

Paralegal Studies

A Program Approved by the American Bar Association

A paralegal is a highly trained lawyer's assistant and a valued member of the legal team. Although paralegals may not practice law independently, they are qualified to work in nearly every area of the legal profession under the supervision and direction of an attorney.

The Certificate Program

The Lehman College Certificate Program in Paralegal Studies is structured to ensure that each student receives the finest training to enter this well-paid profession.

Admission Policy

To apply for the Certificate Program you must submit:

- a completed Paralegal Studies Program Application form*;
- official college transcript(s) indicating a minimum of 30 college credits of which 18 credits must be liberal arts courses in at least 3 different disciplines such as social sciences, natural sciences, mathematics, humanities, foreign language and English; and
- a nonrefundable \$25 application fee.

These items should be sent to:

Paralegal Studies Program
Lehman College
Office of Continuing Education
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
Att.: Maryann Drago-Dowling

*For an application, please write to the address above or call (718) 960-8512.

Students may enroll in up to two courses with special permission from the program administrator without being admitted to the certificate program. However, additional courses are not counted toward fulfilling certificate requirements even if the student later applies and is admitted to the program.

Certificate of Completion

To earn a Certificate of Completion students must complete twelve legal specialty courses (eleven required and one elective) satisfactorily; attend a minimum of 80 percent of all class sessions; receive a grade of "C" or better in each course (Students receiving less than a "C" in a course may not register for additional courses until they repeat the course and earn a grade of "C" or better.); maintain an overall grade average of "B"; and submit evidence of having satisfactorily completed 45 credits of general education at an accredited college or other accredited institution for post-secondary education to fulfill the general education criteria of the American Bar Association.



Certificate requirements are those in effect at the time a student's application is accepted by the Director of Continuing Education.

Required Courses

PLS 80	The Role of the Legal Assistant
PLS 81	Legal Research
PLS 82	Civil Practice and Litigation
PLS 83	Criminal Law
PLS 84X	Family Law
PLS 84Y	Trusts and Estates
PLS 85	Business Law for Legal Assistants
PLS 86	Real Estate Law
PLS 87	Legal Writing
PLS 88	Legal Drafting
PLS 90	Law Office Management

Electives

PLS 91	Bankruptcy Law
PLS 92	Advanced Real Estate Law
PLS 93	Employee Benefits (ERISA)
PLS 94	Advanced Trusts and Estates
PLS 95	Immigration Law
PLS 96	Issues in Health Care Law
PLS 99	Microcomputer Applications in the Law Office

The Faculty

The members of our paralegal faculty are practicing legal assistants, experienced attorneys and distinguished judges teaching in their areas of specialization.

Tuition and Fees

Courses are individually priced and students pay tuition only for courses taken in a given semester. A registration fee of \$17 is charged once each semester. Total payment (tuition and registration fee) is due prior to the first day of class.

Prior to registering, all entering Paralegal Studies students are required to consult Mrs. Chelsea Campbell, Paralegal Studies Program Administrator, for advisement. Call (718) 960-8512 for an appointment. It is strongly recommended that this be done well in advance of the beginning of the semester.

**FREE CAREER SEMINAR
Paralegal Studies
Thursday, May 22, 7-8:30 p.m.
For information
call (718) 960-8512**

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Paralegal Studies

Paralegal Internship

PLS 98/\$225

A limited number of paralegal internships are available to provide students with practical and on-the-job experience in a legal setting. Interns are required to work at least one business day per week for a minimum of five months (168 hours), and they must report periodically to the Paralegal Studies Program administrator. Grading is Pass/Fail and depends on a satisfactory evaluation from the employer. The internship program is open only to students who have successfully completed all required courses or to program graduates. To apply for an internship, students must submit a recent resume, letters of recommendation from two paralegal instructors and a memorandum of law as a writing sample. In addition, all prospective interns must be interviewed by the administrator before registering. To schedule an interview call (718) 960-8512.

The Role of the Legal Assistant

PLS 80/\$270

This course presents a general introduction to the role of the working legal assistant. It includes a survey of the major areas of specialization within the paralegal field (litigation, trusts and estates, real estate and corporations) with emphasis on the type of work required for each specialization and the ethical obligations of the paralegal. (*This course is a prerequisite or corequisite for all courses in the Paralegal Program.*) 30 hours, 3 CEU

Tuesdays and Thursdays, June 17-July 17, 6:30-9:30 p.m., 10 sessions. Chelsea Campbell, J.D.

Civil Practice and Litigation

PLS 82/\$350

A course emphasizing the basis of most paralegals' careers including causes of action, choice of law, statutes of limitation, jurisdiction and venue, rules of civil procedure, service and filing of papers, preparation for trial, calendar watch, strategy, settlement discussions, trial practice, appeals, arbitration, analysis of summonses, complaints, subpoenas, injunctions, etc. (Prerequisites or corequisites: PLS 80, 81, 87.) 40 hours, 4 CEU

Mondays and Wednesdays, June 16-July 28, 6:30-9:35 p.m., 13 sessions. Ben R. Barbato, Esq., principal law clerk to Justice Lucindo Suarez, Supreme Court, Appellate Term.

PARALEGAL STUDENTS

Let the ADP (Adult Degree Program) help you fulfill the 45-credit ABA requirement for the Certificate of Completion. For information, see page 38.

ELECTIVE

Issues in Health Care Law

PLS 96/\$270

This course examines federal and state health law in relation to providers and consumers of health services and the application of legal doctrines in health care settings. Topics covered include negligence liability, malpractice, risk management, patient rights, health care proxies, and the obligations of hospitals and other health care providers. (Prerequisites: PLS 80, 81/87, 82, 83, 84X, 84Y, 85, 86.) 30 hours, 3 CEU

Tuesdays and Thursdays, June 17-July 17, 6:30-9:30 p.m., 10 sessions. MarieDenise Bayard, J.D.

Legal Secretary Studies

Experienced secretaries — acquire the technical skills and knowledge to climb the career ladder and qualify for a well-paid secretarial specialty. Legal secretaries are employed by law firms, the judicial system and the legal departments of many organizations.

To earn the Legal Secretary Studies Certificate, students must apply for the program (see page 5), complete three required courses with a grade of "C" or better and attend at least 80 percent of class meetings for each course.

Prerequisites: Ability to word process at a minimum speed of 60 words per minute and have 2 years secretarial experience.

Required Courses

- LES 52** Fundamentals of the Law for Legal Secretaries
- LES 63** Computer Applications and Machine Transcription for Legal Secretaries
- PLS 90** Law Office Management

The Legal Secretary Studies Program is offered in the fall and spring semesters. For information, please call Mrs. Chelsea Campbell, program coordinator, at (718) 960-8512.

Notary Public Exam Preparation (NTP 10) is highly recommended for all paralegal studies and legal secretary students. See page 25.