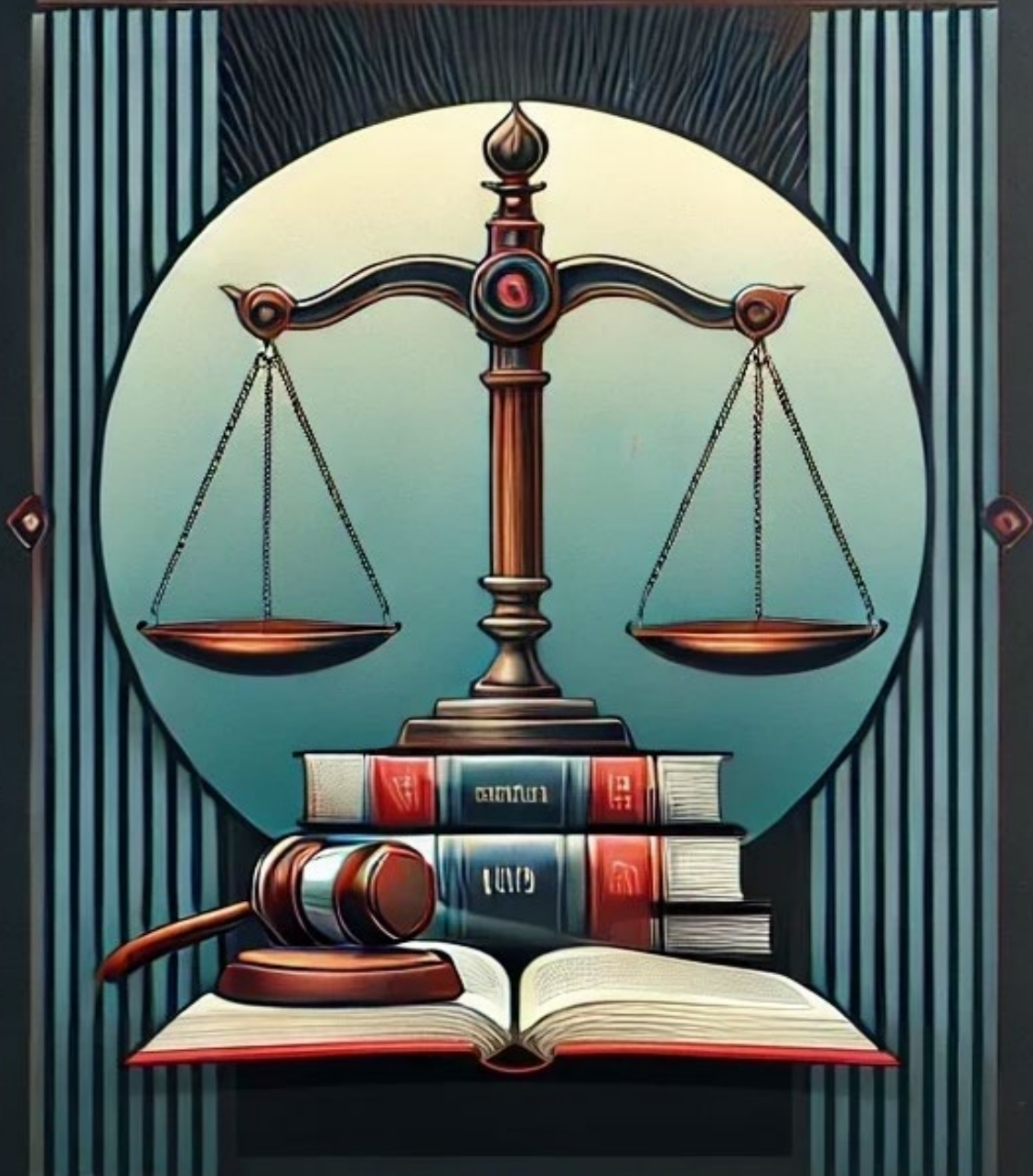


WAKE TECH

PARALEGAL TECHNOLOGY



STUDENT HANDBOOK

Table of Contents

1. Welcome from the Director
2. Mission Statement
3. Diversity Statement
4. Program Overview
 - Paralegal Technology AAS Degree
 - Post-Baccalaureate Diploma
5. Introduction to the Legal Profession
6. WTCC Student Code of Conduct
7. WTCC Student Support and Care Team
8. Program Learning Outcomes
9. Student Learning Outcomes
10. Study Tips and Success Strategies
11. Preparation Before the Exam
12. How to Brief a Case and Analyze Law
 - Steps to Create a Case Brief
 - The IRAC Method
13. Videos
14. Job Market After Graduation
 - Employment Opportunities
 - Median Salary and Job Statistics
15. Internships and Student Activities for Paralegal Technology Students
16. Professional Attire Dress Code for Internships and Paralegal Positions
17. Student Etiquette (Including Artificial Intelligence)
18. North Carolina Paralegal Certification and Exam
19. NALA National Paralegal Exam
20. Articulation Agreement with William Peace University
21. Contact Information for Full-Time Faculty
22. Appendices
 - Appendix A: Program Planning Guides and Checklists
 - Appendix B: Course Descriptions
 - Appendix C: Glossary of Legal Terms
 - Appendix D: How to Form a Study Group

Wake Technical Community College

Paralegal Technology* Student Handbook

**Wake Technical Community College Paralegal Technology Programs (AAS and Post-Bac Diploma) are North Carolina State Bar Certified Paralegal Studies Programs*

Written by:

Dr. Maria Collins Warren, Esq.
Director of Paralegal Technology
Wake Technical Community College South Campus
Holding Hall (Building A), Room 156-C
mcwarren@waketech.edu

Welcome from the Director

Dear Students,

Welcome to the Paralegal Technology Program at Wake Technical Community College! Whether you are pursuing an Associate in Applied Science (AAS) degree or a Post-Baccalaureate Diploma, you are embarking on an exciting and meaningful career path. Our goal is to provide you with the knowledge and skills needed to become an essential part of the legal profession. This handbook will guide you through our program requirements, the legal field, and how to make the most of your studies.

I am your program advisor. I look forward to supporting your educational journey!

Sincerely,

Dr. Maria Collins Warren, Esq.
Director of Paralegal Technology
Wake Technical Community College

Mission Statement

The mission of the Wake Technical Community College Paralegal Technology Program is to educate and train students to work effectively under the supervision of licensed attorneys, performing substantive legal work in a variety of legal settings. We are committed to preparing students with the technical skills, ethical foundation, and legal knowledge necessary to succeed in the paralegal profession.

Diversity Statement

The Paralegal Technology Program is committed to fostering an inclusive learning environment that values diversity in all its forms, including race, ethnicity, gender, sexual orientation, gender identity, socioeconomic status, religion, and disability. We strive to ensure all students feel welcomed and respected in our program.

Program Overview

Paralegal Technology AAS Degree (WT Course ID #: A25380)

The Associate in Applied Science (AAS) degree in Paralegal Technology is designed to provide students with a comprehensive understanding of the legal system and the role of paralegals within it. The program combines theoretical knowledge with practical skills, preparing graduates to assist attorneys in various legal settings.

Post-Baccalaureate Diploma (WT Course ID #: D25380)

The Post-Baccalaureate Diploma is intended for students who have already earned a bachelor's degree and wish to specialize in paralegal studies. This accelerated program focuses on core legal concepts and practical skills necessary for a paralegal career.

Introduction to the Legal Profession

The legal profession is a dynamic and integral part of society, encompassing a wide range of areas such as criminal law, civil litigation, family law, and corporate law. Paralegals play a crucial role by supporting attorneys through research, document preparation, client interviews, and case management. As a paralegal student, you will gain insights into legal procedures, ethical considerations, and professionalism.

WTCC Student Code of Conduct: Rights and Responsibilities

<https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities>

All Paralegal Technology students are required to follow all aspects of this Code.

WTCC Student Support and Care Team

<https://www.waketech.edu/studentsupport>

Paralegal Technology students have access to many support services through WTCC. Please review them now so that you are aware of them! **Financial Aid** and **Registration and Records** are on the above website. Financial Aid questions should be addressed to that department. The Registration and Records department can answer many questions about transfer credits and graduation procedures.

Dr. Warren is your Paralegal Technology program advisor. Your Care Team Advising is available on a **walk-in basis** from 8 a.m. to 5 p.m. Tuesdays, Thursdays and Fridays. To contact your College Care Team Advisor, please visit this website:

<https://www.waketech.edu/student-services/advising/business>

Program Learning Outcomes

1. Apply critical thinking to legal issues and processes.
 2. Draft professional legal documents under the supervision of an attorney.
 3. Communicate in a professional manner.
 4. Understand legal terms and procedures.
 5. Adhere to professional and ethical standards of the paralegal profession.
-

Student Learning Outcomes

After completing this program, students will be able to:

1. Explain the main areas of law.
2. Compare the distinguishing characteristics of the main types of law.
3. Understand legal professionalism.
4. Understand the basics of the paralegal profession.

Study Tips and Success Strategies

Appendix D explains how to form study groups. These are not required, but they may be helpful. Law school students use these groups extensively.

- **Stay Organized:** Keep track of assignments, deadlines, and course materials using planners or digital tools.
- **Engage Actively:** Participate in class discussions and seek clarification on complex topics.
- **Develop Legal Research Skills:** Utilize the college's library and online databases to enhance your research capabilities.
- **Form Study Groups:** Collaborate with peers to review course materials and prepare for exams.
- **Seek Guidance:** Don't hesitate to consult your instructors for academic support.

Preparation Before the Exam:

1. **Understand the Material:** Study thoroughly, focusing on key concepts, definitions, and facts.
2. **Practice with Sample Questions:** Try to find or create practice exams with similar question formats.
3. **Review Key Terms and Concepts:** Multiple-choice and true/false questions often test your understanding of core material.

During the Exam:

1. Read Each Question Carefully:

- Pay close attention to all the details. Look for qualifiers like "always," "never," "only," "except," which can change the meaning of the statement.
- For true/false questions, understand the exact statement being made, as even small details can alter its accuracy.

2. Answer Easy Questions First:

- Move through the exam and answer questions that you immediately know.
- Skip harder questions and come back to them after you've answered the ones you're confident about.

3. Use the Process of Elimination:

- For multiple-choice questions, eliminate obviously wrong answers. This increases your odds if you need to guess.
- Even if you're unsure of the correct answer, eliminating one or two options can help you make a more informed guess.

4. True/False Strategy:

- If part of the statement is false, the entire statement is false.
- Words like "always" or "never" in true/false questions may indicate a false statement, while words like "usually" or "sometimes" are more likely to be true.

5. Look for Clues in Other Questions:

- Sometimes the wording of one question may provide hints or jog your memory about another.

6. Don't Overthink the Questions:

- Stick to what you know from studying. Overanalyzing simple questions can lead to wrong answers.
- Your first instinct is often correct, so avoid changing answers unless you are sure.

7. Check for Consistency:

- For true/false questions, be consistent with your logic. For multiple choice, ensure your selected answers don't contradict one another if they're linked concepts.

8. Manage Your Time:

- Keep track of time, ensuring you leave yourself enough time to return to difficult questions. Don't spend too much time on one question.

9. Make an Educated Guess:

- If you don't know an answer, make an educated guess based on the information you do know. Most exams don't penalize for wrong answers, so don't leave questions blank.

10. Keep a Positive Attitude!

- Success is greatly increased by a can-do attitude! You can make it to the finish line! Law is not easy, but it is do-able. This *Ted Talk* may help.

https://www.ted.com/talks/alison_ledgerwood_a_simple_trick_to_improve_positive_thinking?subtitle=en

How to Brief a Case and Analyze Law

Understanding how to brief a case is an essential skill for paralegals. A case brief is a summarized court opinion that outlines the key elements of a legal decision. This is just to get you started. All of this will be explained in multiple courses.

Steps to Create a Case Brief

1. **Title and Citation:** Note the case name and legal citation.
2. **Facts:** Summarize the relevant facts that led to the legal dispute.
3. **Procedural History:** Outline the case's progression through the court system.
4. **Issue:** State the main legal question the court is addressing.
5. **Rule:** Identify the legal rule or statute applied.
6. **Analysis/Application:** Explain how the court applied the rule to the facts.
7. **Conclusion/Holding:** State the court's decision on the issue.
8. **Reasoning:** Summarize the rationale behind the court's decision.
9. **Concurring/Dissenting Opinions:** Note any alternative viewpoints from other judges.

For more information:

<https://www.lib.jjay.cuny.edu/how-brief-case>

The IRAC Method

The IRAC method is a framework for legal analysis that stands for Issue, Rule, Application, and Conclusion.

1. **Issue:** Identify the legal question or issue at hand.
2. **Rule:** Determine the laws or legal principles that apply to the issue.
3. **Application (or Analysis):** Analyze how the rule applies to the specific facts of the case.
4. **Conclusion:** Summarize the outcome based on the application.

Videos

Wake Tech Paralegal Technology

<https://youtu.be/FnOFOyh90cM>

Jury Video for North Carolina Jurors

<https://www.youtube.com/watch?v=74ZXt88lWo8>

Job Market After Graduation

Employment Opportunities

Graduates of the Paralegal Technology Program can pursue careers with:

- Law firms
- Corporate legal departments
- Government agencies
- Non-profit organizations
- Court systems

Median Salary and Job Statistics

According to the U.S. Bureau of Labor Statistics (as of May 2022):

- **Median Annual Salary for Paralegals:** Approximately \$56,230
- **Job Growth Projection (2022-2032):** 14% increase, which is faster than average

Note: Salaries can vary based on location, experience, and type of employer.

Internships and Student Activities for Paralegal Technology Students

If you are interested in an internship while in school, please set up a Teams meeting with Dr. Warren. She will talk you through various paths. When we are notified of an open position for an internship, Dr. Warren and Dr. Herring will notify students through the Announcements function in your Blackboard courses.

If you are interested in starting a student organization relating to Paralegal Technology, please contact Dr. Warren with your ideas.

WBL 110 specifically helps you to prepare for interviews and create a portfolio for a full-time paralegal job. It is intended to be taken at the end of your program. In the meantime, we strongly suggest that you join LinkedIn. Sign up for free here:

<https://www.linkedin.com/>

Also, you should use writings from Legal Research and Writing, and any documents that you are proud of, into a digital portfolio file. Please contact WTCC Career Services for help with your resume, cover letter, etc. Dr. Warren is happy to look at it afterwards to make sure that it is in line with legal profession norms.

<https://www.waketech.edu/student-services/career-services/students-alumni>

Professional Attire Dress Code for Internships and Paralegal Positions

In a professional setting, attire should reflect respect, professionalism, and the environment of the workplace. The following dress code guidelines apply to all employees, including those identifying as women, men, and gender-neutral, ensuring everyone can present themselves in a manner that reflects the organization's values. You do not have to spend a lot of money! Thrift shops often have very gently used professional wear.

1. General Guidelines

- **Clean and Neat:** All clothing should be clean, pressed, and free of wrinkles or stains.
- **Modesty:** Avoid clothing that is too tight, revealing, or inappropriate for the professional environment.

- **Accessories:** Accessories, including jewelry, should be understated and not distracting. Avoid excessive perfume or cologne.
- **Footwear:** Closed-toed shoes are recommended for safety and professionalism. Sneakers, flip-flops, or overly casual footwear should be avoided unless otherwise specified for certain events.
- **Grooming:** Hair should be clean and styled neatly. Personal grooming, including facial hair, should be maintained in a professional manner.

2. Professional Attire for Women

- **Suits and Blazers:** Tailored suits, blazers, or professional jackets are appropriate. Pair with dress slacks, skirts, or dresses.
- **Dresses/Skirts:** Skirts or dresses should be knee-length or longer. Avoid overly tight or revealing styles.
- **Blouses and Shirts:** Button-down shirts, blouses, or other professional tops are appropriate. Avoid low-cut or sheer tops.
- **Footwear:** Professional shoes such as closed-toe flats, heels, or loafers. Heel height should be moderate.

3. Professional Attire for Men

- **Suits and Jackets:** A well-tailored suit or jacket is preferred. Business casual settings may allow for dress slacks with a button-down shirt.
- **Dress Shirts:** Collared, button-down shirts, preferably tucked in, are required. Ties are encouraged but may not be mandatory depending on the workplace culture.
- **Dress Pants:** Slacks or professional trousers should be worn. Avoid overly casual pants such as jeans or chinos unless permitted.
- **Footwear:** Dress shoes or loafers with socks are appropriate.

4. Professional Attire for Gender-Neutral Employees

- **Suits and Blazers:** Tailored suits, blazers, or jackets, like those listed above, are suitable for any gender identity. Choose styles that reflect professionalism and comfort.
- **Tops and Shirts:** Button-down shirts, blouses, or professional tops should be worn. Avoid overly casual or revealing styles.
- **Pants/Skirts:** Depending on preference, employees may wear slacks, trousers, skirts, or dresses. Ensure that skirts or dresses meet the professional standard of knee-length or longer.
- **Footwear:** Professional shoes, such as loafers, flats, or other closed-toe footwear, are recommended for all. Avoid casual sneakers or flip-flops unless the environment permits.

5. Business Casual Option

In some workplaces, business casual attire may be acceptable on certain days. Business casual includes:

- Slacks, chinos, or knee-length skirts
- Polo shirts or professional blouses without ties
- Sweaters or cardigans
- Loafers, flats, or other professional but comfortable shoes

6. Prohibited Items

Regardless of gender, the following items are generally not considered professional:

- Jeans, shorts, or casual pants unless explicitly allowed
- T-shirts, tank tops, or casual clothing with logos or slogans
- Athletic wear, sweatpants, or leggings unless worn under a dress or tunic
- Flip-flops, athletic shoes, or overly casual footwear

7. Cultural and Religious Attire

Cultural or religious attire should be welcomed and encouraged.

This dress code is meant to ensure that all employees can feel comfortable and confident in their appearance while maintaining the standards expected in a professional environment.

Student Etiquette (Including Artificial Intelligence)

1. **Punctuality:** Log in early to ensure your technology is working. Virtual sessions often start promptly, and late arrivals are visible to everyone.
2. **Preparedness:** Bring necessary materials (books, notes, etc.) and complete any required readings or assignments ahead of time.
3. **Respectful Participation:** Engage in discussions respectfully. Avoid interrupting others and listen attentively when others are speaking.
4. **Professional Communication:** Address instructors and classmates using appropriate titles (e.g., Dr., Professor) unless instructed otherwise.
5. **Minimize Distractions:** Try to be as present as possible for live classes.
6. **Dress Appropriately:** While classroom settings are often informal, wearing clothing appropriate for a learning environment is still important.
7. **Adhere to Class Rules:** Follow the rules set by the instructor regarding technology use, breaks, and class participation.
8. **Constructive Feedback:** If you disagree with a classmate or instructor, provide feedback in a respectful, constructive manner.

9. **Professional Tone:** Maintain a polite, respectful tone in all communications—both written and spoken. Avoid using slang or overly casual language in forums or emails.
 10. **Video and Audio Etiquette: Microphone:** Keep your microphone muted unless you're speaking to avoid background noise. **Video:** Turn your camera on when required, and ensure your background is appropriate for a professional setting.
 11. **Clear, Concise Communication:** In online discussions and emails, make your points clearly and concisely. Use proper spelling and grammar to avoid misunderstandings. Please tell the instructor which course you are referring to in the email.
 12. **Be Mindful of Formatting:** Avoid typing in all caps, as this can be interpreted as shouting. Use bold or italics sparingly for emphasis.
 13. **Timely Responses:** If part of an online discussion or project group, reply to messages and participate actively and in a timely manner.
 14. **Academic Integrity:** Plagiarism and cheating are still serious offenses in an online environment. Ensure that all work is your own and that you give proper credit for any sources used. ***You may not use Artificial Intelligence for any assignment, test, discussion, or any other writing for the WTCC Paralegal Technology program unless your instructor specifically says it is acceptable to do so.***
-

North Carolina Paralegal Certification and Exam

The **North Carolina State Bar** offers a voluntary certification program for paralegals. The program is designed to ensure that paralegals working in North Carolina have the necessary knowledge and skills to provide high-quality legal services under the supervision of licensed attorneys. Paralegals who meet the requirements and pass the certification exam are designated as **North Carolina Certified Paralegals (NCCP)** or **North Carolina State Bar Certified Paralegals**.

Requirements for Certification for Wake Tech Paralegal Technology Students:

1. **Education:** Applicants must have completed our approved paralegal studies program, either the Associate in Applied Science (AAS) in Paralegal Technology or the Post-Baccalaureate Diploma.
2. **Application:** After completing the educational requirement, candidates must apply to the North Carolina State Bar Board of Paralegal Certification.
3. **Exam:** Candidates must pass the **North Carolina Certified Paralegal Examination**.

North Carolina Certified Paralegal Exam:

- **Format:** The exam consists of multiple-choice and short-answer questions covering key areas of North Carolina law, including ethics, research, civil litigation, real estate, and family law.
- **Eligibility:** To be eligible to sit for the exam, candidates must have completed their paralegal education and submit the application and required fees to the North Carolina State Bar.
- **Maintaining Certification:** Certified paralegals must complete **six hours of continuing legal education (CLE)** annually to maintain their certification, including one hour of professional responsibility or ethics.

For more information on certification, visit the **North Carolina State Bar Board of Paralegal Certification** website.

<https://www.nccertifiedparalegal.gov>

NALA National Paralegal Exam

The **National Association of Legal Assistants (NALA)** offers the **Certified Paralegal (CP)** credential, a widely recognized national certification for paralegals. NALA's certification program is designed to enhance the professional development of paralegals and legal assistants across the United States.

Requirements for Certification:

1. **Education and/or Experience:** Candidates must meet one of the following criteria:
 - Graduation from an approved paralegal program.
 - A bachelor's degree in any field and completion of an accredited paralegal program.
 - A high school diploma plus seven years of experience as a paralegal under the supervision of an attorney, along with at least 20 hours of legal education.
2. **Application:** Apply to NALA and provide proof of eligibility, including transcripts and other supporting documents.

Certified Paralegal Exam:

- **Format:** The exam is composed of two sections:
 - **Knowledge Exam:** A multiple-choice test covering communications, ethics, legal terminology, and substantive law.
 - **Skills Exam:** A written exam focused on legal writing, legal research, and analysis.

- **Exam Content:** The test assesses competencies in substantive law areas such as contracts, criminal law, civil litigation, business organizations, and estate planning.
- **Eligibility:** Candidates must meet the educational and/or experience requirements before registering for the exam.
- **Maintaining Certification:** Certified paralegals are required to complete **50 hours of continuing legal education (CLE)** every five years, including five hours of ethics coursework.

NALA also offers an **Advanced Certified Paralegal (ACP)** designation for paralegals who wish to specialize further in areas like trial practice, intellectual property, and real estate.

For more information about the exam and certification, visit the **NALA website**.

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

Both the North Carolina paralegal certification and the NALA certification may help to distinguish paralegals in a competitive job market, showcasing their expertise and commitment to the profession. However, they are both optional.

Articulation Agreement with William Peace University

We have an articulation agreement with WPU for our AAS in Paralegal Technology students who are interested in pursuing a four-year Bachelor's degree. The possible transfer majors are Pre-Law, Criminal Justice, or Political Science. Please contact WPU directly if you have specific questions about their programs.

<https://www.peace.edu/future-students/transfer-student/the-peace-pathway/>

Contact Information for Full-Time Faculty*

Dr. Maria Collins Warren, Esq.
Director of Paralegal Technology
Southern Wake Technical College Campus
Holding Hall (Building A), Room 156-C
mcwarren@waketech.edu

Dr. Lynda Herring, Esq.
Paralegal Technology Faculty
Southern Wake Technical College Campus
Holding Hall (Building A), Room 156-O
lherring@waketech.edu

*Please note that Dr. Warren and Dr. Herring are licensed attorneys. However, they cannot provide legal advice to you, or to another person through you. They are here to provide legal education. Nothing they say or write should be construed to constitute legal advice.

Appendices

Program Planning Guides and Worksheets for Advising

(Dr. Warren is your program advisor.)

(Full PPGs and worksheets are provided in Appendix A.)

Course Descriptions

(Full course descriptions are provided in Appendix B.)

Glossary of Legal Terms

(An Introductory legal term glossary is provided in Appendix C.)

Glossary of Legal Terms

(An Introductory legal term glossary is provided in Appendix C.)

Study Groups (optional)

(How to form a study group is provided in Appendix D.)

Appendix A: Program Planning Guides and Checklists

WAKE TECHNICAL COMMUNITY COLLEGE
PROGRAM PLANNING GUIDE
PARALEGAL TECHNOLOGY (A25380)
Associate Degree

Course Title			Hours Class	Hours Lab	Hours Credit
FIRST SEMESTER					
LEX	110	Intro to Paralegal Studies	2	0	2
LEX	210	Real Property I	3	0	3
LEX	120	Legal Research and Writing	2	2	3
LEX	140	Civil Litigation I	3	0	3
ENG	111	Writing and Inquiry U	3	0	3
MAT	143	Quantitative Literacy U	2	2	3
Total Semester Hours					17
SECOND SEMESTER					
CIS	110	Intro to Computers	2	2	3
LEX	141	Civil Lit II	2	2	3
LEX	130	Civil Injuries	3	0	3
LEX	150	Commercial Law I	2	2	3
ENG	112	Writing & Research in the Discipline U	3	0	3
Total Semester Hours					15
THIRD SEMESTER (SUMMER)					
LEX	280	Ethics and Professionalism	1	2	2
LEX	270	Law Office Management and Technology	1	2	2
Total Semester Hours					4
FOURTH SEMESTER					
CJC	131	Criminal Law and Procedure	3	0	3
LEX	250	Wills, Estates and Trusts	2	2	3
LEX	240	Family Law	3	0	3
ACC	120	Financial Accounting	3	2	4
HUM	115	Critical Thinking	3	0	3
Total Semester Hours					16

FIFTH SEMESTER

LEX	170	Administrative Law	2	0	2
POL	120	American Govt U	3	0	3
LEX	211	Real Property II	3	0	3
WBL	110	World of Work	1	0	1
OR				10	
WBL	111HC	Work Based Learning	0	(worked)	1
LEX	121	Legal Research and Writing II	2	2	3
		Total Semester Hours			15

TOTAL GRADUATION REQUIREMENT 64 SEMESTER CREDIT HOURS

*This program planning guide is for advising purposes only and is subject to change.
Only the Registrar can determine if students have met all requirements for graduation.

U - indicates a course included in the Comprehensive Articulation Agreement governing transfer courses between N.C. public universities and N.C. community colleges. These courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within limits.

Checklist for the Paralegal Technology AAS (A25380)

This is for students to fill in as they complete the program.

WAKE TECHNICAL COMMUNITY COLLEGE
PARALEGAL TECHNOLOGY (A25380) ASSOCIATE DEGREE
WORKSHEET BY SUBJECT

1. Paralegal Studies Core Courses:

- LEX 110 – Intro to Paralegal Studies
Credit Hours: ____ (2)
- LEX 120 – Legal Research and Writing I
Credit Hours: ____ (3)
- LEX 121 – Legal Research and Writing II
Credit Hours: ____ (3)
- LEX 130 – Civil Injuries
Credit Hours: ____ (3)
- LEX 140 – Civil Litigation I
Credit Hours: ____ (3)
- LEX 141 – Civil Litigation II
Credit Hours: ____ (3)
- LEX 150 – Commercial Law I
Credit Hours: ____ (3)
- LEX 170 – Administrative Law
Credit Hours: ____ (2)
- LEX 210 – Real Property I
Credit Hours: ____ (3)
- LEX 211 – Real Property II
Credit Hours: ____ (3)
- LEX 240 – Family Law
Credit Hours: ____ (3)
- LEX 250 – Wills, Estates, and Trusts
Credit Hours: ____ (3)

- LEX 270 – Law Office Management and Technology
Credit Hours: ____ (2)
 - LEX 280 – Ethics and Professionalism
Credit Hours: ____ (2)
-

2. General Education Courses:

- ENG 111 – Writing and Inquiry
Credit Hours: ____ (3)
 - ENG 112 – Writing & Research in the Disciplines
Credit Hours: ____ (3)
 - MAT 143 – Quantitative Literacy
Credit Hours: ____ (3)
 - HUM 115 – Critical Thinking
Credit Hours: ____ (3)
 - POL 120 – American Government
Credit Hours: ____ (3)
-

3. Law-Related Courses:

- CJC 131 – Criminal Law and Procedure
Credit Hours: ____ (3)
 - ACC 120 – Financial Accounting
Credit Hours: ____ (4)
-

4. Technology and Work Skills Courses:

- CIS 110 – Introduction to Computers
Credit Hours: ____ (3)
 - WBL 110 – World of Work
Credit Hours: ____ (1)
-

TOTAL GRADUATION REQUIREMENT:
64 SEMESTER CREDIT HOURS

Note: This worksheet is for advising purposes only and is subject to change. Final approval of graduation requirements rests with the Registrar.

Note: Courses designated as I and II must be taken in order. Other courses may be taken in any order, but LEX 110 is suggested to be taken in your first semester, and WBL 110 should be taken in your last semester.

Let Dr. Warren know if you think you are entitled to any adjustments.

WAKE TECHNICAL COMMUNITY COLLEGE
PROGRAM PLANNING GUIDE
PARALEGAL TECHNOLOGY D25380
Post Bac Diploma

Course Title			Hours Class	Hours Lab	Hours Credit
FIRST SEMESTER					
LEX	110	Intro to Paralegal Studies	2	0	2
LEX	120	Legal Research and Writing I*	2	2	3
LEX	140	Civil Litigation I*	3	0	3
LEX	210	Real Property*	3	0	3
LEX	240	Family Law*	3	0	3
ENG	111	Writing and Inquiry	3	0	3
Total Semester Hours					17
SECOND SEMESTER					
LEX	141	Civil Lit II*	2	2	3
LEX	150	Commercial Law I*	2	2	3
LEX	130	Civil Injuries	3	0	3
LEX	121	Legal Research and Writing II*	2	2	3
MAT	143	Quantitative Literacy	2	2	3
WBL	110	World of Work	1	0	1
OR				10	
WBL	111HC	Work Based Learning	0	worked	1
Total Semester Hours					16
THIRD SEMESTER (SUMMER)					
LEX	280	Ethics and Professionalism	2	0	2
LEX	270	Law Office Mgt/Technology	1	2	2
Total Semester Hours					4

TOTAL GRADUATION REQUIREMENT 37 SEMESTER CREDIT HOURS

*This program planning guide is for advising purposes only and is subject to change.
Only the Registrar can determine if students have met all requirements for graduation.

Checklist for the Paralegal Technology Post-Bac Diploma (D25380)

Here is the worksheet for the WTCC Paralegal Technology Post-Bac Diploma, organized by subject and with spaces for students to fill in.

WAKE TECHNICAL COMMUNITY COLLEGE
PROGRAM PLANNING GUIDE
PARALEGAL TECHNOLOGY D25380
Post-Baccalaureate Diploma

1. Core Legal Courses

- LEX 110 - Introduction to Paralegal Studies
Credit Hours: ____ (2)
- LEX 120 - Legal Research and Writing I
Credit Hours: ____ (3)
- LEX 121 - Legal Research and Writing II
Credit Hours: ____ (3)
- LEX 130 - Civil Injuries
Credit Hours: ____ (3)
- LEX 140 - Civil Litigation I
Credit Hours: ____ (3)
- LEX 141 - Civil Litigation II
Credit Hours: ____ (3)
- LEX 150 - Commercial Law I
Credit Hours: ____ (3)
- LEX 210 - Real Property
Credit Hours: ____ (3)

- LEX 240 - Family Law
Credit Hours: ____ (3)
 - LEX 270 - Law Office Management/Technology
Credit Hours: ____ (2)
 - LEX 280 - Ethics and Professionalism
Credit Hours: ____ (2)
-

2. General Education Courses*

- ENG 111 - Writing and Inquiry
Credit Hours: ____ (3)
- MAT 143 - Quantitative Literacy
Credit Hours: ____ (3)

*Normally students can use transfer credit from the bachelor's degree to fulfill these.

3. Work-Based Learning

- WBL 110 - World of Work
Credit Hours: ____ (1)
-

Total Credit Hours Required for Graduation: 37

Note: This worksheet is for advising purposes only and is subject to change. Final approval of graduation requirements rests with the Registrar.

Note: Courses designated as I and II must be taken in order. Other courses may be taken in any order, but LEX 110 is suggested to be taken in your first semester, and WBL 110 should be taken in your last semester.

Let Dr. Warren know if you think you are entitled to any adjustments.

Appendix B: Course Descriptions

LEX-110: INTRODUCTION TO PARALEGAL STUDY

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

Course Prerequisites:

None

Total Credits:2

Class Credits:2

Lab Credits:0

Clinic Credits:0

LEX-120: LEGAL RESEARCH/WRITING I

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

Course Prerequisites:

None

Total Credits:3

Class Credits:2

Lab Credits:2

Clinic Credits:0

LEX-121: LEGAL RESEARCH/WRITING II

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments

involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

Course Prerequisites:

Take LEX-120; Take previously. Required.

Total Credits:3

Class Credits:2

Lab Credits:2

Clinic Credits:0

LEX-130: CIVIL INJURIES

This course covers traditional tort concepts, and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. This course covers traditional tort concepts, and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

Course Prerequisites:

None

Total Credits:3

Class Credits:3

Lab Credits:0

Clinic Credits:0

LEX-140: CIVIL LITIGATION I

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

Course Prerequisites:

None

Total Credits:3

Class Credits:3

Lab Credits:0

Clinic Credits:0

LEX-141: CIVIL LITIGATION II

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice. This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

Course Prerequisites:

Take LEX-140(S16406); Take previously. Required.

Total Credits:3

Class Credits:2

Lab Credits:2

Clinic Credits:0

LEX-150: COMMERCIAL LAW I

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

Course Prerequisites:

None

Total Credits:3

Class Credits:2

Lab Credits:2

Clinic Credits:0

LEX-151: COMMERCIAL LAW II

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments. This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and

bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

Course Prerequisites:

Take LEX-150(S10945); Take previously. Required.

Total Credits:3

Class Credits:3

Lab Credits:0

Clinic Credits:0

LEX-170: ADMINISTRATIVE LAW

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies. This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

Course Prerequisites:

None

Total Credits:2

Class Credits:2

Lab Credits:0

Clinic Credits:0

LEX-210: REAL PROPERTY I

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

Course Prerequisites:

None

Total Credits:3

Class Credits:3

Lab Credits:0

Clinic Credits:0

LEX-211: REAL PROPERTY II

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

Course Prerequisites:

Take LEX-210(S10636); Take previously. Required.

Total Credits:3

Class Credits:1

Lab Credits:4

Clinic Credits:0

LEX-240: FAMILY LAW

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

Course Prerequisites:

None

Total Credits:3

Class Credits:3

Lab Credits:0

Clinic Credits:0

LEX-250: WILLS, ESTATES, & TRUSTS

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and

accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

Course Prerequisites:

None

Total Credits:3

Class Credits:2

Lab Credits:2

Clinic Credits:0

LEX-270: LAW OFFICE MANAGEMENT/TECHNOLOGY

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

Course Prerequisites:

None

Total Credits:2

Class Credits:1

Lab Credits:2

Clinic Credits:0

LEX-271: LAW OFFICE WRITING

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure. This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

Course Prerequisites:

None

Total Credits:2

Class Credits:1
Lab Credits:2
Clinic Credits:0

LEX-280: ETHICS & PROFESSIONALISM

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques, paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law. This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques, paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

Course Prerequisites:

None

Total Credits:2

Class Credits:2

Lab Credits:0

Clinic Credits:0

Appendix C: Glossary of Legal Terms

Here is a list of 100 important legal terms along with brief definitions. They are just for reference. You do not need to memorize them unless they are also introduced in one of your courses.

1. Abatement

A legal proceeding's termination without a final determination on the merits.

2. Acquittal

A legal judgment that officially and formally clears a defendant of criminal charges.

3. Adjudication

A formal legal process by which a judge reviews evidence to make a decision.

4. Affidavit

A written statement made under oath.

5. Affirmation

A solemn declaration, equivalent to an oath but without religious connotations.

6. Amicus Curiae

"Friend of the court," a person or entity not a party to the case who provides information to assist the court.

7. Answer

A formal written response to a complaint filed by a defendant.

8. Appeal

A request to a higher court to review a decision made by a lower court.

9. Arbitration

A method of dispute resolution where an impartial third party makes a decision outside the courts.

10. Arraignment

A court proceeding in which the defendant is formally charged and enters a plea.

11. Assault

The act of threatening or attempting physical harm to someone.

12. Battery

The actual physical act of harming another person.

13. Bail

Money or property given to the court as security to ensure the accused person will appear at trial.

14. Bankruptcy

A legal status where a person or business is declared unable to repay debts.

15. Breach of Contract

Failure to fulfill the terms of a contract.

16. Burden of Proof

The obligation to prove one's assertion in a case.

17. Case Law

Law established by previous court decisions.

18. Caveat

A warning or formal notice.

19. Certiorari

An order by which a higher court reviews the decision of a lower court.

20. Class Action

A lawsuit where one or more individuals sue on behalf of a larger group.

21. Complaint

A formal legal document outlining the plaintiff's claims against the defendant.

22. Constitution

The fundamental law outlining the structure and functions of a government.

23. Contempt of Court

Willful disobedience or disrespect for the rules or orders of a court.

24. Contract

A legally binding agreement between two or more parties.

25. Contributory Negligence

A legal concept where a plaintiff's own negligence played a part in causing the harm they suffered.

26. Counterclaim

A claim made by a defendant in response to the plaintiff's claim.

27. Cross-Examination

Questioning of a witness by the opposing party during a trial.

28. Damages

Monetary compensation awarded to a party who has suffered a loss or injury.

29. Deed

A legal document that transfers property ownership.

30. Defamation

A false statement that harms another's reputation.

31. Defendant

The person against whom a lawsuit is filed.

32. Deposition

The sworn testimony of a witness taken outside of court.

33. Discovery

A pre-trial process where both parties exchange relevant information.

34. Dissent

The disagreement of one or more judges with the majority decision.

35. Double Jeopardy

The legal principle that prohibits a person from being tried twice for the same offense.

36. Due Process

Legal requirement that ensures fair treatment through the judicial system.

37. Embezzlement

The act of fraudulently taking property or money entrusted to one's care.

38. Eminent Domain

The government's power to take private property for public use, with compensation.

39. Entrapment

A defense that claims the defendant was induced by law enforcement to commit a crime.

40. Equity

A branch of law that focuses on fairness and justice rather than strictly legal rules.

41. Estoppel

A legal principle that prevents someone from arguing something contrary to a previous claim or behavior.

42. Evidence

Material presented to prove or disprove facts in a case.

43. Ex Parte

Legal proceedings conducted for the benefit of only one party.

44. Exclusionary Rule

A rule that prohibits the use of illegally obtained evidence in court.

45. Exculpatory Evidence

Evidence that may prove the innocence of a defendant.

46. Executory Contract

A contract where one or both parties still have obligations to perform.

47. Felony

A serious crime typically punishable by more than one year of imprisonment.

48. Force Majeure

A contractual clause freeing parties from liability due to unforeseen events beyond their control.

49. Foreclosure

The process by which a lender takes possession of a property when the borrower defaults on a loan.

50. Fraud

Intentional deception for personal or financial gain.

51. Garnishment

A legal process by which a creditor can collect a debt by seizing wages or assets from a debtor.

52. Grand Jury

A jury that decides whether there is enough evidence for a case to go to trial.

53. Habeas Corpus

A legal action that requires a person to be brought before a court to determine if they are lawfully detained.

54. Harassment

Unwanted and offensive behavior that violates another's rights.

55. Hearsay

Evidence presented by a witness who did not see or hear the event in question but heard about it from someone else.

56. Immunity

Protection from legal liability or prosecution.

57. Indictment

A formal charge or accusation of a serious crime.

58. Injunction

A court order that requires a party to do or refrain from doing specific acts.

59. Intellectual Property

Legal rights over creations of the mind, such as inventions, literary works, and designs.

60. Interrogatories

Written questions sent by one party to another as part of the discovery process.

61. Jurisdiction

The legal authority of a court to hear a case.

62. Jury

A group of people sworn to deliver a verdict in a legal case based on the evidence presented.

63. Larceny

Theft of personal property.

64. Lien

A legal claim or right against a property, typically used as collateral for debt.

65. Litigation

The process of taking legal action or resolving disputes in court.

66. Malfeasance

Illegal or dishonest activity, especially by a public official.

67. Mediation

A process of resolving disputes with the help of a neutral third party, known as a mediator.

68. Mens Rea

The mental state or intent required to commit a crime.

69. Misdemeanor

A lesser crime, typically punishable by fines or less than one year in jail.

70. Mistrial

A trial that is not valid due to an error or a hung jury.

71. Motion

A formal request made to a court for a specific ruling or order.

72. Negligence

Failure to exercise reasonable care, resulting in harm to another.

73. Nolo Contendere

A plea by which a defendant accepts conviction but does not admit guilt.

74. Notary Public

A person authorized to perform certain legal formalities, such as witnessing signatures.

75. Nuisance

An act that interferes with the use and enjoyment of property.

76. Objection

A statement made by a lawyer during a trial to challenge evidence or testimony.

77. Parole

The release of a prisoner before the full sentence is served, under conditions.

78. Perjury

The act of lying under oath.

79. Plaintiff

The person who initiates a lawsuit.

80. Plea Bargain

An agreement between a defendant and prosecutor where the defendant pleads guilty to a lesser charge.

81. Precedent

A previous court decision that influences subsequent cases with similar facts.

82. Probate

The legal process of validating a will and administering the estate of a deceased person.

83. Pro Bono

Legal work performed voluntarily and without pay.

84. Pro Se

Representing oneself in court without a lawyer.

85. Quid Pro Quo

An exchange of goods or services, where one transfer is contingent upon the other.

86. Rebuttal

Evidence or argument offered to counter the opposition's claims.

87. Remand

To send a case back to a lower court for further proceedings.

88. Res Judicata

A matter that has been adjudicated by a competent court and may not be pursued further by the same parties.

89. Restitution

The act of restoring or compensating for loss or injury caused by wrongdoing.

90. Retainer

An upfront fee paid to a lawyer to secure their services.

91. Search Warrant

A legal document authorizing law enforcement to search premises or seize evidence.

92. Slander

The spoken form of defamation.

93. Stare Decisis

The doctrine that courts should follow precedents in legal decisions.

94. Statute of Limitations

A law prescribing the time limit in which legal action can be taken.

95. Subpoena

A legal document ordering someone to attend court as a witness.

96. Summary Judgment

A court decision made without a full trial when there is no dispute on the material facts.

97. Testimony

A formal statement made under oath, typically in court.

98. Tort

A civil wrong causing harm to someone, other than breach of contract.

99. Trespass

Entering someone's property without permission.

100. Verdict

The formal decision made by a jury or judge in a trial.

These definitions are general in nature and may vary depending on jurisdiction or specific legal context.

Appendix D: How to Form a Study Group

Forming a study group for paralegal students can be an effective way to deepen understanding, share resources, and prepare for exams. **Please note that you may work together on any quiz, test, exam, discussion posting or other assignment unless specifically instructed to do so.**

Here's a step-by-step guide to help you get started:

1. Find Interested Members

- **Reach Out to Classmates:** Start by asking your classmates if they are interested in forming a study group. You can do this in person, through Teams.
- **Target Students with Similar Goals:** Look for members who share your academic goals, study habits, and course schedules. Aim for a group of about 4-6 members for optimal effectiveness.

2. Choose a Group Leader (or Rotate Roles)

- Select someone who can coordinate the meetings, send reminders, and help keep the group focused. You could also rotate this role to give everyone leadership experience.

3. Set Clear Goals

- **Define the Purpose:** Decide if your group will focus on specific subjects or general study support.
- **Outline Expectations:** Make sure everyone knows what's expected, such as meeting frequency, study times, and responsibilities. Discuss how many hours each member should commit to group study.

4. Schedule Regular Meetings

- **Choose Convenient Times:** Find times when everyone can meet regularly, either weekly or biweekly. Be mindful of everyone's personal commitments.
- **Pick a Location:** Decide whether you'll meet in person (library, coffee shop, study room) or virtually on Teams.

5. Create a Study Plan

- **Divide the Material:** Assign each member a section of the course content to review and present to the group. This could include summarizing readings, outlining case law, or preparing for tests.
- **Practice Problem-Solving:** Go over hypothetical legal scenarios to discuss different approaches to legal research, writing, or case analysis.

6. Share Resources

- **Exchange Notes and Outlines:** Share class notes, reading summaries, and outlines. Encourage everyone to contribute study materials and explain their thought processes on complicated legal issues.
- **Use Online Tools:** Create shared folders (Google Drive, Dropbox) to organize materials, or use a group chat (WhatsApp, GroupMe) to communicate quickly.

7. Keep the Group Focused

- **Stay on Task:** Assign a timekeeper to ensure that discussions remain focused on the material. Set time limits for each topic so the group covers everything without getting sidetracked.
- **Active Participation:** Encourage everyone to ask questions, explain concepts, and participate in discussions. Engaging with the material through teaching is a great way to retain information.

8. Evaluate Progress

- After a few sessions, discuss whether the group is meeting everyone's needs. Be open to adjusting the structure, meeting times, or focus of your sessions.

9. Use Technology to Your Advantage

- Use apps like Quizlet to create flashcards for legal terminology or case law, or tools like Slack to stay organized with communication and deadlines.

10. Respect Each Other's Time

- Keep meetings productive and efficient. If members are prepared and engaged, the group will be more effective, and everyone's time will be well-spent.

Paralegal Study Group Template

Group Name: _____

Group Leader/Facilitator (Optional): _____

Members:

1. _____
2. _____
3. _____
4. _____
5. _____

Primary Course(s) or Subjects:

- _____
 - _____
 - _____
-

Study Group Goals

1. _____
 2. _____
 3. _____
-

Meeting Schedule

Day(s): _____

Time(s): _____

Location (or Virtual Platform): _____

Meeting Frequency: Weekly / Bi-weekly / Other: _____

Study Plan

Date	Topics to Cover	Assigned Member	Materials Needed
// _____	_____	_____	_____
_____	_____	_____	_____
// _____	_____	_____	_____
_____	_____	_____	_____

Date	Topics to Cover	Assigned Member	Materials Needed
// _____	_____	_____	_____
_____	_____	_____	_____

Task Assignments

Task	Responsible Member(s)	Due Date
Prepare reading summary	_____	_____
Create study guide for [topic]	_____	_____
Find/review past exam questions	_____	_____
Lead discussion on case law	_____	_____
Set up shared Google Drive folder	_____	_____
Compile quiz questions	_____	_____

Shared Study Materials (Google Drive/Dropbox links, etc.)

- _____
- _____
- _____

Communication Plan

- **Group Chat Platform:** _____ (WhatsApp, GroupMe, etc.)
- **Preferred Communication Method:** _____ (Email, Text, etc.)
- **Contact Information:**
 1. _____
 2. _____
 3. _____

Evaluation and Adjustments (Check in regularly to discuss progress)

What's Working Well: _____

What Could Be Improved: _____

Next Steps: _____

Feel free to adjust the categories and content to fit your specific needs. This template can help keep the group organized and on track! Let me know if you'd like any further customizations.

Thank you for choosing Wake Technical Community College for your Paralegal Technology studies. We are committed to your success and look forward to supporting you throughout your academic journey!

MCW 10/02/24