201 F ; COUN 163 F ; GEOG 160 F ; JOUR 110 F (<i>beg F 13</i>); PE 248 F (<i>beg F 13</i>), 243 F , 244 F ; 250 F ; PSY 101 F or 101HF , 110 F , 120 F , 131 F , 139 F , 145 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>) or 202HF , 221 F , 222 F (<i>beg F 11</i>), 233 F , 251 F (<i>beg F 11</i>) or 251HF ; SOC 101 F or 101HF , 102 F , 225 F (<i>beg F 07</i>) or 225HF , 250 F , 275 F or 275HF ; WMNS 100 F or 100HF			
GRADUATION REQUIREMENT FOR ASSOCIATE IN SCIENCE DEGREE			
1. Completion of 27 units of specified course work in the major with a grade of “C” or better (see reverse side).			
2. Completion of 24 units of general education as shown above with a grade of “C” or better in all courses (note this is different from the standard AA/AS degree general education list for other majors at Fullerton College).			
3. Completion of one (1) unit of physical education activity ; or AJ 135 F or PE 243 F or PE 266 F or WELL 242 F . The exception for 21 year-olds no longer applies.			
4. Completion of the Multicultural requirement - this can also count as a GE course (see below).			
5. Completion of MATH 040 F or higher satisfies the Math graduation requirement.			
6. Completion of additional units will be needed to meet the total of at least 60 degree applicable units required for graduation. An overall GPA of 2.0 (or better) is required.			
MULTICULTURAL EDUCATION REQUIREMENT			
Every student must complete the Multicultural Education Requirement to graduate with an AS degree . Refer to the current college catalog for courses that meet this requirement. Note: You may use the same course to meet both the Multicultural and a general education requirement as long as the course is also on the above General Education list for the Paralegal AS degree. For example, SOC 101 F meets both the Multicultural and a GE requirement for D2.			
READING REQUIREMENT			
Test into READ 142 F on the Fullerton College placement test or a reading test approved by the Reading Department OR a passing grade in READ 096 F , READ 142 F , any course in IGETC/CSU Critical Thinking Category, ESL 185 F , or 189 F .			

*Courses can be used in only one area (A-D).

APPLIED MUSIC: Four-year colleges vary in the amount of applied music credit that may be applied to the Baccalaureate degree. Students are cautioned to check the catalog of the college they plan to attend for its specific statement on the amount of applied music credit that will count toward the degree.

NUTRITION

(see Foods and Nutrition)

PARALEGAL STUDIES

The Fullerton College’s Paralegal Studies Program approved by the American Bar Association (ABA) offers an Associate in Science Degree and a Certificate to qualified students. The goal of the program is to educate students to become paralegals who perform effectively in a variety of legal settings and adapt to changes in the ever-evolving field of law. This program prepares the student for a career as a paralegal working under the supervision of an attorney in either the public or private sector.

The objectives of the program are as follows:

- To maintain a program that is dedicated to quality education and occupational competency for the paralegal student in the field of law;
- To ensure that students receive specific instruction and training in the skills necessary to succeed in any legal environment;
- To offer an ever-expanding curriculum which provides not only a broad understanding of the substantive law, but demonstrates and teaches the practical application of this knowledge in today’s legal environment;
- To stress the importance of upholding the general principles of ethics, professional responsibility, and the prohibitions against the unauthorized practice of law;
- To periodically review and revise the curriculum in response to the recommendations of the Fullerton College Paralegal Studies’ Advisory Committee, the demands of the legal community and the American Bar Association, as well as statutory provisions contained within California’s Business and Professions Code;
- To provide the student with the opportunity to apply the skills and knowledge taught in the program by offering the student the ability to enroll and participate in an internship, thereby providing the student with a modicum of legal experience before entering the job market.

Students who wish to transfer course work into the Fullerton College Paralegal Studies Program from another ABA-approved program will be able to transfer in no more than six (6) units of legal specialty classes provided the course is the same as a course offered at Fullerton College and awards exactly the same amount of units. Students who wish to attain an Associate in Science Degree or a Certificate from Fullerton College’s Paralegal Studies Program must complete the 24 units of required courses for the major at Fullerton College.

Paralegal Studies Associate in Science Degree

PROGRAM CODE: 2S08434

The **Paralegal Studies Associate in Science Degree** is designed to prepare students for employment in a paraprofessional capacity as an assistant to an attorney in private practice, in a governmental agency, or in private industry. Paralegals may perform many tasks under the supervision of a licensed attorney including preparation of forms and pleadings, interviewing of clients, researching and writing legal documents, managing a law office, and preparing word processing forms and documents. This program is not intended to prepare students for the practice of law. The Paralegal studies program is approved by the American Bar Association (ABA). This degree requires 27 units, of which 21 are in required courses; an additional 6 units must be chosen from the restrictive electives listed below. A minimum grade of C is required in each course taken.

- Program Level Student Learning Outcomes**
- Outcome 1:** Demonstrate ethical requirements required of a paralegal as required by state law and apply rules of professional conduct to resolve any issues.
- Outcome 2:** Research and perform substantive legal work under the direct supervision of an attorney in any legal environment in any state in the United States.
- Outcome 3:** Differentiate and describe the organization and function of the United States’ Judicial, Executive and Legislative branches of government.
- Outcome 4:** Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people from every socioeconomic level.
- Outcome 5:** Use computers and other technology for document production, law office management, trial preparation, and other tasks performed by paralegals.

Required Courses: (21 units)		Units
PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 105 F	Introduction to Legal Writing	3
PLEG 116 F	Computers in the Law Office	3
PLEG 201 F	Civil Litigation I	3
PLEG 202 F	Civil Litigation II	3
PLEG 207 F	Computer Assisted Legal Research	3

Restricted Electives: (6 units)

PLEG 090 F	Contemporary Issues in the Law	1-3
PLEG 203 F	Personal Injury	3
PLEG 204 F	Family Law	3
PLEG 205 F	Probate, Wills and Trusts	3
PLEG 206 F	Bankruptcy Law and Procedure	3
PLEG 208 F	Workers' Compensation Law	3
PLEG 209 F	Criminal Law and Procedures	3
PLEG 210 F	Paralegal Internship	2-4
PLEG 211 F	Real Property Law and Procedures	3
PLEG 212 F	Medical Records Review	2
PLEG 213 F	Employment and Labor Law	3
PLEG 214 F	Contract Law and Procedure	3
PLEG 215 F	Discovery in Electronic Age	3
PLEG 216 F	Computers in the Law Office II	3
PLEG 217 F	Immigration Law	3
PLEG 218 F	Entertainment and Sports Law	3
PLEG 219 F	Intellectual Property	3
PLEG 220 F	Elder Law	3
PLEG 221 F	Ethics for Paralegals	2
PLEG 225 F	Law Office Management	3
PLEG 223 F	Advanced Legal Research and Writing	3
PLEG 226 F	Constitutional Law	3
PLEG 227 F	International Law	3
Total Units		27

Paralegal Studies Certificate

PROGRAM CODE: 2C21275

The **Paralegal Studies Certificate** may be awarded to those students completing the required coursework, and that have an Associate in Science Degree, an Associate of Arts Degree, a Bachelor's or higher degree from a regionally accredited college or university. All students with an Associate degree must have their transcripts evaluated for General Education requirements as listed in the General Education requirements for the Associate in Science degree in Paralegal Studies. The Paralegal Studies Program is approved by the American Bar Association (ABA). This certificate requires the completion of 30 units of which 21 are in required courses. An additional 9 units must be chosen from the restricted electives listed below. A minimum grade of C is required in each course taken. At least one-half of the units toward the certificate must be completed at Fullerton College.

Units**Program Level Student Learning Outcomes**

Outcome 1: Demonstrate ethical requirements required of a paralegal as required by state law and apply rules of professional conduct to resolve any issues.

Outcome 2: Research and perform substantive legal work under the direct supervision of an attorney in any legal environment in any state in the United States.

Outcome 3: Differentiate and describe the organization and function of the United States' Judicial, Executive and Legislative branches of government.

Outcome 4: Demonstrate sensitivity through adaptability and flexibility in working with a diverse group of people from every socioeconomic level.

Outcome 5: Use computers and other technology for document production, law office management, trial preparation, and other tasks performed by paralegals.

Required Courses: (21 units)

	Units
PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Introduction to Legal Research and Terminology	3
PLEG 105 F Introduction to Legal Writing	3
PLEG 116 F Computers in the Law Office	3
PLEG 201 F Civil Litigation I	3
PLEG 202 F Civil Litigation II	3
PLEG 207 F Computer Assisted Legal Research	3

Restricted Electives: (9 units)

	Units
PLEG 090 F Contemporary Issues in the Law	1-3
PLEG 203 F Personal Injury	3
PLEG 204 F Family Law	3
PLEG 205 F Probate, Wills and Trusts	3
PLEG 206 F Bankruptcy Law and Procedure	3
PLEG 208 F Workers' Compensation Law	3
PLEG 209 F Criminal Law and Procedures	3
PLEG 210 F Paralegal Internship	2-4
PLEG 211 F Real Property Law and Procedures	3
PLEG 212 F Medical Records Review	2
PLEG 213 F Employment and Labor Law	3
PLEG 214 F Contract Law and Procedure	3
PLEG 215 F Discovery in Electronic Age	3
PLEG 216 F Computers in the Law Office II	3
PLEG 217 F Immigration Law	3
PLEG 218 F Entertainment and Sports Law	3
PLEG 219 F Intellectual Property	3
PLEG 220 F Elder Law	3
PLEG 221 F Ethics for Paralegals	2
PLEG 225 F Law Office Management	3
PLEG 223 F Advanced Legal Research and Writing	3
PLEG 226 F Constitutional Law	3
PLEG 227 F International Law	3

Total Units**30**

PARALEGAL STUDIES 2018 – 2019 **ASSOCIATE IN SCIENCE DEGREE** **FULLERTON COLLEGE**

PROGRAM CODE: 2S08434

This program is not intended to prepare students for the practice of law.

**** Program plan will depend on placement test results. This program could be adjusted. ****

PLEASE NOTE: Students commencing their education at Fullerton College with or after Fall 2011 are required to take PLEG 207 F and PLEG 216 F. PLEG 207 F should be taken during the third or fourth semester and PLEG 216 F should be taken after a student's first year of study.

Additionally, 200-level required courses are not offered every semester.

DEGREE-ORIENTED PARALEGAL STUDENTS

FIRST SEMESTER

UNITS

PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Introduction to Legal Research and Terminology	3
ENGL 100 F College Writing	4
Beginning Computer (if necessary)	3
Area B1 (Physical Sciences and Life Sciences)	3-4
Area C1 (Visual Arts, Music, Theatre, and Dance)	3

Total: 19-20

SECOND SEMESTER

UNITS

PLEG 105 F Introduction to Legal Writing (1)	3
PLEG 116 F Computers in the Law Office	3
Area A2 (Analytical Thinking)	3
Area D1 (Social, Political and Economic Institutions)	3
MATH 40 F Intermediate Algebra	4

Total: 16

THIRD SEMESTER

UNITS

PLEG 201 F Civil Litigation I (2)	3
PLEG 207 F* Computer-Assisted Legal Research (if offered) (2)	3
PLEG 216 F Computers in Law Office II (if offered)	3
Area C2 (Literature, Philosophy, Religion, and Foreign Language)	3-5

* All 200 F level classes (except PLEG 216 F, PLEG 218 F, PLEG 221 F & PLEG 225 F) require the successful completion of PLEG 101 F & 104 F. PLEG 105 F requires a minimum completion of PLEG 101 F, 104 F, & ENGL 100 F before a student is allowed to register.

Please Note: PLEG 210 F and PLEG 223 F have additional requirements.

Total: 12-14

FOURTH SEMESTER

UNITS

PLEG 202 F Civil Litigation II (3)	3
P.E. Activity	1
3 Units of Paralegal Restrictive Electives	3
Area D2 (Social Behavior and Self-Understanding)	3
Optional: Students are encouraged to take 1-4 units of PLEG 210 F (Internship Course)	

Total: 10 or 11-14

- (1) Upon successful completion of prerequisites: ENGL 100 F, PLEG 101 F, & PLEG 104 F.
- (2) Upon successful completion of prerequisites: PLEG 101 F and PLEG 104 F with a grade of 'C' or better.
- (3) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F and PLEG 201 F.

In choosing General Education courses, make sure one course meets the Multicultural Requirement.

Note: Students must have a minimum of 27 Paralegal Studies units for the degree.

PARALEGAL STUDIES 2018 – 2019 CERTIFICATE PROGRAM FULLERTON COLLEGE

PROGRAM CODE: 2C21275

This program is not intended to prepare students for the practice of law.

** Program plan will depend on placement test results. This program could be adjusted. **

PLEASE NOTE: Students commencing their education at Fullerton College with or after Fall 2011 are required to take PLEG 207 and PLEG 216. PLEG 207 should be taken during the third or fourth semester and PLEG 216 should be taken after a student's first year of study.

Additionally, 200-level courses are not offered every semester.

While some students are able to complete the program in three semesters, instead of four, it is recommended that this sequencing plan be followed to ensure student comprehension of difficult legal concepts as well as employability in the legal industry.

CERTIFICATE-ORIENTED PARALEGAL STUDENTS

FIRST SEMESTER	UNITS
PLEG 101 F Introduction to Paralegal Studies	3
PLEG 104 F Introduction to Legal Research and Terminology	3
ENGL 100 F College Writing	4
Beginning Computer (if necessary)	3
Total:	13
SECOND SEMESTER	UNITS
PLEG 105 F Introduction to Legal Writing (1)	3
PLEG 116 F Computers in the Law Office	3
Total:	6
THIRD SEMESTER	UNITS
PLEG 201 F Civil Litigation I (2)	3
PLEG 207 F* Computer-Assisted Legal Research (if offered) (2)	3
PLEG 216 F Computers in the Law Office II (if offered)	3
3 Units of Paralegal Restrictive Electives (090 F & 200 F* level courses)	3
Total:	12
FOURTH SEMESTER	UNITS
PLEG 202 F Civil Litigation II (3)	3
3 Units of Paralegal Restrictive Electives (090 F & 200 F* level courses)	3
Optional: Students are encouraged to take 1-4 units of PLEG 210 F (Internship Course)	
Total:	6

* All 200 F level classes (except PLEG 216 F, PLEG 218 F, PLEG 221 F and PLEG 225 F) require the successful completion of PLEG 101 F and 104 F. PLEG 105 F requires a minimum completion of PLEG 101 F, 104 F, and ENGL 100 F before a student is allowed to register.

Please Note: PLEG 210 F and PLEG 223 F have additional requirements.

- (1) Upon successful completion of prerequisites: ENGL 100 F, PLEG 101 F, & PLEG 104 F.
- (2) Upon successful completion of prerequisites: PLEG 101 F and PLEG 104 F with a grade of a "C" or better
- (3) Upon successful completion of prerequisites: PLEG 101 F, PLEG 104 F and PLEG 201 F.

NOTE: Students must have a minimum of 30 Paralegal Studies units for the certificate.

MUSA 271 F Advanced Percussion II**1 Unit**

Prerequisite: MUSA 173 F with a grade of C or better or pass a basic entrance audition establishing elementary sight-reading skills.

18 hours lecture and 18 hours lab per term. Students will learn advanced drum set techniques through lecture, demonstration, text, audio and video recordings and class participation. The instructor will give group and individual instruction and present an overview of Jazz, Rock, Latin, and Pop drumming styles and their many subcategories. Students should be prepared to practice one half hour per day, outside of class. (CSU) (UC) (Degree Credit)

MUSA 290 F Advanced Vocal Jazz Styling and Improvisation I**1 Unit**

Prerequisite: MUSA 192 F with a grade of C or better or Audition.

18 hours lecture and 18 hours lab plus 4 hours arranged time in private coaching lessons per term. This course is designed to give vocal students advanced training in jazz styling techniques, improvisation, and lead sheet writing on the latest notation computer software. Students will begin to compile a personal working songbook. Students are required to spend no less than 30 minutes per week in the practice rooms and/or listening library in addition to class time. (CSU) (UC) (Degree Credit)

MUSA 291 F Advanced Vocal Jazz Styling and Improvisation II**1 Unit**

Prerequisite: MUSA 290 F with a grade of C or better.

18 hours lecture and 18 hours lab plus 4 hours arranged time in private coaching lessons per term. This course is designed to give vocal students advanced training in jazz styling techniques, improvisation, and fundamentals of arranging on the latest notation computer software. Students will add to their personal working songbook and begin to compile a promotional packet. Students are required to spend no less than 30 minutes per week in the practice rooms and/or listening library in addition to class time. (CSU) (UC) (Degree Credit)

MUSA 292 F Advanced Vocal Jazz Styling and Improvisation III**1 Unit**

Prerequisite: MUSA 291 F with a grade of C or better.

18 hours lecture and 18 hours lab plus 4 hours private coaching time per term. This course is designed to give vocal students advanced training in jazz styling techniques, improvisation, and beginning arranging on the latest notation computer software. Students will continue building their personal working songbook and begin to compile a promotional packet. Students are required to spend no less than 30 minutes per week in the practice rooms and/or listening library in addition to class time. (CSU) (UC) (Degree Credit)

MUSA 293 F Advanced Vocal Jazz Styling and Improvisation IV**1 Unit**

Prerequisite: MUSA 292 F with a grade of C or better.

18 hours lecture and 18 hours lab and 4 hours in private coaching lessons per term. This course is designed to give vocal students advanced training in jazz styling techniques, improvisation, and intermediate arranging on the latest notation computer software. Students will complete their personal working songbook and promotional packet for professional use. Students are required to spend no less than 30 minutes per week in the practice rooms and/or listening library in addition to class time. (CSU) (UC) (Degree Credit)

Paralegal Studies (PLEG)**Business and Computer Information Systems Division**

Office: Bldg 300 - 714.992.7032

Dean: Douglas Benoit

Website: buscis.fullcoll.edu

Paralegal Studies Courses**PLEG 090 F Contemporary Issues in the Law****1 to 3 Units**

18 hours lecture and 54 hours lab per term. This course offers timely and contemporary law-related topics designed to enhance job skills, expand the students' knowledge of the legal environment, and increase employment opportunities. Unit credit may range from one to three units in any given semester. Consult the class schedule to verify specific topic area and credit offered in a particular semester. (Degree Credit)

PLEG 101 F Introduction to Paralegal Studies**3 Units**

54 hours lecture per term. This course is a practical introduction for those seeking a career as a paralegal. Topics include an overview of the law and our court system, the fundamentals of legal research and writing, an introduction to the use of computers in a law office, professional ethics, and the role of the paralegal in the modern law office. (CSU) (Degree Credit)

PLEG 104 F Introduction to Legal Research and Terminology**3 Units**

54 hours lecture per term. This course is an introduction to the terminology unique to the practice of law and the legal environment, and to the techniques and procedures utilized in conducting effective legal research. Topics include an overview of the legal system, legal terminology for all major areas of law, understanding the purpose and function of primary and secondary authority, basics of legal research, and techniques for updating the law. (CSU) (Degree Credit)

PLEG 105 F Introduction to Legal Writing 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F and ENGL 100 F or ENGL 100HF, with a grade of C or better.

54 hours lecture per term. This course is an introduction to the practical writing skills and necessary analytical skills required in the law office. Topics include analysis of cases, analysis of statutes and administrative regulations, drafting and generating objective documents used in the legal environment, and generating and drafting persuasive documents submitted by attorneys to the trial and appellate courts. (CSU) (Degree Credit)

PLEG 116 F Computers in the Law Office 3 Units

54 hours lecture and 18 hours lab per term. This course acquaints the student with the computer basics and the popular Microsoft Office Suite in use in legal offices. Students will learn Microsoft Office components including Word, Excel, Access, PowerPoint and Outlook, and the Windows operating system as they are used in the day-to-day life of paralegals. (CSU) (Degree Credit)

PLEG 201 F Civil Litigation I 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course examines civil court procedures before trial and is designed to provide expertise in drafting legal documents from the inception of the civil action through the pleading stage. Topics include parties to the action, jurisdiction and venue, the summons, defaults, pleadings, and attacking the pleadings. Students are also introduced to the law of evidence. (CSU) (Degree Credit)

PLEG 202 F Civil Litigation II 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F and PLEG 201 F, with a grade of C or better.

54 hours lecture per term. This course continues the study of civil procedures from pretrial through trial, appeals, and collection, emphasizing the drafting of discovery documents. Students gain practical experience in all stages of a civil case. (CSU) (Degree Credit)

PLEG 203 F Personal Injury 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course will examine those topics that are important in a personal injury practice, including pre-litigation investigation, employment of experts, evaluation of damages, settlements, arbitration, and preparing for trial. (CSU) (Degree Credit)

PLEG 204 F Family Law 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of family law practice. Students become familiar with family law forms and the preparation of various family law matters. Topics include the initial client interview, preparing pleadings, child and spousal support, custody and visitation, marital property rights and obligations, trial preparation, enforcement procedures, and post-judgment modifications. (CSU) (Degree Credit)

PLEG 205 F Probate, Wills and Trusts 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of estate planning and probate practice. Through drafting simple wills and trusts and by lecture, students will become familiar with the specialized documents and procedures of probate practice. (CSU) (Degree Credit)

PLEG 206 F Bankruptcy Law and Procedure 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of bankruptcy law and practice. Students will become familiar with bankruptcy forms and the federal bankruptcy courts. Topics include: the role of the paralegal in bankruptcy, bankruptcy and research, Chapters 7, 11, 12, and 13 of the bankruptcy code, and examining bankruptcy cases. (CSU) (Degree Credit)

PLEG 207 F Computer-Assisted Legal Research 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides the student with an opportunity to explore and master legal research databases available through on-line and Internet services. In particular, this course will emphasize LEXIS/Westlaw on-line service, Internet accessibility to law libraries, and the use of CD ROM technology in conducting legal research. (CSU) (Degree Credit)

PLEG 208 F Workers' Compensation Law 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of Workers' Compensation practice. Students become familiar with Workers' Compensation forms and the preparation of various Workers' Compensation matters. Topics include a study of the Workers' Compensation system, client interview, initiating benefits to the injured worker, discovery proceedings, vocational rehabilitation, trial preparation, appellate procedure and professional ethics. (CSU) (Degree Credit)

PLEG 209 F Criminal Law and Procedure 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of criminal law and practice. Students will become familiar with the substantive and procedural aspects of criminal proceedings in both state and federal courts. Topics include: the role of the paralegal in prosecution and defense of criminal defendants, researching and drafting criminal court documents, constitutional ramifications in criminal courts, and sentencing procedures. (CSU) (Degree Credit)

PLEG 210 F Paralegal Internship 2 to 4 Units

Prerequisite: PLEG 101 F and PLEG 104 F and PLEG 105 F and PLEG 201 F and PLEG 202 F, with a grade of C or better.

18 hours lecture and 60-180 hours of unpaid employment or volunteer work per term in a legal office. Each 60 hours per term of unpaid supervised employment is required for one unit of credit. This course provides vocational learning opportunities for a student through employment in a law office. (CSU) (Degree Credit)

PLEG 211 F Real Property Law and Procedure 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of the law of real property and practice. Students will become familiar with the substantive and procedural aspects of real property law and the transactional requirements of conveyance. Topics include: the role of the paralegal in real estate practice, the appraisal and financing of real estate; researching and drafting real estate litigation and transactional documents, including but not limited to escrow instructions; sale, purchase and exchange agreements, deeds, deeds of trust, promissory notes, leases, and other instruments. (CSU) (Degree Credit)

PLEG 212 F Medical Records Review 2 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

36 hours lecture per term. This course provides an overview of analyzing medical records. Students will be instructed on how to interpret, analyze, and organize complex information found in medical records. The legal implications of medical records for the medical profession will be analyzed as they relate to litigation. (CSU) (Degree Credit)

PLEG 213 F Employment and Labor Law 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides students with an overview of the legal relationship between employer and employee and a basic understanding of employment and labor related law and its impact on the employer/employee relationship. The student will study both federal and state laws applicable to the employer/employee relationship. Areas covered include the basis for the employer/employee relationship, pre-employment concerns, legal aspects of the employment relationship, discrimination issues, discrimination actions, termination of the employer/employee relationship, the collective bargaining process, employee unions, union certification and de-certification and ethical issues. (CSU) (Degree Credit)

PLEG 214 F Contract Law and Procedure 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of the law of contracts and contract law practice and procedure. Students will become familiar with the substantive and procedural aspects of the law relating to contracts and the transactional requirements for the creation, administration, modification, and termination of contracts. (CSU) (Degree Credit)

PLEG 215 F Discovery in Electronic Age 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides students with an overview of managing document production and organization during litigation. The student will learn how to handle a client's documents, obtain documents from opposing parties and non-parties, index and organize documents as they are received, utilize computer-assisted litigation support programs and use documents at trial. (CSU) (Degree Credit)

PLEG 216 F Computers in the Law Office II 3 Units

54 hours lecture per term. This course acquaints the student with the computer basics and application software that is unique to the legal environment and utilized by legal personnel. Students will be exposed to an array of legal software programs that maximizes efficiency in the legal community. Types of programs reviewed include, but are not limited to, programs for document preparation, case management, docketing, retrieval, billing and calendaring system. (CSU) (Degree Credit)

PLEG 217 F Immigration Law 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course is a practical examination of the immigration and nationality laws of the United States involving a history of immigration migration, the evolution of the country's policies toward aliens and the interplay of the administrative agencies involved in the administration and enforcement of those laws: Justice Department, Labor Department, State Department and Homeland Security. Subjects will include applying for residence and work visas, attaining citizenship, granting of asylum and avoiding deportation and related proceedings. (CSU) (Degree Credit)

PLEG 218 F Entertainment and Sports Law 3 Units

54 hours lecture per term. This course is a practical examination of the field of entertainment and sports law in the United States. Students will examine these unique industries from a legal standpoint. Emphasis will be placed on understanding the interrelationships among the various occupations inherent in the business of entertainment and sports. Students will be exposed to contracts that govern both industries and will learn how to draft, interpret and litigate those contracts. (CSU) (Degree Credit)

PLEG 219 F Intellectual Property 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course is a practical examination of the law of intellectual property, namely, trademarks, copyrights, patents and trade secrets. The methods by which each is created, procedures to register or protect each, duration of rights, protection from infringement, and new and international developments for each of these fields of intellectual property is explored. (CSU) (Degree Credit)

PLEG 220 F Elder Law 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course examines issues regarding law and procedure for the aging population; financial planning covering advanced directives, wills, power of attorney, trusts; interviewing; patient's rights in healthcare decisions; entitlement programs; managed care; social security and elder abuse. (CSU) (Degree Credit)

PLEG 221 F Ethics for Paralegals 2 Units
(formerly PLEG 090FF)

36 hours lecture per term. This course is designed to acquaint the student with the rules of professional conduct and ethical requirements for a paralegal in today's legal environment. California State Rules, the A.B.A. Model Rules and Codes, and the N.F.P.A./N.A.L.A. Codes of Ethics will be explored. Students will examine such issues as attorney supervision of paralegals, unauthorized practice of law, confidentiality, conflicts of interest, advertising and solicitation, attorneys' fees and fiduciary duties, competence, malpractice, and ethical conduct issues in litigation. (CSU) (Degree Credit)

PLEG 223 F Advanced Legal Research and Writing 3 Units

Prerequisite: PLEG 101 F and PLEG 104 F and PLEG 105 F, with a grade of C or better.

54 hours lecture per term. This course is an advanced practical writing skills course. Topics include drafting and generating persuasive documents, specifically motions, writs, and trial/appellate briefs. (CSU) (Degree Credit)

PLEG 225 F Law Office Management 3 Units

54 hours lecture per term. This course is an introduction to the role of the paralegal in law office management. Topics include: the managerial challenges in the legal environment; historical development of law firm management; the four principal managerial activities and roles of the office administrator; comprehensive understanding of financial resources, human resources, and supervision unique to the legal environment. (CSU) (Degree Credit)

PLEG 226 F Constitutional Law 3 Units

54 hours lecture per term. This course provides an overview of the United States Constitution including a focus on the powers and limitations granted by Articles I, II, III, and the individual rights protected in the Bill of Rights. (CSU) (Degree Credit)

PLEG 227 F International Law 3 Units

54 hours lecture per term. This course provides an overview of the sources of public and private international laws. Topics include what constitutes international law: various treaties, the laws and regulations of the European Union, the ICJ and ICC, NAFTA, the role of the United Nations and other current events. This course fulfills the Multicultural Education Requirement for graduation. (CSU) (Degree Credit) MULT CULT REQ

Philosophy and Religious Studies (PHIL)

Social Sciences Division

Office: Bldg 1400, Room 1415 - 714.992.7047

Dean: Jorge Gamboa

Website: <http://socsci.fullcoll.edu/>

Philosophy and Religious Studies Courses

PHIL 100 F Introduction to Philosophy 3 Units
(C-ID PHIL 100)

54 hours lecture per term. This course studies various viewpoints, problems, and issues regarding human nature, moral and religious understanding, knowledge of self and the world, and other selected topics. (CSU) (UC) (Degree Credit) AA GE, CSU GE, IGETC

PHIL 100HF Honors Introduction to Philosophy 3 Units
(C-ID PHIL 100)

54 hours lecture per term. This Honors-enhanced course studies various viewpoints, problems, and issues regarding human nature, moral and religious understanding, knowledge of self and the world, and other selected topics. This class will employ enhanced teaching methods such as a seminar approach, more research-based writing assignments, and assignments calling for a higher level of critical thinking. This course is only offered in the Spring term. (CSU) (UC) (Degree Credit) AA GE, CSU GE, IGETC

PHIL 101 F Introduction to Religious Studies 3 Units

54 hours lecture per term. This course is an introductory study of religion with emphasis on the origins and functions of religion, religious experience, and religious and theological modes of expression. Course content will be drawn from Eastern and Western traditions, ancient, medieval and modern times. (CSU) (UC) (Degree Credit) AA GE, CSU GE, IGETC

PHIL 105 F World Religions 3 Units

54 hours lecture per term. This course provides an overview of the world religions, with major emphasis upon Judaism, Christianity, Islam, Hinduism, and Buddhism. This course fulfills the Multicultural Education Requirement for graduation. (CSU) (UC) (Degree Credit) AA GE, CSU GE, IGETC, MULT CULT REQ

PHIL 105HF Honors World Religions 3 Units

54 hours lecture per term. This Honors-enhanced course provides an overview of the world religions, with major emphasis upon Judaism, Christianity, Islam, Hinduism and Buddhism. This course fulfills the Multicultural Education Requirement for graduation. This course is only offered in the Fall term. (CSU) (UC) (Degree Credit) AA GE, CSU GE, IGETC, MULT CULT REQ



PARALEGAL STUDIES

PARALEGAL STUDIES PROGRAM - PROJECTED COURSE ROTATION				
COURSE	TITLE	SPRING 2019	SUMMER 2019	FALL 2019
PLEG 090	Contemporary Issues in the Law			
PLEG 101	Introduction to Paralegal Studies	X	X	X
PLEG 104*	Introduction to Legal Research and Terminology	X		X
PLEG 105	Introduction to Legal Writing	X		X
PLEG 116*	Computers in the Law Office I	X		X
PLEG 201	Civil Litigation I			X
PLEG 202	Civil Litigation II	X		
PLEG 203	Personal Injury (Tort Law eff. Fall 2019)			
PLEG 204	Family Law	X		X
PLEG 205	Probate, Wills, and Trusts			
PLEG 206	Bankruptcy Law and Procedure			
PLEG 207*	Computer Assisted Legal Research	X	X	X
PLEG 208	Workers' Compensation Law			
PLEG 209	Criminal Law and Procedure		X	X
PLEG 210	Paralegal Internship	X		X
PLEG 211	Real Property Law and Procedure			X
PLEG 212	Medical Records Review (will no longer be offered eff. Fall 2019)			
PLEG 213	Employment and Labor Law			
PLEG 214	Contract Law and Procedure	X		
PLEG 215	Discovery in Electronic Age			
PLEG 216	Computers in the Law Office II	X		
PLEG 217	Immigration Law			X
PLEG 218	Entertainment and Sports Law	X		
PLEG 219	Intellectual Property			
PLEG 220	Elder Law			
PLEG 221	Ethics for Paralegals			
PLEG 223*	Advanced Legal Research and Writing			
PLEG 225	Law Office Management			
PLEG 226	Constitutional Law			X
PLEG 227	International Law			X

*NOTE: These courses have required purchases of computer access to third-party websites. Please inquire in the Division Office for details.

(eff. 01/2019) Please note course rotation is subject to change.



FULLERTON COLLEGE PARALEGAL STUDIES PROGRAM SUGGESTED RECOMMENDED COURSES BY LEGAL SPECIALTY

Listed below and categorized by legal specialties, are those courses that are suggested at a minimum for students wishing to pursue a paralegal career in a particular area of law or continue on to law school. Please note that these courses are suggested as providing the student with a well-rounded foundation for a particular legal specialty and are not required. All courses are recommended electives and are taken in addition to the required paralegal core courses. Students should plan their semesters carefully as not all classes listed below are offered every semester. Further, it is recommended that all students complete, if their schedule permits, PLEG 210 Internship (a course which provides the student with legal experience for course credit).

All courses listed in *italics* are courses that qualify for credit toward an Associate of Science Degree in Paralegal Studies **but do not** satisfy Paralegal Studies' Certificate unit requirements. Students who lack computer skills are strongly encouraged to take CIS 100: INTRODUCTION TO PERSONAL COMPUTERS. Students who have completed their English requirements but still feel their English skills are not as strong as they should be may wish to consider BUS 55: BUSINESS ENGLISH.

Personal Injury (Tort)/Civil Litigation:

PLEG 203: Personal Injury (Tort) Law
PLEG 209: Criminal Law & Procedure
PLEG 214: Contract Law & Procedure
PLEG 215: Discovery in Electronic Age

Criminal Law:

PLEG 203: Personal Injury/Tort Law
PLEG 204: Family Law
PLEG 209: Criminal Law & Procedure
PLEG 215: Discovery in Electronic Age
PLEG 226: Constitutional Law

Bankruptcy:

PLEG 204: Family Law
PLEG 205: Probate, Wills, and Trusts
PLEG 206: Bankruptcy Law & Procedure
PLEG 211: Real Property Law & Procedure

Family Law/Estate Planning:

PLEG 204: Family Law
PLEG 205: Probate, Wills, and Trusts
PLEG 211: Real Property Law & Procedure
PLEG 214: Contract Law & Procedure
PLEG 220: Elder Law

Corporate Law/Business Litigation/Workers' Comp:

PLEG 206: Bankruptcy Law & Procedure
PLEG 208: Workers' Compensation Law
PLEG 213: Employment and Labor Law
PLEG 214: Contract Law & Procedure
PLEG 219: Intellectual Property
BUS 240: Legal Environment of Business

Real Estate Law:

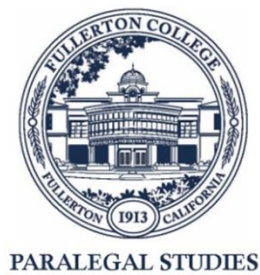
PLEG 205: Probate, Wills, and Trusts
PLEG 211: Real Property Law & Procedure
PLEG 214: Contract Law & Procedure
PLEG 220: Elder Law
RE 101: Principles of Real Estate

Transactional Law:

PLEG 205: Probate, Wills, and Trusts
PLEG 206: Bankruptcy Law & Procedure
PLEG 207: Computer Assisted Legal Research
PLEG 214: Contract Law & Procedure

Law School Track (1st year Prep)

PLEG 203: Personal Injury/Tort Law
PLEG 209: Criminal Law & Procedure
PLEG 211: Real Property Law & Procedure
PLEG 214: Contract Law & Procedure
BUS 241A: Business Law



FULLERTON COLLEGE PARALEGAL STUDIES PROGRAM INTERNSHIP GUIDELINES: ESTABLISHMENT OF JOB-RELATED PERFORMANCE OBJECTIVES

After the beginning of each semester, you are to establish three Job-Related Performance Objectives. These must include new or expanded responsibilities or learning opportunities.

These objectives should:

1. Relate specifically to your new expanded responsibilities/learning opportunities.
2. Be stated in terms of results you intend to achieve.
3. Be achievable within the semester
4. Be specific and measurable.

Your instructor will need your cooperation and assistance in carrying out his/her responsibility of determining your final grade. The grade for your Internship will be determined by the following criteria:

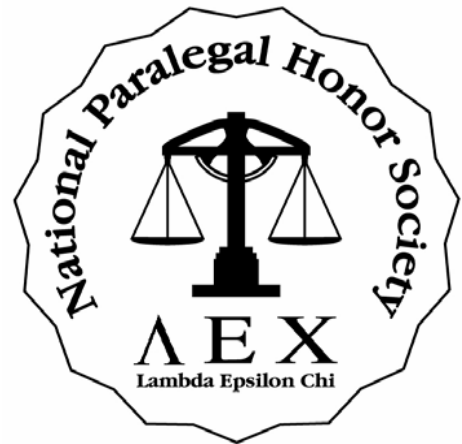
1. Your evaluation of your Job-Related Performance Objectives.
2. Your supervisor's evaluation of your Job-Related Objectives.
3. Your supervisor's evaluation of your overall performance on the job.
4. Your attendance at all Internship class sessions.
5. Your timely completion of necessary forms and reports.
6. Your completion of a minimum of 120 hours on the job.

CHANGE OF EMPLOYER AND/OR JOB ASSIGNMENT:

It is essential that the instructor has full and accurate information at all times as to your work assignment, supervisor, and employer. Please notify your instructor immediately if you make such a change in your objectives, leave your job for any reason or change supervisors.

REGULATIONS:

To participate in a worthwhile Internship program, it is necessary that you meet the hours and unit requirements as indicated in the College Catalog.



LAMBDA EPSILON CHI (LEX) National Honor Society in Paralegal Studies

Lambda Epsilon Chi (LEX) is a national honor society established to recognize students who demonstrate superior academic performance in an established program of paralegal and law-related studies. LEX derives from the Latin root meaning “pertaining to the law” or “legal.”

Students in the Fullerton College Paralegal Studies Program qualify for membership if they:

- Have completed two-thirds of their required coursework; and
- Have a cumulative G.P.A. of 3.25 in their required coursework.

Applications for consideration may be obtained in the Business & CIS Division Office in Room 310 or Call 714-992-7032.