

Program Outcomes (PROGRAM level)

MCC Career and Technical Education (CTE) Program

Paralegal Practice

CTE or Occupational Program Outcome

1. Possess a broad knowledge of substantive and procedural law

Program Outcome Performance Indicator	Curriculum or Courses (Strategies)	Assessment Method(s)	Context for Assessment	Time of data collection	Assessment Coordinator	Evaluation of Results
Demonstrate knowledge of basic rules and legal principles that apply to the subject matter	PARA 126 PARA 173 PARA 175 PARA 181	Exams, Written Assignments, Class Presentations	PARA 126	Spring Semester	Paralegal Faculty	Paralegal Faculty
Identify and evaluate legal and factual issues	PARA 278 PARA 279 PARA 283	Exams, Written Assignments, Class Presentations	PARA 292	Fall Semester	Paralegal Faculty	Paralegal Faculty
Draft basic legal documents	ENGL 100 PARA 173 PARA 177 PARA 181 PARA 278 PARA 279 PARA 283	Exams, Written Assignments, Class Presentations	PARA 173 PARA 177	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty

Results _____ **(date)**

Actions _____ **(date)**

Second-Cycle Results _____ **(date)**

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2. Conduct efficient and productive legal research, investigation and analysis using current technology

Program Outcome Performance Indicator	Curriculum or Courses (Strategies)	Assessment Method(s)	Context for Assessment	Time of data collection	Assessment Coordinator	Evaluation of Results
Conduct research, locate, evaluate and apply sources of law using current technology	ENGL 101 CSIS 110 PARA 176 PARA 177 PARA 185	Exams, Written Assignments, Demonstrations, and Class Project	PARA 176	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty
Conduct basic interviews and investigations	SPDR 100 PARA 292	Exams, Classroom Demonstration	PARA 224	Rotate even years	Paralegal Faculty	Paralegal Faculty
Perform basic paralegal functions	PARA 290 PARA 292	Assignments, Final Report	PARA 290	Fall, Spring and Summer Semesters	Paralegal Faculty	Paralegal Faculty

Results _____ **(date)**

Actions _____ **(date)**

Second-Cycle Results _____ **(date)**

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3. Communicate clearly and cogently, orally and in writing, with attorneys, staff, clients and third parties.

Program Outcome Performance Indicator	Curriculum or Courses (Strategies)	Assessment Method(s)	Context for Assessment	Time of data collection	Assessment Coordinator	Evaluation of Results
Communicate clearly and effectively, orally and in writing	SPDR 100 PARA 100 PARA 177 PARA 290 PARA 292	Exams, Written Assignments, Class Presentations	PARA 100	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty
Draft basic legal documents	ENGL 100 PARA 173 PARA 177 PARA 181 PARA 278 PARA 279 PARA 283	Exams, Written Assignments	PARA 173	Spring Semester	Paralegal Faculty	Paralegal Faculty

Results _____ **(date)**

Actions _____ **(date)**

Second-Cycle Results _____ **(date)**

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4. Perform in a professional and ethical manner as a working paralegal and a productive member of the legal team.

Program Outcome Performance Indicator	Curriculum or Courses (Strategies)	Assessment Method(s)	Context for Assessment	Time of data collection	Assessment Coordinator	Evaluation of Results
Demonstrate knowledge of the basic ethical rules	PARA 185 PARA 290 PARA 292	Exams, Written Assignments, Oral Presentations	PARA 185	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty
Knowledge of the role of the paralegal and legal process	PARA 100 PARA 290	Exams, Written Assignment	PARA 290	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty
Operate efficiently and productively in the modern law office environment	SPDR 100 PARA 290 PARA 292 PARA 299	Supervisory Evaluation, Final Report and Exams	PARA 290 PARA 299	Fall and Spring Semesters	Paralegal Faculty	Paralegal Faculty

Results _____ **(date)**

Actions _____ **(date)**

Second-Cycle Results _____ **(date)**