

# Student Academic Achievement Committee (SAAC) Standardized Report Form

## INTRODUCTION

Program/Discipline Title:  
Paralegal Studies

Time Period:  
Fall 2006, Spring 2007, Summer 2007

Program goals, objectives, and/or mission:  
The goal of the CNM Paralegal Studies program is to provide quality education and training to qualified men and women so that they might assist the legal profession in rendering more economical and efficient legal services to a greater number of persons. The following objectives support this goal:

Exit Competencies:

1. Understand the various functions and roles of a paralegal in a variety of legal specialty areas;
2. Knowledge of substantive and procedural law and the legal system;
3. Knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against unauthorized practice of law;
4. Master effective communication skills: oral, interpersonal, and written;
5. Demonstrate proficiency in using technology, including legal research skills.

Core Competencies:

Critical Thinking  
Technology

**RESULTS**

Introduction and discussion of assessment efforts:  
 The Paralegal Studies program assessment efforts include both internal and external measurements. Students are assessed in the Internship/Cooperative Education courses. Exit Competencies and CNM Core Competencies are assessed each term.

Assessment Plan (Who, what, when and how assessment took place):  
 Internship and Cooperative Education students are assessed.  
 Exit Competencies are assessed through an exit competencies exam or task (personal injury complaint), written assignments and supervising attorney’s evaluations. CNM Critical Thinking Competency was assessed with a written essay. CNM Technology Competency was assessed through different tasks such as email with an attached Word document, Excel spreadsheet, and Internet research.  
 Students are assessed each term.

Exit Competency Results:  
 Exit Competency 1: 80% at Graduation Level  
 Exit Competency 2: 89% at Graduation Level  
 Exit Competency 3: 91% at Graduation Level  
 Exit Competency 4: 94% at Graduation Level  
 Exit Competency 5: 65% at Graduation Level

Core Competency Results:  
 Critical Thinking: 94% at Graduation Level  
 Technology: 94% at Graduation Level

Discussion of changes in support of student learning for PAST year based upon your assessment results:  
 Students are required to take both the Civil Litigation and Criminal Litigation Courses. Incorporating more research into every PL course.

Discussion of proposed changes in support of student learning for COMING year based upon your assessment results:  
 Develop Rubrics for grading Case Briefs and Interoffice Legal Memorandum.  
 Include more citation exercises in the Legal Research and Writing courses.

Plans for assessment of all Core Competencies:  
 Technology and Critical Thinking was assessed Fall 2006, Spring 2007, and Summer 2007.  
 Communication and Teamwork will be assess from Fall 2007-Summer 2008.

**DATA**

What tools did you use to measure the Exit Competencies?

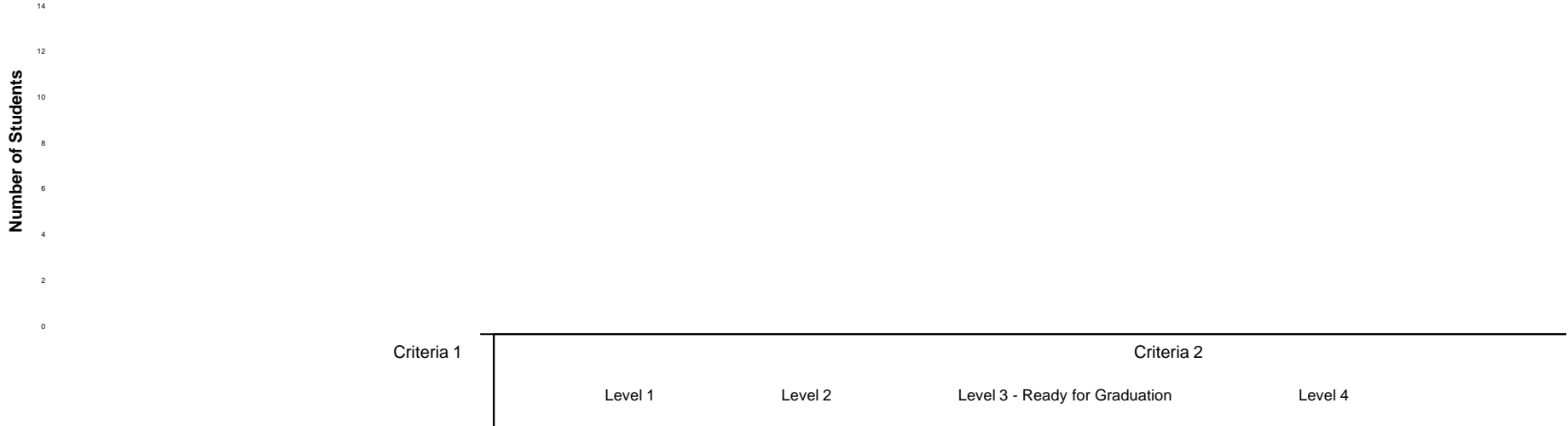
Personal Injury Complaint and comprehensive Exit Competencies Exam, which includes a section for each of the program competencies. Written Assignments given in the Internship and Cooperative Education courses. Supervising attorney evaluations of Internship and Cooperative Education Students.

Please attach Core Competency Rubrics if modified.

Additional assessment results:

**Histograms of Exit Competency Results:**

**Understand the various functions and roles of a paralegal in a variety of legal specialty areas**



**EXIT COMPETENCY 1:**

Understand the various functions and roles of a paralegal in a variety of legal specialty areas.

Evaluation Method: Written Assignments and Exit Competencies Exam in PL 2095 and PL 2098

**Keys for Criteria 1:**

Written Assignments:

Level 1=did not pass

Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

**Keys for Criteria 2:**

Exit Competencies Exam:

Level 1=did not pass

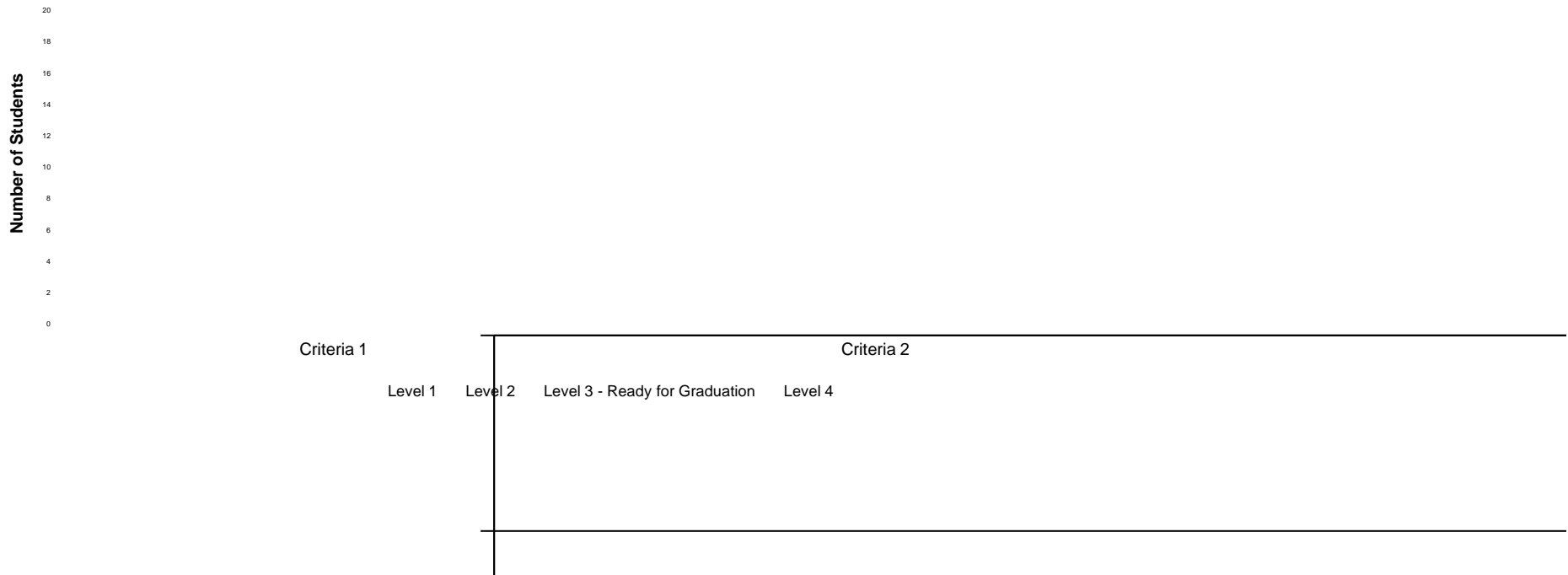
Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

SAAC STANDARDIZED REPORT FORM

Knowledge of substantive and procedural law and the legal system



EXIT COMPETENCY 2:

Knowledge of substantive and procedural law and the legal system.

Evaluation Method: Supervisor evaluations and Exit Competencies Exam in PL 2095 and PL 2098

Keys for Criteria 1:

Supervisor evaluations:

Level 1=did not pass

Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

Keys for Criteria 2:

Exit Competencies Exam:

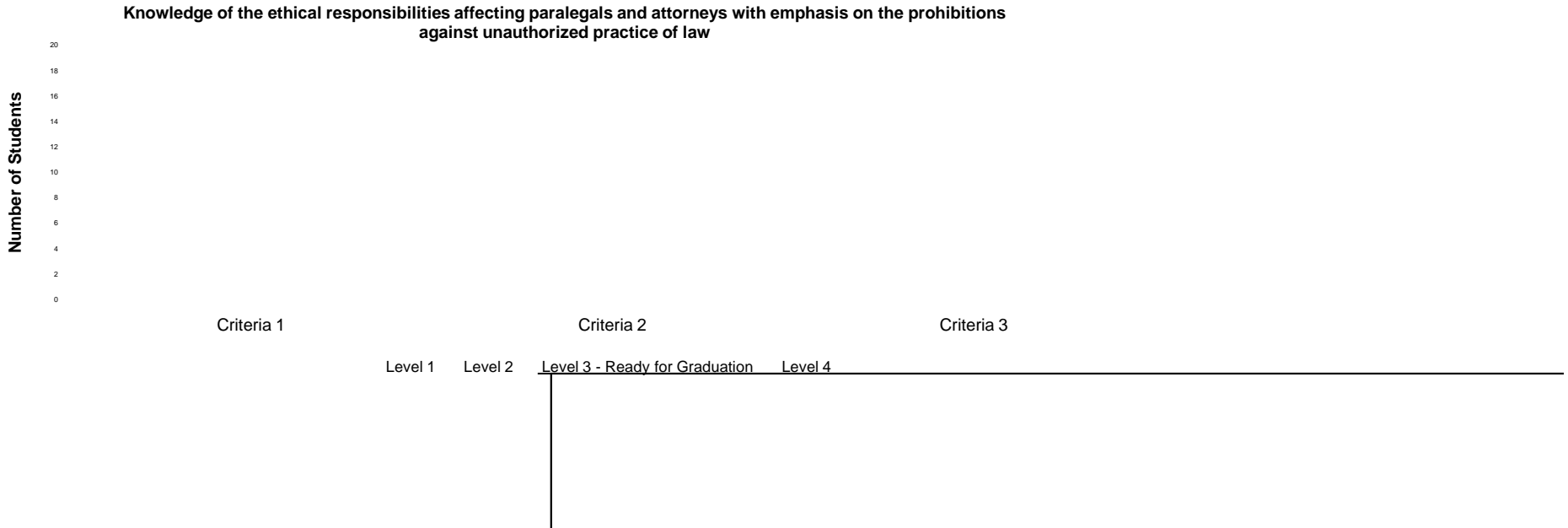
Level 1=did not pass

Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

SAAC STANDARDIZED REPORT FORM



**EXIT COMPETENCY 3:**

Knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against unauthorized practice of law.

Evaluation Method: Supervisor evaluations, Written Assignments, and Exit Competencies Exam in PL 2095 and PL 2098

**Keys for Criteria 1:**

- Supervisor evaluations:
- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

**Keys for Criteria 2:**

- Written Assignments:
- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

**Keys for Criteria 3:**

- Exit Competencies Exam:
- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

SAAC STANDARDIZED REPORT FORM

**Master effective communication skills: oral, interpersonal, and written**

16  
14  
12  
10  
8  
6  
4  
2  
0  
Number of Students

Criteria 1	Criteria 2	Criteria 3
Level 1	Level 2	Level 3 - Ready for Graduation
		Level 4

**EXIT COMPETENCY 4:**

Master effective communication skills: oral, interpersonal, and written.

Evaluation Method: Supervisor evaluations on Communication, Supervisor evaluations on writing skills, and Written Assignments in PL 2095 and PL 2098

**Keys for Criteria 1:**

Supervisor evaluations on communication:

- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

**Keys for Criteria 2:**

Supervisor evaluations on writing skills:

- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

**Keys for Criteria 3:**

Written Assignments:

- Level 1=did not pass
- Level 2=received 71-80%
- Level 3=received 81-90%
- Level 4=received a 91% or better

SAAC STANDARDIZED REPORT FORM

**Demonstrate proficiency in using technology, including legal research skills**



**EXIT COMPETENCY 5:**

Demonstrate proficiency in using technology, including legal research skills.

Evaluation Method: Supervisor evaluations and Exit Competencies Exam in PL 2095 and PL 2098

**Keys for Criteria 1:**

Supervisor evaluations:

Level 1=did not pass

Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

**Keys for Criteria 2:**

Exit Competencies Exam:

Level 1=did not pass

Level 2=received 71-80%

Level 3=received 81-90%

Level 4=received a 91% or better

**Histograms of Core Competency Results:**

