

2016-2017 Assessment Cycle
Assessment Plan

Mission Statement

Measures

Paralegal Outcome Set

Learning Outcome

Ethical considerations and human relations issues

Understand ethical considerations and human relations issues of a legal environment and use logic and Judgment. Appraise knowledge of law office protocol as prescribed by ethical code. Use logic and problem solving given office and legal scenarios.

▼ **Measure:** ALS...a certification for legal professionals
Program level; Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level; Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: Above State average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

Office Procedures and Legal Knowledge

1) Gauge ability to maintain office records and calendars and prioritize multiple tasks given real life scenarios.
2) Measure understanding of office equipment and procedures.
3) Assess understanding of legal terminology, legal complexities, and legal documents.

▼ **Measure:** ALS...a certification for legal professionals
Program level; Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level; Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: Above State average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

Written Communications

Demonstrate an ability to perform business communication tasks.

▼ **Measure:** ALS...a certification for legal professionals
Program level; Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level; Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: Above State average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

Computer literacy

Measure understanding of most commonly used office software, Microsoft Office.

▼ **Measure:** Microsoft Office Word certification
Program level; Direct - Exam

Details/Description: Measure understanding of most commonly used office software, Microsoft Office.

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2017

Key/Responsible Personnel: Mavis Pattee/Michael Haag

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