

## Assessment Plan Academic Year 2022-2023

### Paralegal

Academic year 2022-2023

Paralegal Learning Outcomes

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.

| MEASURES   | RESULTS                            | ACTIONS                            |
|--|------------------------------------|------------------------------------|
| <b>ALP</b><br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Direct - Exam (Course)<br><br><b>Target</b><br><br>50% of students will pass Part 3 of the ALP exam | <i>No results have been added.</i> | <i>No actions have been added.</i> |

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.

| MEASURES   | RESULTS                            | ACTIONS                            |
|--|------------------------------------|------------------------------------|
| <b>ALP</b><br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Direct - Exam (Course)<br><br><b>Target</b><br><br>50% of students will pass Part 2 of the ALP exam | <i>No results have been added.</i> | <i>No actions have been added.</i> |

Written Communications

Demonstrate an ability to perform business communication tasks.

| MEASURES   | RESULTS                            | ACTIONS                            |
|--|------------------------------------|------------------------------------|
| <b>ALP</b><br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Direct - Exam (Course)<br><br><b>Target</b><br><br>50% of students will pass Part 1 of the ALP exam | <i>No results have been added.</i> | <i>No actions have been added.</i> |

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## Microsoft Word Proficiency

Successful Completion of Microsoft Word.

| MEASURES   | RESULTS                            | ACTIONS                            |
|--|------------------------------------|------------------------------------|
| <b>Advanced Microsoft Word Techniques</b><br><br>Implementation Plan (timeline)<br>Fall<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Overall Course Grade<br><br><i>Advanced Microsoft Word Techniques: ADMN 2522</i><br><br><b>Target</b><br><br>All students receive a grade of "C" or better in course. | <i>No results have been added.</i> | <i>No actions have been added.</i> |

## Internship Supervisor's Report

Completed by employer supervisor at the conclusion of internship

| MEASURES   | RESULTS                            | ACTIONS                            |
|--|------------------------------------|------------------------------------|
| <b>Appearance</b><br><br>Attire, hygiene, conformity to dress<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a> | <i>No results have been added.</i> | <i>No actions have been added.</i> |
| <b>Attendance and Punctuality</b><br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a>                             | <i>No results have been added.</i> | <i>No actions have been added.</i> |
| <b>Commitment to Job</b><br><br>Demonstrates a consistent, dependable work effort and positive attitude<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b>   | <i>No results have been added.</i> | <i>No actions have been added.</i> |

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|---|-----------------------------|-----------------------------|
| Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a>  |                             |                             |
| <b>Social skills and communication</b><br><br>Interaction with others; ability to communicate effectively and accurately in both oral and written form<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a> | No results have been added. | No actions have been added. |
| <b>Organizational Skills and Initiative</b><br><br>Organized; able to prioritize; willingness to act independently in the absence of instruction<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a>       | No results have been added. | No actions have been added. |
| <b>Adaptability</b><br><br>Quickness and ease of adjustment to work environment<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a>  | No results have been added. | No actions have been added. |
| <b>Quantity</b><br><br>Amount of work produced<br><br>Implementation Plan (timeline)<br>Spring<br><br>Key/Responsible Personnel<br>Mavis Pattee<br><br>Indirect - Survey<br><br><b>Target</b><br><br>Mean score of 3.7<br><a href="#">Internship supervisor evaluations.pdf</a>   | No results have been added. | No actions have been added. |
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| <p><b>Cooperation</b></p> <p>Attitude towards work, coworkers, and business; effect on others</p> <p>Implementation Plan (timeline)</p> <p>Key/Responsible Personnel<br/>Mavis Pattee</p> <p>Indirect - Survey</p> <p><b>Target</b></p> <p>Mean score of 3.7</p> <p><a href="#">Internship supervisor evaluations.pdf</a></p>        |   |   |
| <p><b>Quality</b></p> <p>Accuracy, thoroughness, dependability of results</p> <p>Implementation Plan (timeline)<br/>Spring</p> <p>Key/Responsible Personnel<br/>Mavis Pattee</p> <p>Indirect - Survey</p> <p><b>Target</b></p> <p>Mean score of 3.7</p> <p><a href="#">Internship supervisor evaluations.pdf</a></p>                 | <p><i>No results have been added.</i></p> | <p><i>No actions have been added.</i></p> |
| <p><b>Knowledge of Work</b></p> <p>Base rating of employee's output of satisfactory work.</p> <p>Implementation Plan (timeline)<br/>Spring</p> <p>Key/Responsible Personnel<br/>Mavis Pattee</p> <p>Indirect - Survey</p> <p><b>Target</b></p> <p>Mean score of 3.7</p> <p><a href="#">Internship supervisor evaluations.pdf</a></p> | <p><i>No results have been added.</i></p> | <p><i>No actions have been added.</i></p> |