

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name PARALEGAL Academic Year 2022-2023

1. Has your program mission or primary function changed in the last year?

No. There has been no change in program mission or primary function in the last year.

2. Were there any noteworthy changes to the program over the past year? (e.g., new courses, degrees, certificates, articulation agreements)

There have been no new courses, degrees, or certificates over the past year. However, noteworthy changes pertaining to increasing student success and offering an online modality is described herein.

3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?

There have been no changes to our program map and no challenges associated with maintaining the planned schedule.

4. Were there any staffing changes?

There were no staffing changes.

5. What were your program successes in your area of focus last year?

Business faculty held in-person student orientations, including Paralegal topics, based on findings derived from the department's student success team projects. Currently, the department student success team is focusing on developing a "talking syllabus" as an online resource.

Paralegal faculty and business department faculty are working to improve student writing skills. As such, instructors have used case studies, discussion boards, and essay assignments to give students the opportunity to enhance their writing skills. For example, students are required to write responses to discussion board questions. They are required to write a peer response to another student's post. Further, they are asked to write about what they have learned and how they will apply those lessons in their personal and professional life. The use of a grading rubric and instructor feedback is utilized to give timely feedback. There is still improvement needed. This is an ongoing process.

Also, Paralegal faculty and business department faculty is working to improve student ability to follow instructions. This is based on feedback from the business advisory team. The

department has a student learning outcome related to the ability to follow instructions. The department will measure student success regarding this student learning outcome.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

In 2022-2023, three paralegal courses have been identified to utilize SPOL to measure the student outcome pertaining to the "recall of significant business issues, theories, and applications." This learning outcome is measured by comprehensive testing. This task will be complete during summer session 2023. Paralegal faculty will continue to analyze additional courses regarding this learning outcome. The goal is maintaining a 70+ success rate on this learning outcome.

In addition, future plans include using SPOL to measure the student outcome related to producing a work-based learning and the outcome related to following instructions. These two learning outcomes will be measured by analyzing student performance on discussion board assignments and/or case studies.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data. SPOL results will be available at the end of summer session 2023.
- c. Please summarize recommendations and/or accolades that were made within the program/department. SPOL will continue to be utilized to measure student success in all paralegal courses for all student outcomes. Faculty will continue efforts to improve student writing skills and ability to follow instruction. These two improvement areas were identified by both the paralegal and advisory team. Continuous improvement of curriculum and referrals to appropriate support services will be maintained.
- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning. There are no associated changes related to planning documentation. All current methods are effective at the present time.

Distance Education (DE) Modality Course Design Peer Review Update (Please attach documentation extracted from the *Rubric for Assessing Regular and Substantive Interaction in Distance Education Courses*)

- a. Which courses were reviewed for regular and substantive interactions (RSI)?

All business department faculty have signed up for DE modality course design peer review training. It is anticipated that business faculty will apply lessons learned to peer review of the paralegal program.

What were some key findings regarding RSI? To be determined.

- b. What is the plan for improvement? We will utilize DE modality course design peer review in future semesters (following training).

CTE two-year review of labor market data and pre-requisite review

- a. Does the program meet documented labor market demand?

Yes.

According to the US Bureau of Labor Statistics, the job outlook for paralegals and legal assistants nationwide from 2021-2031 is expected to grow by 14%, "much faster than average" job outlook for other occupations. The number of jobs nationwide in 2021 is 382,800. Projected employment in 2031 is 402,700, representing an increase of 49,900 jobs. **SEE EXHIBIT #1**

In California, for the period of 2018-2028, there is a projected growth of 13.7%, from 36,500 – 41,500. Total job openings for the same period is 46,270. The median salary in California is \$56,230. **SEE EXHIBIT #2.**

- b. How does the program address needs that are not met by similar programs?

The Paralegal Program offers an A.S. degree and Certificate. Obtaining a Certificate allows a student to work a paralegal. The A.S. degree allows for additional course work and career enhancement. It may provide an outlet for further studies, leading to law school or criminal justice occupations.

- c. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

In academic Fall 2021, the persistence percent for first time students from Fall to Spring was 86%, much higher than the college average of 66%. Persistence for females was 83% and persistence for males was 100%. **SEE ATTACHMENT 3.**

The retention rate for the Paralegal Program 2021-22 was 92%. It was also 92% for years 2017-2018, 2019-2020, 2020-2021. This is above the college average. The success rate for the Paralegal Program in 2021-22 was 80%. It has ranged from 80% to 90% in the last five academic years.

SEE ATTACHMENT 4.

Enrollment has declined since 2017-2018. Enrollment was 240 in 2017-2018 and 181 in 2021-2022. Headcount decreased from 99 in 2017-2018 to 77 in 2021-2022. The FTES was 23.6 in 2017-2018 but is 17.7 in 2021-2022. **SEE ATTACHMENT 5.**

The enrollment by modality in academic years 2017-2018 through 2019-2020, was 100% on site. In 2020-2021 the modality was online synchronous due to COVID. In 2021-2022, 36% was on site and 64% was online synchronous. **SEE ATTACHMENT 5.**

The enrollment by gender for the last 5 academic years show that the students in the Paralegal Program are primarily female. The enrollment by race/ethnicity shows that students in the Paralegal Program are primarily Hispanic. **SEE ATTACHMENT 5.**

The enrollment and headcount by course for a 5 year period shows Paralegal 101 (introductory course) has the highest enrollment. Unfortunately, enrollment in Paralegal 101 declined in 2022-2023, causing concern because this course is the gateway into the program. **SEE ATTACHMENT 6**

To combat the declining enrollment, Paralegal 101 is being offered 100% online for the first time Fall 2023. Hopefully, this will create a cohort of students to move on to other courses. Other courses have also been approved for an online modality.

There were a total of 8 degrees and 9 certificates awarded in 2021-2022. Over the last 5-year period, degrees awarded have ranged from a low of 3 during COVID to 8 in 2021-2022. Certificates have ranged from a low of 2 during COVID

to 11 in 2019-2020. Hopefully, with increased enrollment in Paralegal 101, more students will complete the program and earn degrees and certificate. Further, the online modality of other Paralegal courses may help to increase enrollment because it increases accessibility and allows greater geographical range of students served.

SEE ATTACHMENT 7.

Regarding CTE, the 2022-2012 College Core Indicator Information by 4-Didget TOP Code, Perkins V, Title 1, Part C Local Application, reveals the Paralegal Program was above the negotiated level for all indicators with the exception of small deviations Core Indicator 3 – non-traditional enrollment.

SEE ATTACHMENT 8.

- d. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?

Yes. Presently, only “advisory” prerequisites are used, and only those are used for a very limited number of courses.

- e. Have recommendations from the previous report been addressed?
The 2022 annual review called for ongoing discussion about student success. Presently, the department is actively involved in monthly meetings to discuss student success. Student success is an ongoing agenda item for the business department. The 2022 annual review also identified the need to continue working on ways to improve student writing ability. Currently, faculty continue their endeavor to increase student writing skills through course assignments, feedback, and referral to appropriate student support services. Also, detailed instructions are being utilized to help students understand what is required for writing assignments. As mentioned herein, faculty are also working on finding ways to help students learn how to follow instructions.

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics**. *This section is only used if there are new planning initiatives and resources requested.* None requested at this time.

Sample:

New Program Planning Initiative – Yearly Planning Only

ATTACHMENT 1

In May 2021, the median annual wages for paralegals and legal assistants in the top industries in which they worked were as follows:

Federal government	\$69,680
Finance and insurance	64,740
Local government, excluding education and hospitals	58,300
State government, excluding education and hospitals	49,350
Legal services	48,270

Most paralegals and legal assistants work full time. Some may work more than 40 hours per week in order to meet deadlines.

[← How to Become One](#)
Job Outlook

Job Outlook

Employment of paralegals and legal assistants is projected to grow 14 percent from 2021 to 2031, much faster than the average for all occupations.

About 45,800 openings for paralegals and legal assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

As law firms try to increase the efficiency of legal services and reduce their costs, they are expected to hire more paralegals and legal assistants. In these firms, paralegals and legal assistants may take on a "hybrid" role, performing not only traditional paralegal duties but also some of the tasks previously assigned to [legal secretaries](#) or other legal support workers.

Law firms also are attempting to reduce billing costs as clients push for less expensive legal services. Due to their lower billing rates to clients, paralegals are less costly than [lawyers](#) in performing a variety of tasks previously assigned to entry-level lawyers. This should increase demand for paralegals and legal assistants.

Although law firms will continue to be the largest employers of paralegals, many large corporations are increasing their in-house legal departments to cut costs. This will lead to an increase in the demand for legal workers in a variety of settings.

Employment projections data for paralegals and legal assistants, 2021-31

Paralegals and legal assistants

SOC Code:
23-2011

Employment, 2021:
352,800

Projected Employment, 2031:
402,700

Change, 2021-31 (Percent):
14

Change, 2021-31 (Numeric):
49,900

Employment By Industry:
[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[← Pay](#)
State & Area Data

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

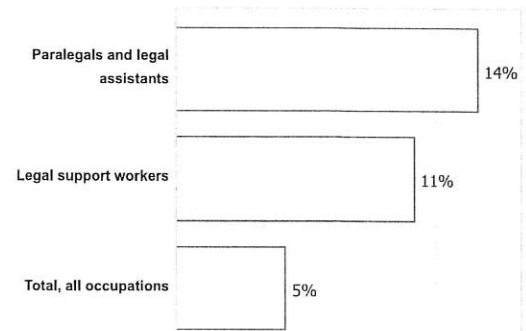
Paralegals and legal assistants	\$56,230
Legal support workers	\$54,860
Total, all occupations	\$45,760

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

[Job Outlook →](#)

Paralegals and Legal Assistants

Percent change in employment, projected 2021-31



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Employment Projections program

[State & Area Data →](#)

- [Paralegals and legal assistants](#)

Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.org. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

[← Job Outlook](#)

[Similar Occupations →](#)

Similar Occupations

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of paralegals and legal assistants.

[Arbitrators, Mediators, and Conciliators](#)

Job Duties:

Arbitrators, mediators, and conciliators facilitate negotiation and dialogue between disputing parties to help resolve conflicts outside of the court system.

Entry-Level Education:

Bachelor's degree

2021 Median Pay:

\$49,410

[Claims Adjusters, Appraisers, Examiners, and Investigators](#)

Job Duties:

Claims adjusters, appraisers, examiners, and investigators evaluate insurance claims.

Entry-Level Education:

[See How to Become One](#)

2021 Median Pay:

\$64,710

[Judges and Hearing Officers](#)

Job Duties:

Judges and hearing officers apply the law by overseeing the legal process in courts.

Entry-Level Education:

Doctoral or professional degree

2021 Median Pay:

\$128,710

[Lawyers](#)

Job Duties:

Lawyers advise and represent individuals, businesses, and government agencies on legal issues and disputes.

Entry-Level Education:

Doctoral or professional degree

2021 Median Pay:

\$127,990

[Secretaries and Administrative Assistants](#)

Job Duties:

Secretaries and administrative assistants do routine clerical and organizational tasks.

Entry-Level Education:

High school diploma or equivalent

2021 Median Pay:

\$39,680

[← State & Area Data](#)

[More Info →](#)

More Info

Contacts for More Information

For more information on the Certified Legal Assistant certification, schools that offer training programs in a specific State, and standards and guidelines for paralegals, visit

[NALA – The National Association of Legal Assistants](#)

For more information on the Professional Paralegal certification, visit

[NALS – The Association for Legal Professionals](#)

For more information on the Paralegal Advanced Competency Exam, paralegal careers, and paralegal training programs visit

[National Federation of Paralegal Associations](#)

For a list of American Bar Association approved paralegal education programs, visit

[American Bar Association](#)

O*NET

[Paralegals and Legal Assistants](#)

[← Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Paralegals and Legal Assistants, at <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm> (visited May 10, 2023).

Last Modified Date: Thursday, September 8, 2022

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-5700 www.bls.gov/ooh [Contact OOH](#)

ATTACHMENT 2

Occupation Profile

Industries Employing

[Change Occupation](#)

Paralegals and Legal Assistants*
(SOC Code : 23-2011)
in California

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Employers are usually looking for candidates with a Associate degree .

Occupational Wages [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2022	1st Qtr	\$35.01	\$24.53	\$31.57	\$39.61

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Total Job Openings
		Estimated	Projected	Number	Percent	
California	2018 - 2028	36,500	41,500	5,000	13.7	46,270

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange [\[Top\]](#)

Enter a Zip Code [Find a Zip code in California](#)

Within 25  miles of Zip Code.

[Search Jobs](#)

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in State of California	Percent of Total Employment for Occupation in State of California
Legal Services	43,950	67.4%
Management of Companies and Enterpri	5,187	2.2%
Employment Services	4,817	1.2%

[About Staffing Patterns](#)

Training Programs (click on title for more information) [\[Top\]](#)

Program Title
Legal Assistant/Paralegal

About This Occupation (from O*NET - The Occupation Information Network)

[\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.

Prepare for trial by performing tasks such as organizing exhibits.

Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.

Meet with clients and other professionals to discuss details of case.

File pleadings with court clerk.

Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.

Call upon witnesses to testify at hearing.

Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.

Direct and coordinate law office activity, including delivery of subpoenas.

Keep and monitor legal volumes to ensure that law library is up-to-date.

[More Tasks for Paralegals and Legal Assistants](#)

Top Skills used in this Job

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking - Talking to others to convey information effectively.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Time Management - Managing one`s own time and the time of others.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination - Adjusting actions in relation to others` actions.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

[More Skills for Paralegals and Legal Assistants](#)

Top Abilities (Attributes of the person that influence performance in this job.)

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

[More Abilities for Paralegals and Legal Assistants](#)

Top Work Values (Aspects of this job that create satisfaction.)

Relationships - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Support - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More WorkValues for Paralegals and Legal Assistants](#)

Top Interests (The types of activities someone in this job would like.)

Conventional - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Investigative - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

[More Interests for Paralegals and Legal Assistants](#)

Alternate Titles

Legal Investigators; Judicial Assistants; Probate Paralegals; Real Estate Paralegals; Law Clerks; Court Clerks; and Attorney Assistants

Related Links

[LMI for Job Seekers](#)

[Local Area Profile](#)

[Compare Occupations](#)

[O*Net - The Occupation Information Network](#)

> [Ask EDD](#)

> [Online Services](#)

> [Forms and Publications](#)

> [Labor Market Information](#)

> [Office Locator](#)

> [Información general en español](#)

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OCCUPATIONAL OUTLOOK HANDBOOK

OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

We value your feedback!
Please take a short survey to help us improve the Occupational Outlook Handbook.

[START SURVEY](#)

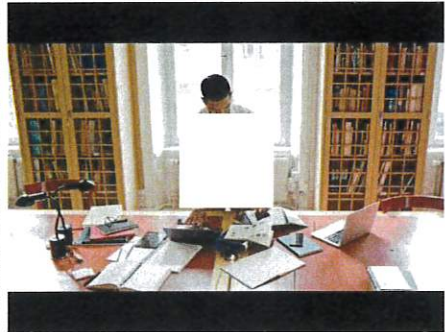
Paralegals and Legal Assistants

[PRINTER-FRIENDLY](#)

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Paralegals and Legal Assistants

2021 Median Pay	\$56,230 per year \$27.03 per hour
Typical Entry-Level Education	Associate's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2021	352,800
Job Outlook, 2021-31	14% (Much faster than average)
Employment Change, 2021-31	49,900

What Paralegals and Legal Assistants Do

Paralegals and legal assistants perform a variety of tasks to support [lawyers](#).

Work Environment

Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, and government agencies. They usually work full time, and some may have to work more than 40 hours a week to meet deadlines.

How to Become a Paralegal or Legal Assistant

Most paralegals and legal assistants have at least an associate's degree or a certificate in paralegal studies. In some cases, employers may hire college graduates with a bachelor's degree but no legal experience or specialized education and train them on the job.

Pay

The median annual wage for paralegals and legal assistants was \$56,230 in May 2021.

Job Outlook

Employment of paralegals and legal assistants is projected to grow 14 percent from 2021 to 2031, much faster than the average for all occupations.

About 45,800 openings for paralegals and legal assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

State & Area Data

Explore resources for employment and wages by state and area for paralegals and legal assistants.

Similar Occupations

Compare the job duties, education, job growth, and pay of paralegals and legal assistants with similar occupations.

More Information, Including Links to O*NET

Learn more about paralegals and legal assistants by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What They Do

What Paralegals and Legal Assistants Do

Paralegals and legal assistants perform a variety of tasks to support [lawyers](#), including maintaining and organizing files, conducting legal research, and drafting documents.

Duties

Paralegals and legal assistants 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 mortgages
- Get 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



Paralegals and legal assistants may conduct legal research.

Paralegals and legal assistants 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. The following are examples of types of paralegals and legal assistants:

Corporate paralegals, for example, often help lawyers prepare employee contracts, shareholder agreements, stock-option plans, and companies' annual financial reports. Corporate paralegals may monitor and review government regulations to ensure that the corporation is aware of new legal requirements.

Litigation paralegals maintain documents received from clients, conduct research for lawyers, retrieve and organize evidence for use at depositions and trials, and draft settlement agreements. Some litigation paralegals may also help coordinate the logistics of attending a trial, including reserving office space, transporting exhibits and documents to the courtroom, and setting up computers and other equipment.

Paralegals may also specialize in other legal areas, such as personal injury, criminal law, employee benefits, intellectual property, bankruptcy, immigration, family law, and real estate.

Specific job duties may also vary by the size of the law firm.

In small firms, paralegals' duties tend to vary more. In addition to reviewing and organizing documents, paralegals may prepare written reports that help lawyers determine how to handle their cases. If lawyers decide to file lawsuits on behalf of clients, paralegals may help draft documents to be filed with the court.

In large organizations, paralegals may work on a particular phase of a case, rather than handling a case from beginning to end. For example, paralegals may only review legal material for internal use, maintain reference files, conduct research for lawyers, or collect and organize evidence for hearings. After gaining experience, a paralegal may become responsible for more complicated tasks.

Unlike the work of other administrative and legal support staff employed in a law firm, the paralegal's work is often billed to the client.

Paralegals may have frequent interactions with clients and third-party vendors. In addition, experienced paralegals may assume supervisory responsibilities, such as overseeing team projects or delegating work to other paralegals.

[< Summary](#)

[Work Environment ->](#)

Work Environment

Work Environment

Paralegals and legal assistants held about 352,800 jobs in 2021. The largest employers of paralegals and legal assistants were as follows:

Legal services	74%
Federal government	5
Local government, excluding education and hospitals	4
Finance and insurance	4
State government, excluding education and hospitals	3

Paralegals and legal assistants often work in teams with [attorneys](#), fellow paralegals, and other legal support staff.

Paralegals do most of their work in offices. Occasionally, they may travel to gather information, collect and review documents, accompany attorneys to depositions or trials, and do other tasks.

Some of the work can be fast-paced, and paralegals must be able to work on multiple projects under tight deadlines.

Work Schedules

Most paralegals and legal assistants work full time. Some may work more than 40 hours per week in order to meet deadlines.



Most paralegals and legal assistants work in law offices.

[← What They Do](#)

How to Become One

[How to Become One →](#)

How to Become a Paralegal or Legal Assistant

Most paralegals and legal assistants have an associate's degree in paralegal studies, or a bachelor's degree in another field and a certificate in paralegal studies.

Education

There are several paths a person can take to become a paralegal. A common path is for candidates to earn an associate's degree in paralegal studies from a postsecondary institution.

However, many employers may prefer, or even require, applicants to have a bachelor's degree. Because only a small number of schools offer bachelor's degrees in paralegal studies, applicants typically have a bachelor's degree in another subject and earn a certificate in paralegal studies from a paralegal education program approved by the [American Bar Association](#). Common [fields of degree](#) include [social science](#), [business](#), and [security and protective service](#).

Associate's and bachelor's degree programs in paralegal studies or [law and legal studies](#) usually offer paralegal training courses in legal research, legal writing, and the legal applications of computers, along with courses in other academic subjects, such as corporate law and international law. Most certificate programs provide intensive paralegal training for people who already hold college degrees.

Employers sometimes hire college graduates with no legal experience or legal education and train them on the job.

Licenses, Certifications, and Registrations

Although not required, some employers may prefer to hire applicants who have completed a paralegal certification program.

Some national and local paralegal organizations offer voluntary paralegal certifications to students able to pass an exam. Other organizations offer voluntary paralegal certifications for paralegals who meet certain experience and education criteria.

Important Qualities

Communication skills. Paralegals must be able to document and present their research and related information to their supervising [attorney](#).

Computer skills. Paralegals need to be familiar with using computers for legal research and litigation support. They also use computer programs for organizing and maintaining important documents.

Interpersonal skills. Paralegals spend most of their time working with clients and other professionals and must be able to develop good relationships. They must make clients feel comfortable sharing personal information related to their cases.

Organizational skills. Paralegals may be responsible for many cases at one time. They must adapt quickly to changing deadlines.

Research skills. Paralegals gather facts of the case and research information on relevant laws and regulations to prepare drafts of legal documents for attorneys and help them prepare for a case.

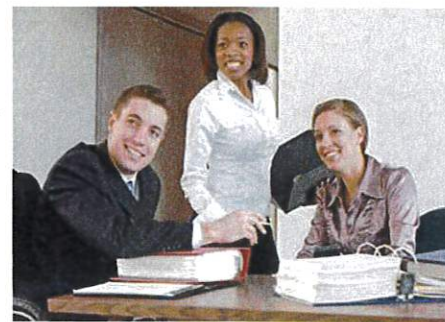
[← Work Environment](#)

Pay

[Pay →](#)

Pay

The median annual wage for paralegals and legal assistants was \$56,230 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$36,410, and the highest 10 percent earned more than \$88,640.



Many paralegals and legal assistants have an associate's degree or a certificate in paralegal studies.

Paralegals and Legal Assistants

Median annual wages, May 2021

ATTACHMENT 3

Program Review: Success, Retention, Persistence

First time AHC students
Persistence % fall to spring



Major

Student Group

If DI detected:
[Red text for Persistence](#)

Success & Retention

RETURN HOME

ATTACHMENT 4

Program Review: Success, Retention, Persistence

Success & Retention ■ Success % ■ Retention %

	2017-18	2018-19	2019-20	2020-21	2021-22
AHC ALL	74% 88%	73% 88%	72% 82%	74% 88%	71% 86%
Grand Total	85% 92%	81% 87%	90% 92%	80% 92%	80% 92%
PLGL101 ALL	91% 93%	82% 82%	96% 96%	73% 95%	85% 92%
PLGL102 ALL	67% 82%	65% 75%	84% 95%	76% 94%	82% 88%
PLGL103 ALL	79% 88%		93% 93%	90% 90%	64% 79%
PLGL104 ALL	78% 89%	63% 83%	80% 90%	65% 85%	50% 83%
PLGL105 ALL	83% 91%	92% 96%	76% 76%	74% 87%	83% 96%
PLGL106 ALL			94% 94%	92% 100%	89% 95%
PLGL107 ALL	79% 92%	68% 86%		92% 92%	74% 95%
PLGL108 ALL					87% 96%
PLGL109 ALL	100% 100%	95% 95%	94% 94%	67% 87%	82% 100%
PLGL110 ALL	95% 95%	84% 84%			
PLGL111 ALL	100% 100%	93% 93%	95% 95%	100% 100%	84% 89%
TOTAL ALL	85% 92%	81% 87%	90% 92%	80% 92%	80% 92%



Years or Terms
Academic Year ▼

Subject
PLGL ▼

- MATH
- MB
- MMAC
- MT
- MUS
- NURS
- PD
- PE
- PEIA
- PHIL
- PHSC
- PHTO
- PHYS
- PLGL
- POLS
- PROD
- PSY
- RE
- READ
- REC
- RN
- RVT
- SOC
- SPAN
- SPCH
- STEM
- THEA
- UNK

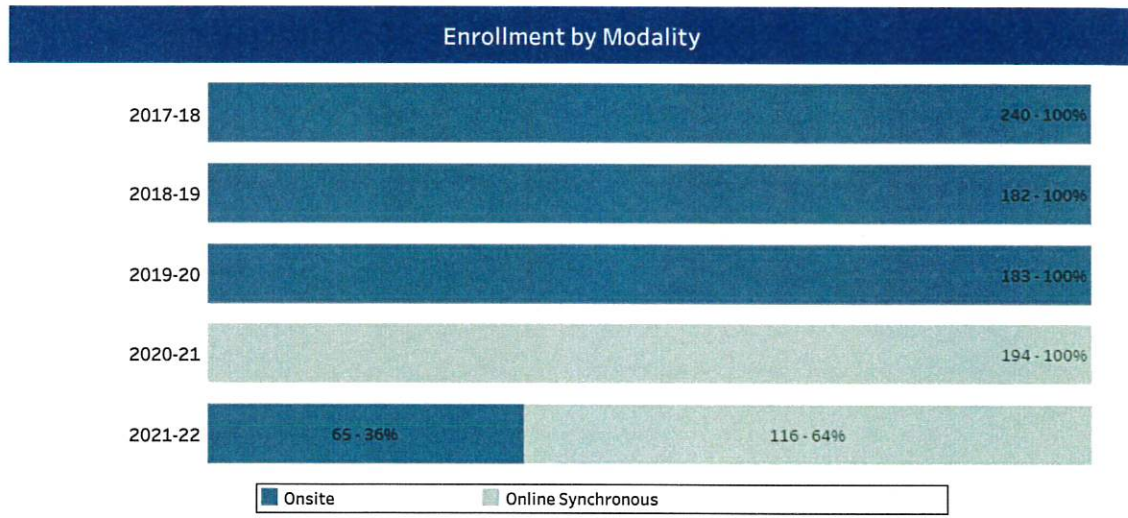
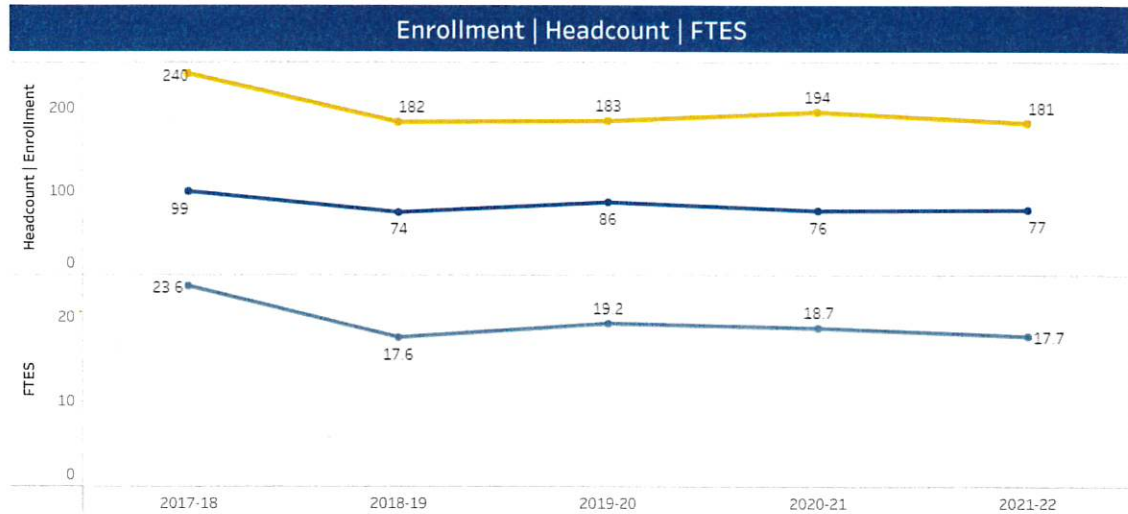
Cancel Apply

By major

RETURN HOME

ATTACHMENT 5

Program Review: Enrollment & Headcount



ie

Years or Terms
Academic Year

CR/NC
(All)

Subject
PLGL

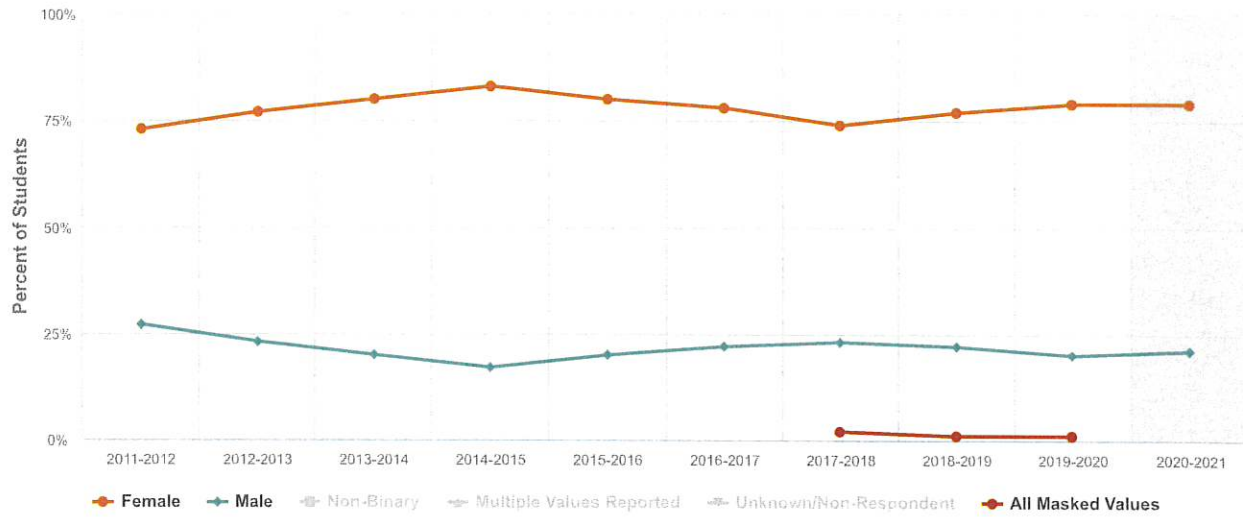
- MT
- MUS
- NESL
- NURS
- OLDR
- PARN
- PD
- PE
- PEJA
- PHIL
- PHSC
- PHTO
- PHYS
- PLGL
- POLS
- PROD
- PSY
- RE
- READ
- REC
- RN
- RVT
- SOC
- SPAN
- SPCH
- STEM
- THEA

Cancel Apply

Gender

CCP Students who were in specific gender categories

● Allan Hancock College, Paralegal (140200), 2020-2021



Groups with fewer than ten people or missing information are summed together and displayed in the "All Masked Values" for Suppression and Complementary Suppression purposes. In Complementary Suppression circumstances, the "All Masked Values" bar may represent a larger group together with small groups with <10 students.

Gender

Female

Male

Non-Binary

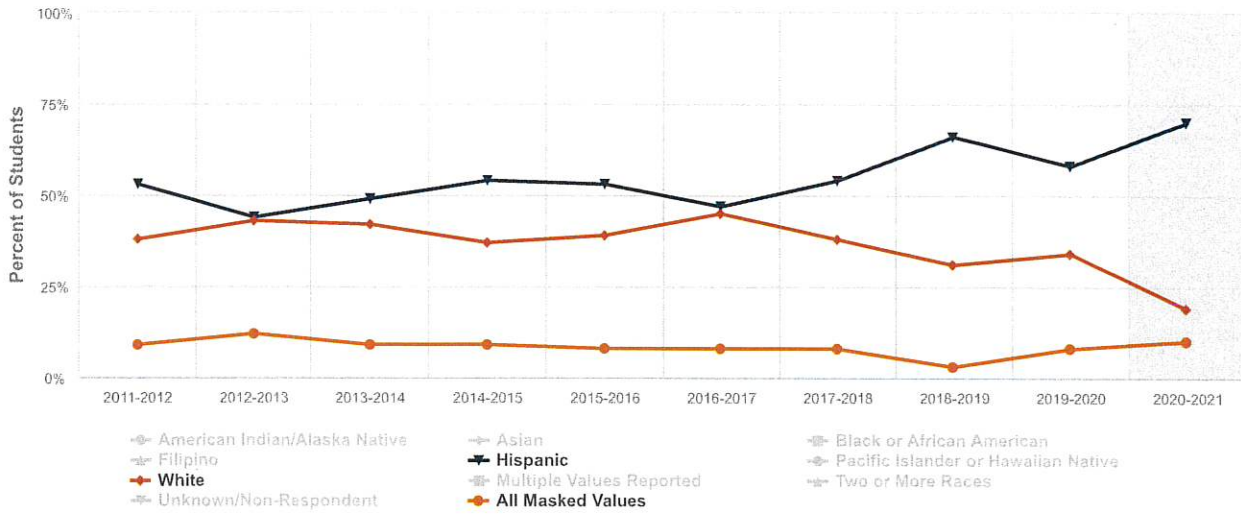
Multiple Values Reported

Unknown/Non-Respondent

Race/Ethnicity

CCP Students who were in specific race/ethnicity categories

● Allan Hancock College, Paralegal (140200), 2020-2021



Groups with fewer than ten people or missing information are summed together and displayed in the "All Masked Values" for Suppression and Complementary Suppression purposes. In Complementary Suppression circumstances, the "All Masked Values" bar may represent a larger group together with small groups with <10 students.

Ethnicity

American Indian/Alaska Native

Asian

Black or African American

Filipino

Hispanic

Pacific Islander or Hawaiian Native

White

Multiple Values Reported

Two or More Races

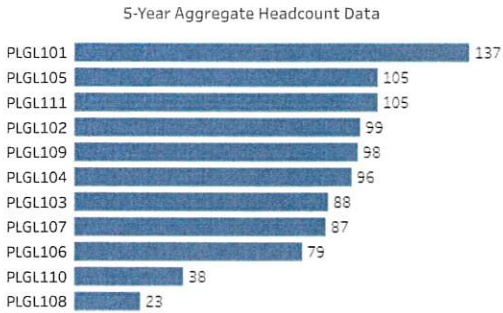
Unknown/Non-Respondent

All Masked Values

ATTACHMENT 6

Program Review: Enrollment & Headcount

5-Year Headcount by Course



	2017-18	2018-19	2019-20	2020-21	2021-22
PLGL101	42	22	24	37	13
PLGL105	23	24	17	23	23
PLGL111	24	29	21	12	19
PLGL102	32	20	19	17	17
PLGL109	23	22	16	15	22
PLGL104	27	24	20	20	12
PLGL103	24		30	21	14
PLGL107	24	22		24	19
PLGL106			36	25	19
PLGL110	19	19			
PLGL108					23

Enrollment OR Headcount
Headcount

Years or Terms
Academic Year

CR/NC
(All)

Subject
PLGL

- PE
- PEIA
- PHIL
- PHSC
- PHTO
- PHYS
- PLGL
- POLS
- PROD
- PSY
- RE
- READ
- REC

Cancel Apply

By Program

Headcount Demographics

Fill Rate & Efficiency

RETURN HOME

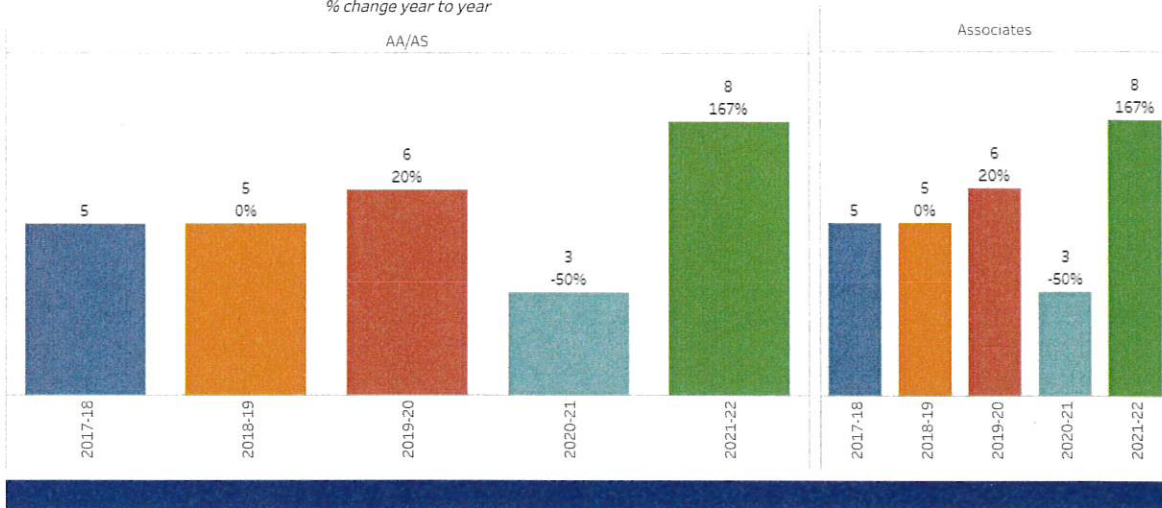
ATTACHMENT 7

Program Review: Awards

Program: Paralegal Studies | Degree Summary - Unduplicated

% change year to year

AA/AS



Degrees Total

Associates

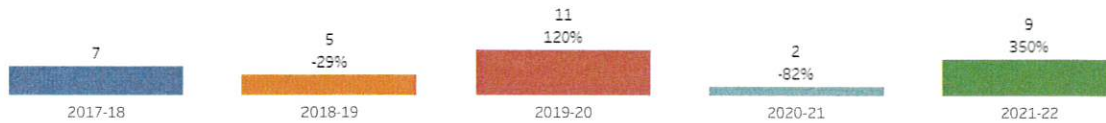


AA/ADT Degree Type
 Summary
 Detail

Award Count Type
 Unduplicated
 Duplicated

Program
 Paralegal Studies

Program: Paralegal Studies | Certificate Summary - Unduplicated



Program: Paralegal Studies | Certificate Detail - Unduplicated

	2017-18	2018-19	2019-20	2020-21	2021-22
C2 Certificate 18-30 semester unit	7	5	11	2	9
Grand Total	7	5	11	2	9

- [Award Demographics](#)
- [4 Year Transfer By System](#)
- [4 Year Transfer Demographics](#)
- [Time to Degree Median Units](#)
- [RETURN HOME](#)

ATTACHMENT 8



California Community Colleges Chancellor's Office
Management Information Systems Division
Career Technical Education (CTE) (Perkins V)

[Negotiation Reports](#)
 [Core Indicator Reports](#)
 [Documentation](#)
 [Contact Us](#)

You are here : [Core Indicator Reports/Forms](#)

Forms - Parameter Selection Area

Select Form Type:
 Select District/College:
 Select Fiscal Year:
 Select TOP Code:

Forms - Report

1 of 1
 Find | Next

Section 1 Part F (for Colleges)

Page 1 of 1

College Core Indicator Information by 4-Digit TOP (2022-2023)

Perkins V, Title I, Part C Local Application

Agreement # _____
 District/College: **ALLAN HANCOCK/ALLAN HANCOCK**
1402 - Paralegal

Instructions: Print out forms. Complete and sign bottom of last page.

Cohort Year CTE Enrollments: 178

CTE Headcount: 83

(includes CTE enrollments above introductory level only)

(CTE students enrolled above introductory level only)

Core Indicator 1 - Cohort Yr: 2019- 2020 Postsecondary Retention & Placement			Negotiated Level		College Performance	Percent Above or Below Negotiated Level
	Count	Total	State	District		
1 CTE Cohort*	24	25	74.53	74.53	96.00	21.5
2 Individuals Preparing for Non-Traditional Fields	6	6	74.53	74.53	100.00	N/A
3 Out of Workforce Individuals			74.53	74.53	N/R	N/R
4 Individuals with Economically Disadvantaged Families	18	19	74.53	74.53	94.74	20.2
5 English Learners			74.53	74.53	N/R	N/R
6 Single Parents	5	6	74.53	74.53	83.33	N/A
7 Individuals with Disabilities	2	2	74.53	74.53	100.00	N/A
8 Homeless Individuals			74.53	74.53	N/R	N/R
9 Youth in Foster Care			74.53	74.53	N/R	N/R
10 Youth with Parent in Active Military			74.53	74.53	N/R	N/R

Core Indicator 2 - Cohort Yr: 2019- 2020 Earned Postsecondary Credential			Negotiated Level		College Performance	Percent Above or Below Negotiated Level
	Count	Total	State	District		
11 CTE Cohort*	13	15	81.32	81.32	86.67	5.3
12 Individuals Preparing for Non-Traditional Fields	3	3	81.32	81.32	100.00	N/A
13 Out of Workforce Individuals			81.32	81.32	N/R	N/R
14 Individuals with Economically Disadvantaged Families	9	11	81.32	81.32	81.82	0.5
15 English Learners			81.32	81.32	N/R	N/R
16 Single Parents	2	4	81.32	81.32	50.00	N/A
17 Individuals with Disabilities			81.32	81.32	N/R	N/R
18 Homeless Individuals			81.32	81.32	N/R	N/R
19 Youth in Foster Care			81.32	81.32	N/R	N/R
20 Youth with Parent in Active Military			81.32	81.32	N/R	N/R

Core Indicator 3 - Cohort Yr: 2019- 2020 Non-traditional Program Enrollment		Negotiated Level	College Performance	Percent Above or Below Negotiated Level
--	--	------------------	---------------------	---

	Count	Total	State	District		
21 CTE Cohort*	6	28	23.43	23.43	21.43	-2.0
22 Individuals Preparing for Non-Traditional Fields	6	28	23.43	23.43	21.43	-2.0
23 Out of Workforce Individuals			23.43	23.43	N/R	N/R
24 Individuals with Economically Disadvantaged Families	4	21	23.43	23.43	19.05	-4.4
25 English Learners			23.43	23.43	N/R	N/R
26 Single Parents		6	23.43	23.43	0.00	N/A
27 Individuals with Disabilities	1	2	23.43	23.43	50.00	N/A
28 Homeless Individuals			23.43	23.43	N/R	N/R
29 Youth in Foster Care			23.43	23.43	N/R	N/R
30 Youth with Parent in Active Military			23.43	23.43	N/R	N/R

Core Indicator 4 - Cohort Yr: 2019- 2020 Employment			Negotiated Level		College Performance	Percent Above or Below Negotiated Level
	Count	Total	State	District		
31 CTE Cohort*	14	15	73.00	73.00	93.33	20.3
32 Individuals Preparing for Non-Traditional Fields	DR	DR	73.00	73.00	DR	N/A
33 Out of Workforce Individuals			73.00	73.00	N/R	N/R
34 Individuals with Economically Disadvantaged Families	10	11	73.00	73.00	90.91	17.9
35 English Learners			73.00	73.00	N/R	N/R
36 Single Parents	DR	DR	73.00	73.00	DR	N/A
37 Individuals with Disabilities			73.00	73.00	N/R	N/R
38 Homeless Individuals			73.00	73.00	N/R	N/R
39 Youth in Foster Care			73.00	73.00	N/R	N/R
40 Youth with Parent in Active Military			73.00	73.00	N/R	N/R

*Note: Students meeting criteria for for this indicator with 12+ CTE units in a discipline (one course is above intro) in 3 years. See cohort specifications for full criteria.

The DR notation indicates privacy requirements - EDD requires that counts less than six not be displayed. N/A (Not Applicable) indicates denominators 10 or N/R (Not Reported) indicates categories where no participants were reported. These performance indicators include all vocational programs whether or not they are supported with Perkins Title IC Funds. For more detailed reports, see Core Indicators 'Summary' and 'Detail' Reports. Shaded areas are for your information and are not included as accountability measures.

By totaling each positive, negative, N/A, N/R outcome in the last column from items 1 - 40, I certify and acknowledge that performance in the 40 Core Indicator categories is as follows:

_____ of the 40 are at or above the District negotiated level(s);
 _____ of the 40 are below the District negotiated level(s);
 _____ of the 40 are list as (N/A, N/R)

Department Chair (or authorized Designee) : _____

Form 1 Part E-C Last Revised 02/01/2010

* If no district target is available then state targets will be used.

Area of Focus Discussion Template

ACADEMIC SERVICES AND SUPPORT

Academic Services and Support – assess and improve relationship with tutorial services, library, counseling, learning assistance program (LAP), etc. and evaluate co-curricular support courses.

Possible topics:

- Collaborate with student success team members to ensure institutional barriers are mitigated.
- Review and summarize student support options.
- Implement student surveys and evaluate results.
- Assess co-curricular support programs and services.

1. What data were analyzed and what were the main conclusions?

Last year, all business department full-time faculty participated in a multi-step process to gather student feedback about student needs for support services.

First, a small focus group was held. Second, a literature review was produced by each faculty member to identify common themes associated with student success.

Based on these findings, faculty produced and administered a survey to obtain student feedback. Results were compiled and analyzed by the department faculty. Faculty decided to focus on the theme of “orientation.” As such, an orientation was offered in 2022 and 2023.

This year, the department members identified plans to develop a “talking syllabus.” Also, faculty members identified key points in the semester to provide students with a short video/zoom presentation to increase student contact, student success, and student interest.

2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?

The Business department would like to increase student success by providing either direct support or by actively referring students to AHC support services. Canvas is an excellent method to publicize and highlight college support services.

3. What are your plans for change or *innovation*?

Using short video/zoom vignettes at appropriate times should help connect students with their instructor and the college support services.

4. How will you *measure* the results of your plans to determine if they are successful?

Student success rates and retention can be used to analyze if our plans have been successful. Also, student satisfaction and feedback can be gathered.

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

1. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

The Business Advisory team, including paralegal members validated our findings.


2. Are there specific recommendations regarding the core topic responses from the validation team?

Yes. The BAT recommended obtaining student feedback about what students liked and disliked about our curriculum and student support.

Based on the narratives for the prompts above, what are some program planning initiatives and resources needed for the upcoming years? Use the tables below to fill in **NEW** resources and planning initiatives. ***This section is only used if there are new planning initiatives and resources requested.***

Sample:

Program Review Signature Page:


Marie comstock (Jun 29, 2023 15:59 PDT)

Program Review Lead

Jun 29, 2023

Date



Program Dean

Jul 7, 2023

Date



Vice President, Student Services

Jul 10, 2023

Date











F22-S23 PLGL Academic Services and Support_6.29.23


Final Audit Report

2023-07-10

Created:	2023-06-29
By:	Maryfrances Marecic (mmarecic@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA27OwidMMKdb3oBd3sjSDcnEyCFXmT3XL

"F22-S23 PLGL Academic Services and Support_6.29.23" History

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