

Program Handbook 2024 - 2025

PARALEGAL STUDIES



Last update: June 2024

The information on this version of the Paralegal Studies Program Handbook is subject to change without notice. This handbook is a program resource and not intended to contain all policies and regulations applicable to students.



Introduction

The purpose of this handbook is to inform and guide students on program specific requirements and expectations.

The Cuyahoga Community College Board of Trustees, Faculty and Administration reserve the right to change, at any time, without notice, graduation requirements, tuition, books, fees, curriculum, course structure and content, and such other matters within its control, including information set forth in this handbook.

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Section I – Welcome Letter

Welcome to Tri-C's Paralegal Studies Program! Congratulations on taking the first step toward your legal career. We are excited to assist and support you in reaching your educational goals as you make your way through the program. This handbook contains important information and resources to be aware of as you start your journey.

The Paralegal Studies faculty and adjuncts are experienced attorneys who not only bring their knowledge and expertise to the classroom, but are an integral part of your transformation into a legal professional. Throughout the Paralegal Studies Program, you will be introduced to a variety of areas of law and potential career paths. You will graduate from the program with a solid legal foundation and practical experience, supplemented by specialty legal education based on the electives you choose. Take advantage of the activities, events, and memberships available to you as a student.

A career in law is a rigorous, but rewarding, vocation. You will be challenged by your coursework and as a result, you will sharpen your communication skills, problem solving skills, and time management skills, to name a few. We are here to support and encourage you along the way - do not hesitate to reach out to us!

Best,
Candice Storey, J.D.
Program Director, Paralegal Studies



Section II – Program Description

1. Mission, Vision and Philosophy

The College Mission:

To provide high quality, accessible and affordable educational opportunities and services — including university transfer, technical and lifelong learning programs —that promote individual development and improve the overall quality of life in a multicultural community.

Vision

Cuyahoga Community College will be recognized as an exemplary teaching and learning community that fosters service and student success. The College will be a valued resource and leader in academic quality, cultural enrichment, and economic development characterized by continuous improvement, innovation, and community responsiveness.

Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

Paralegal Studies Program Mission:

The mission of Cuyahoga Community College's Paralegal Studies Program is to meet the paralegal needs of the legal community by educating and graduating ethical and competent paralegals, prepared to serve in diverse environments, and ready to adapt to the ever-changing legal landscape.

2. Program History

Tri-C's Paralegal Studies Program was first offered in 1991 and has been continuously approved by the American Bar Association (ABA) since 1994. Over 1,000 students have graduated from the Paralegal Studies Program, the majority of whom are working in Northeast Ohio. Our program is fortunate to be advised by a committee comprised of local attorneys, paralegals, administrators and community stakeholders, who bring a wealth of information and ideas to the table. Our program's excellent reputation is due to our commitment to high quality legal education and the success of our graduates.

3. Core Values

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

3354:1-42-01 College Policy on affirmative action, inclusive excellence, equal opportunity, discrimination, and harassment.

<http://www.tri-c.edu/policies-and-procedures/documents/3354-1-42-01-college-policy-on-affirmative-action-inclusive-excellence-equal-opportunity-discrimination-and-harassment.pdf>

4. Description of the Profession

As defined by the ABA, a paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Paralegals typically do the following:

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and letters
- Gather affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions
- Help lawyers prepare for hearings, trials, and corporate meetings.

Paralegals use technology and computer software for managing and organizing the increasing amount of documents and data collected during a case. Many paralegals use computer software to catalog documents, and to review documents for specific keywords or subjects. Because of these responsibilities, paralegals must be familiar with electronic database management and be current on the latest software used for electronic discovery. Electronic discovery refers to all electronic materials obtained by the parties during the litigation or investigation. These materials may be emails, data, documents, accounting databases, and websites.

Paralegals' specific duties often vary depending on the area of law in which they work. For more information, please see the Bureau of Labor Statistics, Occupational Outlook Handbook for Paralegals at <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-1>.

5. Professional Memberships

The following professional organizations are invaluable as you begin your legal career and beyond:

Cleveland Association of Paralegals (CAP)

CAP has been, and continues to be, instrumental in allowing paralegals to keep up to date with the rapid growth and technological changes in various legal sectors while advancing continuing education and the individual role of the paralegal in executing legal services.

<https://www.capohio.org/>

Cleveland Metropolitan Bar Association (CMBA)

The CMBA is a nonprofit professional organization dedicated to serving the needs of legal professionals in Greater Cleveland. A voluntary membership organization, our members include attorneys and judges, law students, paralegals, and other business professionals. Together, we serve as the collective voice of our legal profession, both bench and bar.

<https://www.clemetrobar.org/>

National Federation of Paralegal Associations (NFPA)

Founded in 1974, NFPA was the first national paralegal association. Created as a non-profit federation, NFPA is an issues-driven, policy-oriented professional association directed by its membership. It is comprised of more than 50 member associations and represents over 9,000 individual members reflecting a broad range of experience, education and diversity.

<https://www.paralegals.org/i4a/pages/index.cfm?pageid=1>

National Association of Legal Assistants (NALA)

The National Association of Legal Assistants (NALA) is the leading paralegal association in the U.S. Its mission is to provide continuing education and professional development to all paralegals. NALA provides current information about the profession, continuing education programs (publications, courses and webinars), networking opportunities, professional certification programs, occupational survey reports, and publications to help paralegals excel in the workplace. NALA is a non-profit organization, 501(c)(6), representing more than 18,000 paralegals, who are individual members or members of NALA affiliated associations.

<https://www.nala.org/>

*Tri-C's Paralegal Studies Program has an active membership with the ABA

<https://www.americanbar.org/groups/paralegals/> and the American Association for Paralegal Education

<https://www.aafpe.org/>.*

6. Program Faculty and Staff

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Section III – Program Expectations

1. Professional Standards

Please refer to the ABA Model Rules of Professional Conduct, which can be accessed at https://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/.

2. Code of Ethics

It is important to understand that paralegals cannot accept a case, set fees, give legal advice or represent a client in court. Paralegals may not provide legal services directly to the public, except as permitted by law.

A student enrolled in the Paralegal Studies Program is in the beginning phases of a career as a paralegal and should be aware of and adhere to the professional and ethical code of the paralegal profession. In addition to the Student Code of Conduct, students within the Paralegal Studies Program are also expected to follow the applicable code of ethics outlined by the Ohio Rules of Professional Conduct, <http://www.supremecourt.ohio.gov/LegalResources/Rules/ProfConduct/profConductRules.pdf>. Any students found to violate professional and ethical standards may be referred to the College's Student Code of Conduct.

3. Program Learning Outcomes

Upon completion of Cuyahoga Community College's Paralegal Studies Program, graduates should be able to:

Professionalism & Ethics: Act in accordance with the rules of professional conduct, attorney and paralegal ethical codes, and organizational policies which includes the adaptability and flexibility to work both independently and as an effective member of a legal team, as well as the ability to organize, prioritize, schedule and track assignments and appointments to meet deadlines.

Communication: Communicate appropriately and professionally, both verbally (including to prepare, conduct and summarize party, witness, and expert interviews to aid in case development) and in writing (including pleadings, contracts, discovery, briefs, motions, forms, etc.) to diverse audiences.

Legal Technology: Use the latest technology and software utilized by the legal community to ensure accurate billing and timekeeping, file and maintain case information, and efficiently prepare accurate legal documents and correspondence.

Critical Thinking, Analysis, & Problem Solving: Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney, while maintaining a client service orientation.

Legal Research: Demonstrate proficient research and investigative skills to analyze fact patterns and locate, apply, and properly cite law in both printed and online resources.

<http://catalog.tri-c.edu/programs/paralegal-studies-aab/>

<http://catalog.tri-c.edu/programs/paralegal-studies-post-degree-professional-certificate/>

4. Professional Attire Requirements

While there is no prescribed professional attire requirements for students attending classes during the program, students are expected to wear professional attire during the duration of their practicum experience. A suit should be worn to the initial interview/meeting, and firm/organization custom should be followed thereafter. Many legal employers adhere to a business casual dress code, but others may be more formal/conservative.

5. Student Code of Conduct

The College acknowledges the importance of an environment that is conducive to learning. The Student Conduct Code and Judicial System serves to provide such an atmosphere that is conducive to education growth and civility which fosters and protects the mission of the College. College Procedures on Student Conduct: [Student Conduct Code and Student Judicial System](#) , and [Student Judicial System](#).

6. Health and Physical Requirements

Not Applicable

For more information on health requirements for health programs, this link provides a guide and resources: [Health Careers and Nursing Immunization and Health Requirements](#).

Section IV – Academic Requirements and Progression

1. Degree Requirements

Associate of Applied Business in Paralegal Studies:

<http://catalog.tri-c.edu/programs/paralegal-studies-aab/#programsequencetext>

Post-Degree Professional Certificate in Paralegal Studies:

<http://catalog.tri-c.edu/programs/paralegal-studies-post-degree-professional-certificate/#programsequencetext>

2. Attendance

Students are expected to adhere to established College, program and course attendance guidelines:

[Student Rights and Responsibilities - Attendance](#)

Please keep in mind that the most successful students are typically those who regularly attend class and participate.

3. Absence Policy

Paralegal students are expected to inform their professor whenever illness or emergency necessitates an absence of class. Please refer to course syllabus for each instructor's policy.

4. Illness

Students should report an infectious disease, transmissible from person to person or by direct contact with an affected individual or the individual's discharges, or by indirect means. The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rules:

https://odh.ohio.gov/wps/wcm/connect/gov/84ffece4-16f1-4602-9b93-7ce4eeb34680/section-1-reporting.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00Q_O9DDDDM3000-84ffece4-16f1-4602-9b93-7ce4eeb34680-mtn9-.6

The Ohio Administrative Code (OAC) provides guidance through the Communicable Disease Rule. Diseases to report: <http://codes.ohio.gov/oac/3701-3-02v1>.

For a student who is infected with one of these illnesses and, if the illness occurs on campus, please use the Cuyahoga Community College Student Incident Report Form on Appendix II as well as immediately reporting the illness to the Program Director or Manager.

5. Scheduling

Suggested semester sequences can be found at <http://catalog.tri-c.edu/programs/paralegal-studies-post-degree-professional-certificate/#programsequencetext> and <http://catalog.tri-c.edu/programs/paralegal-studies-aab/#programsequencetext>.

The Program Director is available and welcomes the opportunity to meet with students for assistance with selecting courses.

Section V – Academic Status

The College procedure on Academic Status explains the college's academic probation and dismissal process, including the GPA requirements for each level of credit hours attempted. Good Academic Standing, Dean's List status, probation and dismissal are explained by opening the underlined links: [College Procedure on Academic Status](#). The Standards of Academic Progress information provides details on how financial aid is impacted based on grade point average and progress toward degree completion: [Satisfactory Academic Progress](#). Federal regulations require that students make measurable progress towards completion of their course of study in order to continue to remain eligible for federal aid. The College reviews the academic progress of all students and notifies students receiving federal financial aid each semester of their status.

1. Grading

The link to the [Procedure on Grading](#) explains the grades and awarding of credits, auditing of courses and pass/no pass use. At the program level, there are grading scales and/or rubrics that faculty provide to guide students on course grading.

2. Grade Point Average (GPA)

Students must earn a "B" or higher in PL-1001, Introduction to the Paralegal Profession, to be accepted into the Paralegal Studies Program. Students must maintain a 2.5 GPA in all general education courses in order to remain in good standing in the Paralegal Studies Program, and maintain a 2.75 GPA in all paralegal courses (post-degree professional certificate students take only paralegal courses).

3. Program Withdrawal, Probation, Dismissal, and Reinstatement

When considering withdrawing from a course, students should be mindful of the Course Withdrawal Dates. Depending on the date of withdrawal a student may forfeit refund and/or risk the possibility of receiving a failing grade. If a student encounters any extenuating issues that prevent the completion of a course or program, the student will need to follow withdrawal instructions from the program administrators.

Paralegal students who earn a "D" or "F" grade in any paralegal studies course are placed on probation from the program for the subsequent semester. The failed course must be re-taken the next time it is offered. Students on probation will be permitted one additional attempt to pass the course successfully. A second failure of the failed course, or failure to maintain a 2.75 GPA in paralegal studies courses in the next semester may result in the student being dismissed from the program. Students are required to maintain ethical and professional standards at all times, knowing that any violation of ethics or dishonest conduct may result in dismissal from the program; this includes the confidentiality requirement of the practicum. Students who have been dismissed from the program and wish to be reinstated must offer a compelling reason for reinstatement and contact the Program Director and Associate Dean of Public Safety to schedule a meeting to discuss.

The [College Procedure on Academic Status](#) explains the college's academic probation and dismissal process including the GPA requirements for each level of credit hours attempted.

4. Due Process

Students will have the opportunity to go through due process before being dismissed from the program. The student will be required to meet with the Program Director and the Associate Dean of Public Safety to discuss his/her circumstances surrounding the reason for dismissal.

5. Student change of contact information

In addition to submitting a change of address, phone or personal email through My Tri-C Space, using the "Student Tab" in the "My Info" section, please inform the program director or manager of changes in your contact information.

Section VI – Language Proficiency Requirements

The College establishes the language proficiency requirements to enter college level courses in this page: [English Language Proficiency Requirements for Admission](#) and specific scores can be reviewed on the linked information.

Section VII – Student Resources

1. Tutoring

[Tutoring Services](#) are offered at each campus tutoring center. There is support for a wide variety of subjects at each campus. While there is no specific tutoring service for paralegal studies courses, paralegal studies faculty have regular office hours and routinely make themselves available for student assistance.

2. Student Accessibility Services

[Student Accessibility Services](#) provides support to students with disabilities at all College campuses, sites, locations or online courses. To receive services, students must schedule an appointment with a student advisor and provide documentation of a disability. The [Student Accessibility Handbook](#) is another source of information for students.

3. Student Safety

The college is committed to providing a safe and secure environment as outlined in the Safety and Security Policy:

3354:1-50-04 Safety and security policy

<https://www.tri-c.edu/policies-and-procedures/documents/safety-and-security-policy.pdf>

4. Other Resources

The following links can help you identify additional resources for completing a degree or program:

[CLEP](#) (College Level Examination Program)

[Credit by Exam \(CBE\)](#)

[Credit for Prior Learning](#)

[Standardized Training and Certification Programs \(ACE\)](#)

[Transfer Centers](#) on each campus provide information on transferring to and from Tri-C, Credit for Prior Learning, Articulation Agreements and State Wide Transfer Guarantees.

[Transfer Students](#)

[University Partnerships by School](#) are available for students interested in transferring to a particular institution or program.

Section VIII – Accreditation and Credentialing

1. College and Academic Program Accreditation

The College's accreditation by the Higher Learning Commission is maintained and updated at this link [Accreditation](#).

Program accreditation information is maintained on the program web page and in the list linked here: [Programs Accreditation Bodies](#).

The Paralegal Studies Program (both AAB and PDCER) is currently approved by the American Bar Association through February 2028.

<http://www.tri-c.edu/programs/paralegal/accreditation.html>

2. Boards, National and/or State Testing

Paralegals are not required to pass any specific state exam. However, there are several voluntary certifications that paralegals may wish to pursue, including:

OSBA Certification

The Ohio State Bar Association offers a voluntary credentialing program for paralegals. Individuals meeting the OSBA definition of a "paralegal," meeting the eligibility requirements, and passing a written exam will be designated as an OSBA Certified Paralegal.

This credential may be used by the paralegal to the extent permitted by the Supreme Court of Ohio's Rules for the Government of the Bar and Rules of Professional Conduct.

OSBA Paralegal Certification provides a valuable credential for paralegals in Ohio through the use of objective standards which measure the training, knowledge, experience, and skill of paralegals. It requires a commitment to excellence and will assist lawyers and law firms in identifying the highly qualified paralegal professionals.

<https://www.ohioabar.org/cle-certification/certification/paralegal-certification/>

NALA Certified Paralegal

The Certified Paralegal (CP) credential is key to respect and opportunity throughout the legal profession. Established in 1976, the CP Certified Paralegal® program has enabled the profession to develop a strong and responsive self-regulatory program offering a nationwide credential for paralegals. The CP Certified Paralegal® program establishes and serves as a:

- National professional standard for paralegals
- Means of identifying those who have reached this standard.
- Credentialing program responsive to the needs of paralegals and responsive to the fact that this form of self-regulation is necessary to strengthen and expand development of this career field.
- Positive, ongoing, voluntary program to encourage the growth of the paralegal profession,

attesting to and encouraging a high level of achievement.

As of 2017, there are over 19,000 paralegals who have achieved the certification credential and over 3,400 who have achieved the Advanced Certified Paralegals in the United States. Since its inception, over 28,000 paralegals have participated in this program.

<https://nala.org/certification/>

National Association for Legal Professional (NALS) Certifications

Obtaining a NALS certification demonstrates career commitment, builds credibility, showcases skills, and opens the doors of opportunity to enhance your career in the legal industry. NALS offers three unique certifications and four legal designations dedicated to the legal services profession.

The exams are of varying levels and are developed by professionals in the industry. Each certification is developed by NALS and takes advantage of the more than 85+ years of experience and dedication to the legal services industry only NALS has to offer. NALS has the certification for you, whether you are beginning a career in the legal industry or are a veteran paralegal ready to display your skills. Below is an overview of our three certification programs.

Accredited Legal Professional (ALP)

The ALP® is a four-hour, three-part exam, designed for students and entry-level professionals looking to get their foot in the door of the legal profession. It is often used as an exit exam for legal studies programs, and serves as a great way to compliment what has been learned in the classroom. Attaining this goal demonstrates commitment and aptitude for succeeding in the ever-changing legal environment, and provides an opportunity to begin your career a rung above the competition.

Professional Legal Secretary (PLS) and/or Certified Legal Professional (CLP)

The PLS® and/or CLP® is a one-day, four-part exam, designed for individuals with a minimum of 3 years of legal work experience, who are looking to establish their credentials nationwide as a Professional Legal Secretary or Certified Legal Professional. Attaining this goal demonstrates a mastery of office skills, the discipline to assume responsibility and exercise initiative and judgment, dedication to professionalism, and acceptance of the challenge to be exceptional.

Professional Paralegal (PP)

The PP® is a one-day, four-part exam, designed for students graduating from an ABA-approved legal studies or paralegal studies program OR individuals with a minimum of 5 years of paralegal/legal assistant experience who are looking to establish their credentials nationwide as a Professional Paralegal. Established in 2004 at our members' request, the PP® designation is an attainable goal for paralegals who wish to be identified as exceptional in all areas of the law. Attaining this goal demonstrates knowledge and understanding of legal terminology and procedures, as well as procedural and substantive law.

<https://www.nals.org/page/certification>

NFPA Certifications

NFPA offers two credentialing exams:

- The Paralegal CORE Competency Exam® establishes your education has prepared you for many types of paralegal work and helps you stand out from others whose schooling and experience are otherwise similar. Those who have passed the PCCE may proudly display the CRP® designation after their name.
- The Paralegal Advanced Competency Exam® (PACE®) is for those with not only a comprehensive education in paralegal studies but also years of practical experience. Earning the RP® designation by passing the PACE Exam shows that you are one of the best in the field!

<https://www.paralegals.org/i4a/pages/index.cfm?pageid=3294>

Section IX – Costs

1. Tuition and Fees

The [College Tuition and Fee Schedule](#) including program related fees and supplies are part of the program cost.

2. License, application, certification and/or examination costs

Not Applicable

3. Financial responsibility

To determine what costs may be covered by financial aid, visit one of the college's financial aid offices located at each campus. Visit <http://www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/index.html> for more information.

4. Supplies

Not Applicable

Section X – Field and Clinical Experiences

1. Clinical Experience

Not Applicable

2. Internships, Practicums, Field Experience, and Cooperative Education

All paralegal students are required to complete a 150 hour practicum experience during their final semester of the program. In order to participate in the paralegal practicum, it is recommended that a student have completed all program requirements (required courses, electives, and general education courses), and the student must have the approval of the department. Students who have met the above-requirements save for one or two courses, may be permitted to enroll in the practicum during the semester in which they complete their remaining course(s), at the discretion of the Program Director.

Students must have a 2.85 GPA in paralegal studies courses at the time of application for the practicum. No paralegal courses may be withdrawn from, or more than two class sessions missed from any paralegal class after date of application, during the semester of the practicum application. If your GPA is less than 2.75, at time of application, you will need to successfully complete additional paralegal courses to gain eligibility for a subsequent semester. At the end of the semester of practicum application, each applicant's GPA will be reviewed, to make certain that a 2.75 GPA has been attained and retained.

The paralegal practicum is designed to provide students opportunities to apply the learned objectives of Tri-C's paralegal program to actual work situations of the legal community. The paralegal student will work under the supervision of a practicing attorney, either directly or via the indirect supervision of a practicing paralegal.

Students must work a minimum of 150 clock hours in a professional setting performing tasks that are typically assigned to a paralegal. The customary arrangement will be for the student to work at the practicum site for a predetermined number of hours each week - approximately three hours to eight hours each day of attendance. However, students and sponsors may arrange a distinct weekly work schedule that meets their mutual needs.

At the end of the practicum, the student must submit a practicum notebook, which includes a paper that describes and evaluates the practicum experience (typically five – six pages), a daily log, a folder of work products (five – seven), and practicum evaluations (both supervisor and student). NOTE: Client confidentiality is of the utmost importance. Students are generally NOT compensated for their practicum work hours. The practicum is NOT trial employment, and all arrangements with the practicum sponsors are made with that understanding. A letter grade and credit is received for this course.

All practicum sites and sponsors are arranged through the Program Director. Students are welcome to propose sponsors for his/her practicum. Students desiring to do so MUST indicate on the practicum application the name, address, and telephone number of their prospective sponsor. The Program Director will visit or call the office of the sponsoring attorney to define the expectations for the practicum, answer questions, and discuss the program. If a student is employed full time in a legal setting, that employment, with the approval of the employer and the Program Director, may be used to fulfill practicum requirements.

The majority of practicum sponsors accept and work with Tri-C students during normal business hours (M-F, 9am-5pm). If students work full-time and it is necessary to for them to complete their practicum

experience outside of normal business hours, Tri-C does not guarantee placement but will make every effort to locate a practicum sponsor willing to work with students after hours/on weekends.

3. Service Requirements

Not Applicable

4. Performance Expectations

The Practicum is designed to be a learning experience, and tasks performed should present a challenge to students. Keep in mind, however, that not all offices appreciate the capabilities of paralegals, and that many tasks, even those performed by paralegals, can be rather routine. Before their practicum begins, students must submit the following required forms to their faculty supervisor, which are contained in the Practicum Handbook:

Practicum Agreement - Student

Practicum Agreement - Participating Organization - filled out by the applicant and signed by the practicum sponsor. This should include a specific list of tasks to be performed, agreed upon at the initial interview

During the course of the practicum, the practicum instructors and/or the Paralegal Program Director will monitor the progress and success of the practicum experience via emails and on-site visits. Students should not hesitate to call any time questions or concerns arise, because difficulties are more easily addressed early in the practicum. It is the student's responsibility to report any problems early.

Students will receive a letter grade for their practicum course, in accordance with the guidelines noted in the syllabus. Should a student earn a "D" or "F" or be dismissed from his/her practicum placement due to poor performance, the student will be responsible for finding his/her next/replacement practicum placement.

5. Holidays

The [College holidays procedure](#) lists recognized holidays. These dates are included as part of the College closed days on the [Academic Calendar](#). In addition to these dates, the College will close for Thanksgiving Recess and Winter Break. No credit courses will be offered on campus during Spring Break.

6. Hours

Paralegal students are required to complete a minimum of 150 hours of substantive paralegal work at their practicum site.

7. Emergency Closures and Inclement Weather

When determining a closure the College will utilize the [Emergency Closing Procedure](#).

APPENDICES

Appendix I – Glossary of College and Program Terminology

Academic Behavior: refers to the standards that are expected for students to successfully complete coursework designated for their specific program of study, degree, and/or certificate.

Appeal Panel: refers to an approved body of individuals designated to review and make a determination on a decision that the student found unfavorable.

Closing: refers to the closure of the College or a specific campus or campuses for a designated reason (e.g. weather, natural disaster, utility outage, etc.). [Emergency Closing](#). *See program handbook for closing guidance for students at clinical/experiential learning/practicum sites.

Code: refers to the Student Conduct Code (3354: 1-30-03.5) and Student Judicial System (3354:-1-30-03.6) and identifies prohibited conduct and clarifies when the code applies to student behavior.

Complaint: refers a matter that the complainant believes requires institutional attention. Select the appropriate category here [Student Complaints, Concerns and Compliments](#).

Conduct: refers to student behaviors as it relates to prohibited actions as described in the Student Code of Conduct and related College Policies and Procedures. Student Code of Conduct can be found [Student Conduct Code and Student Judicial System](#)

Contractor/Vendor: refers to any individual or entity that has been contracted/retained to provide a service to the College.

Credit Course: refers to coursework that awards academic credit towards a degree and/or certificate.

Disciplinary Action: refers to corrective remedies imposed as a result of findings and recommendations from a program conduct meeting, level one hearing, and/or program professional conduct committee review.

Dismissal, College: refers to separation of the student from the College for a definite period of time. Conditions for readmission are outlined in the Student Code of Conduct sanction descriptions.

Dismissal, Programmatic: refers to separation of the student from a specific academic program. Conditions for readmission are specific to each program.

Ethics: refers to generally accepted professional standards of behavior as documented in the Codes of Conduct, Professional Ethical Standards, etc. of external professional organizations, licensure boards, etc.

Expulsion: refers to permanent separation of the student from all College locations, events and activities. An expulsion is denoted on a student's permanent transcript.

Faculty: refers to any permanent College employee assigned full-time to instruct credit course(s).

Grade Dispute: refers to a challenge to a recorded grade (final grades only — does not apply to individual assignments or midterm grades), and must be filed by a student to the Academic Affairs Office at the campus to which the course was associated no later than sixty (60) days after the disputed grade is recorded. Link: [Student Complaints, Concerns and Compliments](#).

Grievance: refers specifically to the ADA/Section 504 Grievance Procedure as outlined in the Student Handbook and available here: [Student Complaints, Concerns and Compliments](#).

Guidelines: refers to operating principles specific to a College program or department.

Instructor/Adjunct Faculty: refers to any individual assigned to instruct a credit/non-credit course, workshop, training seminar, summer camp, etc.

Lecturer: refers to a full time instructor with a specific term related contract who has all of the duties and responsibilities of a full time faculty member at the college.

Non-Credit Course: refers to coursework that does not award academic credit towards a degree and/or certificate.

Peer Panel: refers to a body of individuals consisting of faculty in a specific discipline who evaluate a student's specific request regarding a disputed grade.

Policy: refers to documented operating principles for the College as approved by the Board of Trustees.

Policy and Procedure: Policies and procedures act as the operating principles for Cuyahoga Community College. All official College policies must be approved by the College's Board of Trustees and all official procedures must be reviewed and approved by the Office of Legal Services prior to the effective date.

Preceptor: "Internal" / "External"

- Internal preceptor refers to an employee of Cuyahoga Community College who works with

students in matters related to experiential learning.

- External preceptor refers to an employee of a clinical or experiential site who is not an employee of Cuyahoga Community College. External preceptors supervise student experiential learning and often provide feedback and assessments of the student to the program.

Probation, College (Academic): refers to a status that follows after a student is not performing at a successful level. The College's Academic Probation policy is found here: [Procedure on Academic Status](#)

Probation, College (Behavioral): refers to a written reprimand for a designated period of time and includes the probability of more severe disciplinary action if the student violates any College rules during the probationary period. College Behavioral Probation is found here [Student Conduct Code and Student Judicial System](#)

Probation, Programmatic: refers to a student being placed on probation as a result of a corrective action panel specific to a program.

Procedure: refers to documented standard practices of how a board-approved policy is carried out.

Professional Conduct Committee: refers to a committee established to review a student's academic performance and/or professional behavior at the programmatic level and may make appropriate recommendations pertinent to any eligible behavioral modification and/or remedial actions.

Professionalism and Professional Conduct: refers to behavioral expectations and guidelines set forth in programmatic, clinical, experiential and professional associations and organizational guidelines. These expectations and guidelines may appear in various forms such as a code of ethics, clinical facility guidebooks, and /or practicum/internship expectations, etc. These expectations and guidelines are in addition to the College's official policies and procedures.

Protocols: refer to step-by-step processes specific to a College program or department.

Readmission: refers to the delineated process for the reinstatement of a student subsequent to a period of separation from the College and/or a College program.

Reinstatement: refers to the process by which a student returns to good standing at the College or in a specific academic program after a period of probation/suspension/dismissal.

Remediation: refers to a program-specific process of improving student performance. Remedial actions are not disciplinary actions.

Responsible Employee: refers to any individual required to take action based on reportable misconduct. All College employees have an obligation to adhere to the reporting requirements prescribed in applicable laws, regulations and College mandates.

Sanction: refers to any corrective action taken as a result of a student behavioral decision.

Staff Member: refers to any employee (part time/full time) of Cuyahoga Community College in a non-instructional role who performs duties as assigned.

Standards: refers to guidelines established by accreditation and approving bodies (e.g. state governing bodies) that a program must adhere to in order to maintain status.

Student: refers to anyone enrolled in a course of study at the College whether in a credit or non-credit course, workshop, training seminar, summer camp, etc. Applicants may also be considered 'students' under certain delineated circumstances

Suspension: refers to a temporary separation from the College or a specific academic program for a defined period of time as results of academic or behavioral issues. Eligibility for readmission may be contingent upon satisfactory or specific condition imposed at the time of suspension.

Withdrawal: refers to the process through which a student withdraws or is removed from coursework.

Appendix II– Cuyahoga Community College Student Incident Report Form

<https://www.tri-c.edu/administrative-departments/business-continuity/documents/incident-report-student.pdf>

Appendix III – Handbook Acknowledgement Form

I acknowledge I have received, read, and understand the contents of the student handbook for the Paralegal Studies Program. By signing this document, I affirm that I understand and agree to adhere to the contents of the program handbook.

In addition to acknowledging and affirming the statements above, by signing this document I also acknowledge and accept that the College and the program reserve the right to revise the above-referenced handbook, documentation, and guidance at any time without notice. I also understand and accept that certain information, including but not limited to student directory information, immunization records, and background check results may be disclosed in the course of my enrollment in accordance with applicable laws, regulations, and College policies and procedures.

Name (please print): _____

Signature: _____

Date: _____

Student # _____