

Outcome 1	Measurable Criteria	Measurement Tool	Time Frame
Employers will be satisfied with training students received.	80% of responding employers will indicate satisfaction with students' skills.	Standardized Employer Survey	Winter 2003
<p>Results: From the 2000 Employer Survey, 84 % of employers indicated legal writing is very important and should be added to curriculum for paralegal students. In addition, 85 % of employers indicated grammar is very important for paralegal students.</p>			
<p>Analysis and Action: From the 2000 information, there is a need to integrate writing across the curriculum. Adjunct faculty who teach the bulk of the paralegal courses that are taught in the evening will be contacted by George Darkenwald to incorporate writing into their assignments. Business English has become a prerequisite to Legal Writing. If the Paralegal placement scores indicate the need to take Basic Writing, students are advised to make up the deficiency before beginning the program. It may be necessary to require rather than to encourage completion of basic skills before program entry. Although Writing 101 is a requirement of the program, it may also be necessary to require that it is taken prior to entry into Legal Writing, which the students take in their third quarter.</p>			

Outcome 2	Measurable Criteria	Measurement Tool	Time Frame
Paralegal students will be prepared to work in private & public legal offices and law-related departments of business and government agencies.	The Paralegal Advisory Committee members indicate that 100% of the courses are relevant to the field.	Advisory Committee evaluation of course outlines and program planning guide.	Fall and Winter Quarter
<p>Results: In 2002, Advisory committee recommends students need more emphasis on computers and legal forms.</p>			
<p>Analysis and Action: A new legal forms class was developed. It will become part of the program beginning in the 2003-04 school year. The program of work for the 2002-03 Advisory Committee is to review learning outcomes for all 16 paralegal courses.</p>			

Program: Paralegal Associate of Technical Arts 2002-03

November 20, 2002