

Miramar Community College Paralegal Program

Paralegal Student Portfolio

The San Diego Miramar College Paralegal Program requires, as a means of gaining credit for all courses, that students complete a portfolio. The portfolio documents the development and possession of specific skills and learning throughout a student's college career, and generates a living transcript that can be used by both the student and the program as evidence of those skills. The portfolio allows for instant and immediate student and institution interaction. The portfolio allows the student to reflect on his or her learning and share findings with instructors, peers, and employers. It allows faculty and student feedback and the setting of new goals based upon the student's strengths and weaknesses.

The "portfolio system" is intended to document knowledge and competence in areas considered necessary to successfully work as a paralegal. Documentation of knowledge and skill acquisition can take a variety of forms including, but not limited to, pleadings, memoranda, course projects, registration receipts from continuing education and other conferences attended, proof of membership in professional organizations, and subscriptions to legal publications. Typically, much of the material can be compiled from projects and activities required within courses.

The student maintains the contents of the portfolio and can add or remove materials based on decisions as to the extent to which contents adequately represent knowledge and skill acquisition in each of the areas outlined below.

The portfolio should be submitted to the Instructor no later than one week prior to the end of the semester or term in which the student completes the class for signature approval.

The portfolio shall contain documentation of knowledge and skill acquisition in all classes. In order to be a successful paralegal, the student must possess a common core of legal knowledge as well as acquiring vital critical thinking, organizational, communication and interpersonal skills. The integrated courses in our program should assist the student with the means to develop the following competencies:

1. Communication

Students communicate effectively through reading, writing, speaking, and listening (example: presentations, reports, writing evaluations, drafting documents...).

2. Critical Thinking and Problem Solving

Students use appropriate creative thinking, decision making and problem solving approaches, reasoning, analyses of numerical data, and learning strategies (example: legal memos, case analysis, projects...).

3. Global Environment

Students demonstrate an understanding of the physical, social, political, and cultural environments in which they live, including sensitivity to diversity, cultural differences, and community needs. (example: participation in clubs, organizations, volunteer...)

4. Information Management

Students can effectively collect and analyze information and/or demonstrate technological literacy (example: lexis, westlaw, Microsoft program certificates...).

5. Personal and Professional Abilities

Students can understand and manage themselves, change, personal responsibilities, and their own wellness, as well as demonstrate teamwork and relationship maintenance, conflict resolution, and workplace skills.

Paralegal Program Portfolio Signatures

CORE CLASSES

100A Intro to Paralegalism

INSTRUCTOR SIGNATURE

100B Legal Procedures

105 Legal Research

110 Legal Communications

115 Litigation - Procedures

120 Litigation - Torts

180 Contracts

SPECIALTY CLASSES

140 Law Office Management

150 Criminal Law and Procedures

155 Employment Law

160 Bankruptcy Law

165 Family Law

170 Corporate Law

175 Estates, Trusts, and Wills

200 Elder Law

210 Immigration Law

296 Individualized Instructions
