



Student Handbook

- We offer the **ONLY** American Bar Association Approved Post Degree Certificate and Associate degree Paralegal Programs in Central Illinois
- Tuition at institutions offering non-ABA approved Associate degrees may be as much as 4 to 5 time more expensive.
- Our tuition is a fraction of the cost of any other Associate degree option in Central Illinois, and we have agreements in place to allow for in-district tuition rates for students living in all other surrounding community college districts throughout Central Illinois (Carl Sandburg, Heartland, Illinois Valley, Lincoln Land, Spoon River and Carl Sandburg and more).
- Our courses are offered day, night and via the Internet.
- Graduates from our Associates degree program are gainfully employed and many of those graduates have successfully transferred and completed Bachelor degrees with distinction at fine 4 year institutions such as Bradley University, Franklin University, Illinois State University, Northern Illinois University, Western Illinois University, Southern Illinois University at Carbondale and the University of Illinois at Springfield.
- Graduates of our Post Degree Certificate Program have found gainful and satisfying employment in a variety of challenging and rewarding settings as well.

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Frequently Asked Questions

What is a Paralegal and what does a Paralegal do?

"A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." - ***American Bar Association***

- Paralegals assist lawyers by identifying appropriate laws, judicial decisions, legal articles and other materials relevant to assigned cases. After they analyze and organize the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled.
- In legal proceedings, paralegals may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits and assist attorneys during trials.
- Paralegals also organize and track important case documents, making them easily accessible to attorneys.

What are the skills essential to being a successful Paralegal?

- Ability to document and present their findings and opinions to their supervising attorneys.
- General knowledge of the law and legal terminology.
- Good research and investigative skills, and familiarity with the operation and applications of computers in legal research and litigation support.

What level of education is expected by employers of Paralegals?

- Employers expect at least an associate's degree.
- Some employers may prefer four-year college graduates who have completed paralegal certificate programs.
- Graduates of American Bar Association approved Paralegal Programs, such as the Post Degree Certificate and Associate in Applied Science programs offered by Illinois Central College, are preferred.
- Paralegals are expected to participate in continuing legal education seminars to maintain and expand their legal knowledge.

What is the Job Outlook in Central Illinois?

- Paralegals continue to be projected among the fastest-growing occupations in the economy into the near future nationally and that trend has been evident in Central Illinois as well.
- Private law firms will continue to be the largest employers of paralegals, but a growing array of other organizations, such as corporate legal departments, government agencies, insurance companies, consumer organizations, real estate and title insurance firms, and banks will also continue to hire paralegals. Our graduates can be found in any of these settings.

What will it cost me to become a Paralegal through your programs?

- Our tuition is a fraction of the cost of any other Associate degree option in Central Illinois, and we have agreements in place to allow for in-district tuition rates for students living in all other surrounding community college districts throughout Central Illinois (Carl Sandburg, Heartland, Illinois Valley, Lincoln Land, Spoon River and Carl Sandburg and more).
- All students are encouraged to apply for Financial Aid. Non-traditional students are strongly encouraged both apply for financial aid and also contact the Coordinator, Special Academic Services to determine the availability of assistance with such items as books, child care, transportation costs and other related out of pocket expenses resulting from your academic pursuits in one of our Paralegal programs.
- Go to the Illinois Central College Website, <http://www.icc.edu> to determine current tuition rates and to find relevant information concerning the process of applying for and obtaining Financial Aid.
- Compared to other options that lack ABA approval and are far more expensive, on cost alone, their really isn't another choice.

Our Programs

Illinois Central College offers two American Bar Association approved Paralegal Program options. The Paralegal Certificate is designed for the student desiring training as a paralegal who has already completed a bachelor's or associate's degree. A bachelor's degree (4 years/undergraduate) or associate degree from an accredited college or university is required for admission to the program. Students without a two or four-year degree should seek admission to the second option, a two-year curriculum leading to an Associate in Applied Science degree. It includes general education courses as well as law courses and law-related courses. The primary objective of both programs is to produce competent, well-rounded individuals who are able to work under the supervision of an attorney in settings and performing tasks as those briefly outlined above.

Associate in Applied Science - 68 Credit Hours

Program Information:

The Paralegal program is a two-year curriculum leading to an Associate in Applied Science degree. It includes general education courses as well as law courses and law-related courses. The objective of this program is to produce competent, well-rounded individuals who are able to work under the supervision of an attorney in the many areas of practice of law. Specifically, the student will be prepared to perform such tasks as legal research, client interviews, investigations, preparation of legal documents, and other legal work as delegated by an attorney. Paralegals are employed by private law firms, corporations, government agencies, insurance companies, title companies, and financial institutions.

Program Accreditation:

This program has been approved by the American Bar Association.

Admission to the Program:

The student must make application for admission to Illinois Central College and arrange an interview with the Program Director before gaining admission to the program.

RECOMMENDED COURSE SEQUENCE:

Fall Semester 1:

ENGL 110; CMGEN 120 or CMPSC 120; PRLGL 110; BUS 120 or Mathematics; Social Science

Spring Semester 1:

ENGL 111; BUS 215; PRLGL 112; PRLGL 114; PRLGL 118

Fall Semester 2:

PRLGL 113; PRLGL 116; PRLGL 117; PRLGL 215; PRLGL 159; CRJ 225 or CRJ 226; Laboratory Science

Spring Semester 2:

RLST 230; PRLGL 115; PRLGL 260; Social Science; Humanities; Elective

REQUIRED GENERAL COURSES

NUMBER	COURSE NAME	HRS.
	**Social Science	3
	***Laboratory Science	4
	****Humanities	3
	**Social Science	3
BUS 120	Business Mathematics	3
ENGL 110	Composition I	3
ENGL 111	Composition II	3

REQUIRED PROGRAM COURSES

NUMBER	COURSE NAME	HRS.
	**Social Science	3

*PRLGL 110	Introduction to Paralegal	3
*PRLGL 112	Legal Research I	3
*PRLGL 113	Legal Research II	3
*PRLGL 114	Family Law	3
*PRLGL 115	Wills, Trusts and Estate Administration	3
*PRLGL 116	Civil Litigation	3
*PRLGL 117	Administrative Law	3
*PRLGL 118	Law Office Management	3
*PRLGL 215	Business Organization and Practice	3
*PRLGL 159	Pre-Internship	1
*PRLGL 260	Paralegal Internship	3
BUS 215	Legal Environment of Business	3
CMPSC 120	Business Computer Systems	3
CRJ 225 or CRJ 226	Criminal Law Criminal Law and Procedure	3
CMGEN 120	Microcomputer Applications	3
RLST 230	Real Estate Law	3
REQUIRED ELECTIVE COURSES		
NUMBER	COURSE NAME	HRS.
	*****Elective	3

Computers are an important component to many aspects of this profession. The student should be familiar with the keyboard. If not, an additional class in keyboarding is recommended.

*Students must attain a grade of "C" or higher in each PRLGL course (including equated transfer courses), and PRLGL 113, 116, and 260 must be taken at ICC to graduate from the program. All prerequisites to PRLGL courses must be satisfied with a grade of "C" or better. **POLSC 115, 119 or PSY 110 recommended. ***BIOL 111 or 140 recommended. ****PHIL 111 or COMM 110 recommended. *****Liberal Arts courses as well as law related courses are recommended.

Paralegal Certificate - 37 Credit Hours

Program Information:

The Paralegal Certificate is designed for the student desiring training as a paralegal who has already completed a bachelor's or associate's degree. A bachelor degree (4 years/undergraduate) or associate degree from an accredited college or university is required for admission to the program. The objective of this program is to produce competent, well-rounded individuals who are able to work under the supervision of an attorney in the many areas of practice of law. Specifically, the student will be prepared to perform such tasks as legal research, client interviews, investigations, preparation of legal documents, and other legal work as delegated by an attorney. Paralegals are employed by private law firms, corporations, government agencies, insurance companies, title companies, and financial institutions. Students without a two- or four-year degree should enroll in the Paralegal Associate in Applied Science degree.

Program Accreditation:

This program is approved by the American Bar Association.

Admission to the Program:

The student must make application for admission to Illinois Central College and must submit an official transcript from the college or university granting the degree to the ICC Admissions Office. The student must submit a separate application for the Paralegal Certificate Program to the Program Director, a copy of that document is provided in this packet, and you must arrange an interview with the Program Director before gaining admission to the program.

RECOMMENDED COURSE SEQUENCE:

Fall Semester 1:

PRLGL 110; PRLGL 112; PRLGL 116; PRLGL 117; PRLGL 159; PRLGL 215

Spring Semester 1:

PRLGL 113; PRLGL 114; PRLGL 115; PRLGL 118; PRLGL 260; Approved Electives

REQUIRED PROGRAM COURSES		
NUMBER	COURSE NAME	HRS.
PRLGL 110	Introduction to Paralegal	3
PRLGL 112	Legal Research I	3
PRLGL 113	Legal Research II	3
PRLGL 114	Family Law	3
PRLGL 115	Wills, Trusts and Estate Administration	3
PRLGL 116	Civil Litigation	3
PRLGL 117	Administrative Law	3
PRLGL 118	Law Office Management	3
PRLGL 215	Business Organization and Practice	3
PRLGL 159	Pre-Internship	1
PRLGL 260	Paralegal Internship	3
REQUIRED ELECTIVE COURSES		
NUMBER	COURSE NAME	HRS.
	*Approved Electives (select 2 from below)	6

*Approved Electives: PRLGL 120, 121, 141; BUS 115, 116, 215; CRJ 111, 225, 226, 227, 230; CMPS 120 or CMGEN 120; HLTH 121; RLST 230.

Students must attain a grade of "C" or higher in each PRLGL course (including equated transfer courses), and PRLGL 113, 116, and 260 must be taken at ICC to graduate from the program.

Program Goals and Objectives

Our goal at Illinois Central College is to prepare you as a competent, well rounded individual. You'll develop your abilities through carefully designed academic standards. Faculty will help coordinate your studies through caring and consistent advisement. Specifically, when you have successfully completed the Paralegal program at ICC, you'll be able to demonstrate skills minimally in these areas:

1. Knowledge of the various functions and roles of a paralegal;
2. Knowledge of the ethics and professional responsibilities of attorneys and paralegals;
3. Knowledge of legal terminology;
4. Knowledge of the various court systems;
5. An ability in manual and computerized legal research;
6. An ability for legal writing and analysis;
7. Familiarity with law office administration;
8. Ability to successfully complete an approved internship opportunity;
9. An appreciation and understanding for the importance of continuing legal education; and
10. An ability to apply paralegal skills in potential areas of practice such as torts litigation, domestic relations, probate estates; estate planning; real estate; contract and commercial transactions; business formation; administrative law (worker's compensation/social security); law office management; computer applications and the law; medical malpractice.

Efforts to meet the above stated goals and objectives are guided by a focus and intent to facilitate graduate competency at a level that meets or exceeds the ***Core Competencies for Paralegal Programs*** as adopted by the ***American Association for Paralegal Education*** in which Illinois Central College is a participant and member in good standing.

The ***AAfPE Core Competencies for Paralegal Programs*** are as follows:

CRITICAL THINKING SKILLS

Paralegal education programs should be able to demonstrate that their graduates can:

1. Analyze a problem; identify and evaluate alternative solutions;
2. Formulate logical solutions to problems; construct logical arguments in support of specific positions; evaluate solutions and arguments;
3. Determine which areas of law are relevant to a particular situation;
4. Apply principles of professional ethics to specific factual situations;
5. Identify interrelationships among cases, statutes, regulations, and other legal authorities;
6. Apply recognized legal authority to a specific factual situation;
7. Analyze factual situations to determine when it is appropriate to apply exceptions to general legal rules;

8. Apply exceptions to general legal rules;
9. Distinguish evidentiary facts from other material and/or controlling facts; and
10. Identify factual omissions and inconsistencies.

ORGANIZATIONAL SKILLS

Paralegal education programs should be able to demonstrate that their graduates can:

1. Sort information by category;
2. Prioritize assignments and client needs;
3. Manage information manually and through computerized databases; and
4. Utilize time efficiently.

GENERAL COMMUNICATION SKILLS

Paralegal education programs should be able to demonstrate that their graduates can:

1. Interact effectively, in person, by telephone and in written correspondence with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals;
2. Conduct effective interviews with clients, witnesses and experts;
3. Exhibit tact and diplomacy; distinguish between assertive and aggressive behavior; apply assertive behavior techniques;
4. Adapt to situations as they arise;
5. Multi-task;
6. Understand the need to ask questions and seek guidance when appropriate;
7. Identify attributes of a team player; work effectively as part of a team; and
8. Work independently and with a minimal amount of supervision when appropriate.

LEGAL RESEARCH SKILLS

Legal Research involves the application of the critical thinking, organizational and communication skills listed above. Paralegal education programs should be able to demonstrate that their graduates can:

1. Prepare and carry out a legal research plan; analyze and categorize key facts in a situation;
2. Use both print and electronic sources of law to locate applicable statutes, administrative regulations, constitutional provisions, court cases and other primary source materials;
3. Use both print and electronic sources of law to locate treatises, law review articles, legal encyclopedias, and other secondary source materials that help explain the law;
4. Read, evaluate and analyze both print and electronic sources of law, and apply them to issues requiring legal analysis;
5. Properly cite both print and electronic sources of law;
6. "Cite check" legal sources; and
7. Identify, locate and appropriately use both print and electronic resources to update and verify the reliability of cited legal authority.

LEGAL WRITING SKILLS

Legal writing involves the application of the critical thinking, organizational, communications and legal research skills listed above. Paralegal education programs should be able to demonstrate that their graduates can:

1. Understand and apply principles of writing and rules of English grammar to all writing tasks;
2. Write in a style that conveys legal theory in a clear and concise manner;
3. Read and apply a court opinion to a fact situation;
4. Report legal research findings in a standard interoffice memorandum or other appropriate format;
5. Cite print and electronic primary and secondary sources in proper form;
6. Draft client correspondence and legal documents, using proper format and appropriate content; and
7. Locate and modify standardized forms found in formbooks, pleadings files, form files, or a computer data bank to fit a particular situation.

COMPUTER SKILLS

Levels of computer literacy required in the typical law office continue to increase. Paralegal education programs should be able to demonstrate that their graduates can:

1. Define and identify basic computer hardware components;

2. Identify and describe typical software and information systems typically encountered in the legal environment;
3. Locate, read and comprehend software licenses and understand the ethical implications and penalties for illegally copying or using software;
4. Demonstrate basic Microsoft Windows functions;
5. Demonstrate word processing program features, including preparing, editing, saving, and retrieving documents;
6. Describe spreadsheet program features and be able to prepare a basic spreadsheet and graph;
7. Describe database program features and be able to prepare a basic database;
8. Describe the features of a presentation software program including slide components, graphics and sound and be able to prepare a basic presentation;
9. Describe features of typical law office time keeping and billing software programs; identify ethical issues that arise with the use of such programs;
10. Describe the features of computerized litigation support programs and be able to compare such programs to corresponding manual litigation support;
11. Describe the features of case management and information management software; compare to corresponding manual case management;
12. Describe the features of computerized docket control systems; compare to corresponding manual docket control systems; identify ethical problems relating to docket control;
13. Access legal and non-legal data available on the Internet; compare key word and subject-oriented search engines; evaluate Internet sites for reliability and validity of information; locate and join sites that relate to the legal assistant career;
14. Use e-mail functions; describe ethical issues that arise as a result of using e-mail and other electronic methods of communication;
15. Describe the process used to file electronically documents in courts that permit electronic filing; compare to manual filing; identify ethical problems related to electronic filing of court documents;
16. Perform computer assisted and CD-ROM legal research and Internet legal and factual research; and
17. Identify factors and issues to consider when purchasing legal-specific software.

INTERVIEWING AND INVESTIGATION SKILLS

Interviewing and investigation involves the application of critical thinking, organizational, communication, research, writing and computer skills listed above. Paralegal education programs should be able to demonstrate that their graduates can:

1. Identify and locate witnesses, potential parties to a suit and experts;
2. Develop a list of questions for an interview; conduct an effective interview; record the interview accurately;
3. Locate and prepare request documents to obtain information that is commonly maintained by government entities; obtain such information; read and interpret the information contained in such records and apply to a given situation;
4. Prepare releases and requests to obtain medical, corporate and other non-governmental records; obtain such records; read and interpret the information contained in such records and apply to a given situation; and
5. Use the Internet to obtain relevant and reliable information pertaining to a given situation.

THE PARALEGAL PROFESSION AND ETHICAL OBLIGATIONS

Knowledge and information relating to the role of the paralegal in the delivery of legal services, ethics and professional values is vital to paralegal competence. Paralegal education programs should be able to demonstrate that their graduates can:

1. Understand the legal process and the nature of law practice, emphasizing the role of the paralegal in the delivery of legal services;
2. Understand the ways in which paralegal services are used in the delivery of legal services, including functions and tasks commonly performed by paralegals; the place of the paralegal in the delivery services team; the respective roles and responsibilities of the members of the legal team;
3. Understand the evolving role of the paralegal and other non-lawyers in the delivery of legal services and in increasing access to legal services;
4. Identify the professional associations that serve and promote the paralegal profession; understand the importance of participation in professional activities;
5. Understand the legal and ethical principles that guide paralegal conduct, including, but not limited to: unauthorized practice of law and lawyer supervision of non-lawyers; confidentiality and attorney-client privilege; conflicts of interest; competence; advertising and solicitation; handling client funds, legal fees and related matters such as attorney fee awards and fee agreements; prohibitions relating to fees including fee referrals, fee-splitting and partnerships between lawyers and non-lawyers; limitations on communications with persons outside law firms, including represented persons, judges, jurors; special rules relating to

litigation such as proper courtroom conduct, honesty and candor, frivolous claims and defenses, sanctions for misconduct;

6. Demonstrate the ability to identify and resolve ethical dilemmas that may be confronted in the workplace; and

7. Understand the importance of continuing legal education for paralegals.

LAW OFFICE MANAGEMENT SKILLS

Basic knowledge of the fundamentals of law office management and organization is essential to the entry-level paralegal. This knowledge can be presented through a stand-alone course or as part of the general program curriculum. Paralegal education programs should be able to demonstrate that their graduates can:

1. Identify and explain basic principles of management;

2. Explain issues relating to employment and promotion of paralegals;

3. Identify and describe the different types of law offices including organization, management and personnel structure;

4. Identify and explain the different management, administrative and support roles performed by lawyers and non-lawyers in the law office;

5. Describe law office billing practices, accounting systems and methods used for determining cost of legal services;

6. Understand administrative systems used in law practice, including client relation systems, conflict management, personnel, docket/calendaring systems, billing systems, and risk management systems; and

7. Explain the role of technology in the management and administration of the law office.

Employment, Job Placement, & Graduate Success

While there have been persons fulfilling similar roles as long as there have been lawyers, the modern day paralegal profession is said to have first appeared in the 1960s. It has grown at a tremendous rate since with over 120,000 Paralegals in the United States today. With quality Paralegal education and training an individual can find employment performing sophisticated legal work under the supervision of a lawyer in many settings, including traditional law offices, corporate legal departments, and various units of local, state and federal government. The occupation continues to gain recognition in Central Illinois. This growth in professional stature is based on the recognition that Paralegals ultimately increase the efficiency of delivering legal services. Properly utilized a well trained Paralegal can be expected to increase firm profits in the same manner as would be expected of an associate lawyer. Job titles and occupations vary greatly.

We use the web to post job opportunities we are made aware of from potential employers, the ICC Career Services office, faculty, graduates or other sources. The Program Director and Faculty also provide employment information to students through Blackboard sites utilized for

each program course. Information about employment opportunities obtained by the Program Faculty is also shared with and posted by the ICC Career Services office. Students and Graduates are encouraged to register with the Career Services office and utilize the quality services available from Career Services.

Our Graduates are employed by private law firms, corporations, government agencies, insurance companies, title companies, and financial institutions. We stay in contact with and value these folks and the experiences they relate indicate they have enjoyed consistent and satisfactory employment opportunities. They report that we have prepared them well for the positions and tasks they have encountered in post-graduation employment.

Tuition and Financial Aid

Our tuition is a fraction of the cost of any other Associate degree option in Central Illinois, and we have agreements in place to allow for in-district tuition rates for students living in all other surrounding community college districts throughout Central Illinois (Carl Sandburg, Heartland, Illinois Valley, Lincoln Land, Spoon River and Carl Sandburg and more).

All students are encouraged to apply for Financial Aid. Non-traditional students are strongly encouraged both apply for financial aid and also contact the Coordinator, Special Academic Services to determine the availability of assistance with such items as books, child care, transportation costs and other related out of pocket expenses resulting from your academic pursuits in one of our Paralegal programs.

Go to the Illinois Central College Website, <http://www.icc.edu> to determine current tuition rates and to find relevant information concerning the process of applying for and obtaining Financial Aid.

Enrollment for Students Admitted to one of our Programs

All students are encouraged to apply for Financial Aid. Non-traditional students are strongly encouraged both apply for financial aid and also contact the Coordinator of Special Academic Services (309) 694-5170 or (309) 999-4657 to determine the availability of assistance with such items as books, child care, transportation costs and other related out of pocket expenses resulting from your academic pursuits in one of our Paralegal programs.

Students who have completed at least PrIgl 110, Introduction to Paralegal, should complete the applicable course scheduling document provided below and present the same to the Program Director as he may direct and as soon as possible prior to or immediately after enrollment opens for a given semester.

Post Degree Certificate Applicants seeking to enroll should: (1) submit an application to Illinois Central College. Applications may be completed online or printed from the website at <http://www.icc.edu> or may be picked up at the College. (2) have their official college transcripts, noting the degree awarded and courses completed, sent directly to Illinois Central College Admissions/Records Office. (3) submit a separate application (a copy of which is provided on the main Paralegal Program web page) to the Illinois Central College Paralegal Program and submit the same with copies of his or her college transcripts, noting the degree awarded and courses completed, prior to or at the time of their interview for admission. (4) after being notified of acceptance to Illinois Central College students should arrange a meeting with the Paralegal Program Coordinator. Call 309-694-5422 or send an e-mail to: info@icc.edu for additional information

Associate in Applied Science Applicants seeking to enroll should: (1) submit an application to Illinois Central College. Applications may be completed online or printed from the website at <http://www.icc.edu> or may be picked up at the College. (2) have their high school submit a transcript directly to Illinois Central College Admissions/Records Office. (3) make available to Illinois Central College scores from the American College Testing Program (ACT). (4) take the COMPASS Academic Placement Test prior to enrollment. Call (309) 694-5234 for appointment times and reservation (5) after being notified of acceptance to Illinois Central College students should arrange a meeting with the Paralegal Program coordinator. Call 309-694-5422 or send an e-mail to: info@icc.edu for additional information

Current Students Enrollment: Students must meet with the designated program advisor(s) in order to be enrolled in program courses. You must complete the Enrollment Checklist and Request document prior to meeting with your advisor. These documents can be found at <http://paralegal.icc.edu>

Access to Lexis/Nexis for Illinois Central College Paralegal Students

Students enrolled in the Illinois Central College Paralegal Program, Legal Research I (Pr1gl 112) and Legal Research II (Pr1gl 113) courses, will be trained in and have access to Lexis/Nexis Online Legal Research for a \$40.00 fee. Lexis will provide the student with online access to state and federal case law; codes and statutes; court documents and other Lexis resources including *Shepard's* Citations Service from any Internet connection for one year from the date the service is initiated. This access is intended for class related research.

Students must complete this document and pay the required fee of \$40.00. The fee should be made payable to Illinois Central College, reference Account # 239000-10-0010-0439 (10AN). The fee should be submitted in person, along with this form, to any Illinois Central College office or student service center. Verification of payment in the form of the properly completed receipt found at the bottom of this document should be presented to the Paralegal Program Director.

Once the fee is paid, receipt is noted and this document is accepted by the Program Director, the student will be placed on a list of students to be submitted to Lexis. The list bearing names and e-mail addresses of students who have paid and signed up for this service will be submitted to Lexis after the second week of each fall and spring semester. Sometime shortly thereafter each student will get an e-mail concerning their personal Lexis ID, password and further instructions.

No refund will be given in the event a student drops a Paralegal program course, fails to earn the "C" required to move to the Pr1gl 113 (Legal Research II), or drops out of the program.

Note: *All information must be provided as requested. The e-mail address provided must be your ICC student e-mail address and this is the e-mail you must use to access and administer your Lexis account.*

Name: _____

Semester/Year Access started: _____/_____

Course for which the access is being purchased: Pr1gl 112_____ Pr1gl 113_____

Student ID#: _____

E-mail: _____ Phone: _____

Receipt for Paralegal Student Access to Lexis

This is to verify that _____, a student in the Paralegal Program at Illinois Central College, has paid the amount listed below for 12 months access to Lexis. The cost of this access is: \$40.00.

Payment Date _____ Amount Paid \$40.00 Acct # 239000-10-0010-0439 (10AN)

Receipt Number _____ Cashier Initials _____

PARALEGAL INTERN INFORMATION FOR PROSPECTIVE ATTORNEY/SUPERVISORS

The internship course is designed to help develop future paralegals for work in private and public practices and in legal departments in business, government and industry. Illinois Central College encourages students to intern in a wide diversity of settings.

The combination of on-the-job training plus the completion of course assignments is designed to help the intern to be successful in finding or continuing employment as a paralegal after graduation.

Course objectives include:

- ✓ To develop skills through actual experiences on the job.
- ✓ To acquire and/or develop work habits and attitudes necessary for success in a legal assistant career.
- ✓ To further their experience in such areas as:
 1. Legal Research
 2. Routine pleadings and forms
 3. Discovery
 4. Filing in courthouse offices
 5. Interviewing
 6. Investigation

Some Interns work in paid positions while other Interns do not. It is the preference of the Program Director that a student acting as an Intern for profit making entity be paid as these students have been educated, trained and possess skills that can be directly utilized towards the profitability and benefit any such law firm or corporate law office. Interns must complete a minimum of 225 hours during the semester, and the Intern will complete a form documenting their hours and activities for each week of the course. While the work assigned to the intern will vary from situation to situation, it is hoped that the Intern will be assigned a variety of tasks representative of paralegal work.

The attorney/supervisor will enter into an agreement with the Intern subject to the approval of the Program Director. The attorney/supervisor will agree to provide evaluations of the Intern's work and the skills encountered at the conclusion of the internship. This evaluation represents Two Thirds of the Intern's grade for the course. The other 1/3 of the grade is based on assignments that the Intern will complete as a part of the Internship course.

**Paralegal Program
Internship Agreement**

This Agreement is entered into by and between _____
(hereinafter *Intern*) a student in the Paralegal Program at Illinois Central College and
_____ (hereinafter *Supervising Attorney*) of the organization
or entity known as _____ and is subject to the approval of
the Course Instructor at Illinois Central College (hereinafter *Instructor*).

The *Intern* agrees to complete Two Hundred and Twenty Five (225) hours of *approved internship activities* under the supervision and direction of the *Supervising Attorney* during the _____ semester of 20____. The *Intern* further agrees to: attend all required meetings with the *Instructor*; to participate in and complete all assigned exercises; to report his/her activities to the *Instructor* on a weekly basis using the format prescribed by the *Instructor*; and complete any other assignments or participate in any activities deemed appropriate by the *Instructor* during the semester the student is enrolled in the Internship course.

The *Supervising Attorney* agrees to provide supervision and direction of the Intern in the following approved activities:

The *Supervising Attorney* agrees to provide the above noted supervision and direction for Two Hundred Twenty Five (225) hours during the _____ semester of 20____. The *Supervising Attorney* further agrees to: communicate as requested with the *Instructor*, meet with the *Instructor* for an evaluation of the *Intern's* progress and provide requested documentation of said evaluation; and, provide the *Instructor* with a tour of the internship facility upon request.

The parties agree and acknowledge that the purpose of this Internship is for the purpose of providing exposure to the Intern of experiences and skills of the paralegal profession as well as for three (3) hours course credit towards the Intern's graduation requirements for Illinois Central College. This Internship does not require that the Intern be paid. If the Intern and Supervising Attorney have reached an agreement regarding pay for services rendered by the Intern to the Supervising Attorney, such an agreement is between those parties and in no way involves either Illinois Central College or the Instructor.

Entered into the _____ day of _____, 20____.

Intern

Supervising Attorney

Approved on _____, 20____

Instructor,
Illinois Central College

Paralegal Internship

Weekly Report Form

(adapt this format for electronic submission via e-mail or posted to Blackboard)

Paralegal Internship Report for the Week of (Insert date here, example "May 5th")
(current year)

Name:

Home Telephone:

Work Telephone:

Internship Telephone (if different from work):

E-mail address:

Name and Address of Organization Internship host: (Name), (Street), (City), (State),
(Zip)

Supervising Attorney: (Name)

Total Hours Worked for Week:

Hours Worked Each Day:

Mon: Tues: Wed: Thurs: Fri:

Summary of Tasks, Duties, Projects and Assignments for this Week: (no client names or otherwise potentially confidential information)

Paralegal Internship Evaluation

Name of Intern Supervisor: _____

Name of Intern: _____ Date: _____

This document must be returned before your Intern can be awarded a grade for his or her overall performance in the Paralegal Internship Course (Pr1gl 260). The evaluation sought under Part I of this document is for the purpose of providing an assessment that affords us an opportunity to determine how Paralegal services are being utilized in the community and how we might better educate and train those students to serve their employers. This section does not reflect on your Intern's course grade. Your evaluation under Part II includes areas of consideration for the Intern's grade. At the conclusion of that section you will be asked to provide a letter grade based upon your evaluation and your experiences with the Intern.

Your time and effort in hosting an Intern and providing this information regarding the skill areas the student has been exposed to is greatly appreciated.

I. In the first portion of this evaluation, using the references below, please identify to what extent the skills applicable to this internship were covered during this semester.

- 5 Can perform standard and teach others
- 4 Can perform standard without assistance and meet time requirements
- 3 Can perform standard with assistance but cannot meet time requirements
- 2 Cannot perform standard but is aware of this competence
- 1 No knowledge of the skill

Note: The skills listed correspond with the State of Illinois Skill Standards Review Process. Students are exposed to each of these areas at a minimum of the 2nd level during their education in our American Bar Association approved Programs. It is not expected that each Intern will be exposed to each of these skills in during the internship experience. You are welcome to include any comments along with your evaluation in the space provided or separately.

Skill:

Evaluation:

Skill:	Evaluation:
Organize and Prioritize Own Work	
Determine Distribution of Materials	
Domestic travel/itinerary preparation	
Improve office procedures/team concept	
Plan office layout	
Team study of a problem in an office	
Routine maintenance on office equipment	
Recommendation of software purchase	

Add supplements to the law library	
Locate information on Legal Reference materials	
Do complex Legal Research	
Draft Motions and Memos in Support of Pleadings	
Draft Complaints/Petitions	
Draft Answers	
Draft Contracts	
Draft Orders	
Draft Wills	
Draft Deeds	
Draft Interrogatories	
Draft Subpeonas and Summonses	
Draft Affidavits	
Draft Releases	
Research and Draft Briefs	
Inspect Invoices for Accuracy	
Retrieve Information from Files	
Retrieve Information from Electronic Files	
File maintenance	
Transmit and Receive Electronic Messages	
Process outgoing mail	
Arrange for Courier Service	
Greet clients and/or visitors	
Process incoming and outgoing calls	
Prepare/Answer routine correspondence	
Open, edit and save existing documents	
Update/store data in existing database	
Open, update and store spreadsheet data	
Create data directory/copy disk	
Backup data	
Scan documents into text formats	
Locate and retrieve electronic information	
Prepare documents with presentation software and/or transparencies	
Prepare, place, send information over Internet	

II. In the second portion of this evaluation please rank your Intern's performance in each area using a scale of 1-3 with 3 representing outstanding performance, 2 representing average or satisfactory performance and 1 representing below average or unsatisfactory performance.

Ability:

Evaluation:

Following Instructions	
Accuracy when gathering and utilizing information	
Ability to learn and repeat routine tasks	
Verbal communication skills	

Written communications skills	
Willingness to accept responsibility and take needed action	
Judgment when confronted with challenging situations	
Ability to complete task in time period requested	
Ability to complete task with results/manner desired by supervisor	
Punctuality in attending work	
Self-confidence	
Ability to communicate with co-workers and supervisors in a courteous and tactful manner	
Ability to communicate with clients and other persons in a courteous and tactful manner	
Grooming and attire appropriate for work setting	
Overall Attitude	

Based upon my overall evaluation of this Intern's work as a Paralegal under my supervision, I would assign the following grade:

(Please check one)

- _____ A – Exceeded expectations throughout the internship
- _____ B – Performed to or Exceeded expectations throughout the internship
- _____ C – Adequately met expectations throughout the internship
- _____ D – Performed below expectations during portions of the internship
- _____ F – Failed to meet minimum expectations throughout the internship

I have provided this evaluation to the best of my ability by signing the same on the _____ day of _____, _____. I understand that this document will be reviewed with the Intern and may be shared with other future or potential employers.

Signed: _____
Intern Supervisor

I have reviewed this document on the _____ day of _____, _____. I understand that this document and the information contained on it may be shared with future or potential employers and I give my permission to Illinois Central College to do so.

Signed: _____
Intern

Rules of Conduct and Academic Policies

In addition to these Paralegal program specific items, all Paralegal program Students are expected to adhere to the policies, rules and regulations as set forth in the Illinois Central College Student Handbook. Those policies, rules and regulations are included herein by reference and in the event of any conflict the Illinois Central College Handbook shall apply and be controlling.

Enumerated below are the specific prohibitions and policies which are the foundation for individual/group conduct of students enrolled in the Illinois Central College Paralegal Program. As they are the fundamental basis of individual/group conduct, each student is responsible for understanding and abiding by these rules and policies while enrolled in this program.

The following conduct is prohibited, wherever it may occur, when in relation to a program course or related activity. This same conduct, though occurring off ICC premises and not at a college event, may nonetheless be subject the student to sanctions when the action is deemed to adversely affect the program, Illinois Central College, it's educational mission or it's community. Violation of these rules and policies will subject an individual or group to disciplinary action, including being banned from program classrooms or prohibit the individual or group from enrollment in or completion of a program course, future program courses or completion of the program.

The following violations will result in the student's immediate removal from program courses and the program.

1. Violations of law, including local, state and federal statutes, regulations and codes, and specifically including, but not limited to: theft; unauthorized possession or storage of a weapon; and use, possession or distribution of marijuana or any controlled substances.
2. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism or other forms of academic dishonesty (see Academic Integrity Policy below)
 - b. Forgery, alteration or misuse of any program or college document, record or instrument of identification
 - c. Appropriation of institutional resources for personal advantage
 - d. Furnishing false information to any college official, faculty member or office.
3. Disruption of teaching, research, administration, disciplinary proceedings or any other institutional activity.
4. Abuse of any person including but not limited to: physical abuse, verbal abuse, threats, verbal intimidation, harassment, coercion and/or other conduct which threatens the health or safety of any person.
5. Any inconsiderate behavior toward a faculty member, college staff, fellow student or community member or guest.
6. Attempted or actual theft of, and/or damage to the property of the college or property of any member of the college community or other personal or public property.

7. Engaging in disorderly conduct, lewd, indecent or obscene behavior on college property or at a college-sponsored event.
8. Any sexual assault. Sexual assault is nonconsensual sexual conduct including but not limited to: rape, sodomy, oral copulation, sexual battery (unwanted sexual touching), or penetration with a foreign object.
9. Failure to comply with the direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Damage to college property or to non-college property being used for a college event.
11. Presence on campus or at a college sponsored event while under the influence of marijuana or other controlled substance.
12. Theft or abuse of computer time, including but not limited to: (a) unauthorized entry into a file, to use, read, change or destroy the contents, or for any other purpose; (b) unauthorized transfer of a file; (c) unauthorized use of another individual's identification and password; (d) use of computing facilities to interfere with the work of another student, faculty member, or college official; (e) use of computing facilities to send obscene or abusive messages; (f) use of computing facilities to interfere with normal operation of the college computing system.
13. Violations of published rules and regulations in the Illinois Central College Handbook.
14. Hate Crimes as defined in Illinois Criminal Statutes.
15. On campus possession of firearms, pellet guns, skeet rifles, paint guns, potato guns, spear guns, sling shots, bows & arrows, air rifles, pistols or any other form of weapon, sporting instrument, self-defense instrument or ammunition for any purpose.

The following will result in the student being unable to enroll in future program courses:

1. The failure to earn the required grade of "C" as noted in the section **Repeating Courses** which follows herein; or
2. One or more "Serious" violations of the Academic Integrity Policy as outlined below.

Academic Integrity Policy

As the Paralegal career is one that is centered on a code of conduct acts of academic dishonesty will not be tolerated. An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that an act is an infraction or may be a serious violation. Serious violations may result in the student being banned from a course and, at the discretion of the Program Director, from the program. If the instructor requests a student be banned for an act deemed a serious violation, that student will be asked to Withdraw from the course and if he or she does not, the instructor will enter a grade of F as that student's grade in the course. If the act is deemed an Infraction the penalty will be left to the discretion of the instructor.

Serious violations are the following acts:

- A. Examination Behavior . Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.

B. Fabrication . Any intentional falsification or invention of data, citation or other authority in an academic exercise shall be considered a serious violation, unless the fact of falsification or invention is disclosed at the time and place it is made.

C. Unauthorized Collaboration . If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise, and by the other if the other knows of the rule against collaboration.

D. Plagiarism . Any intentional passing off of another's ideas, words or work as one's own shall be considered a serious violation.

E. Misappropriation of Resource Materials . Any intentional and unauthorized taking or concealment of library or course materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.

F. Unauthorized Access . Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.

G. Serious Violations Defined by Instructor . Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

A. Any unintentional act is an infraction that, if it were intentional, would be a serious violation.

B. Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

Repeating Courses

A student who has been admitted to one of our Paralegal programs and who has received a grade lower than "C" in a program course, may seek reenrollment in that course for a second time but may repeat that course only once. In the event that the student receives a grade lower than a "C" on his or her second attempt at the course, the student will not be allowed to enroll in future Paralegal program courses.



Student Portfolio

Introduction

The Paralegal Program recommends that students, as part of this program, accumulate and create a portfolio. This is a voluntary project for future career opportunities and not mandated as part of the program. The portfolio has a two-fold purpose; one, to provide a method to assess whether the appropriate levels of knowledge and skills are being delivered to the student and two, to provide our students an opportunity to collect relevant material and develop that material for use in an interview with a prospective employer.

A Student Portfolio is a collection of student work that is accumulated during the student's studies and courses in our program. The Portfolio will provide information and examples of student learning, achievement, and development. The Portfolio is intended to highlight and assess competence in areas considered necessary for gaining employment as a Paralegal. The overall selection of documentation and demonstration of competency is left to the individual student. Documentation demonstrating competence in knowledge and skill can be presented in a variety of forms, including, but not limited to:

- letters of recommendation
- diaries
- video and audio tapes of work
- mock pleadings, litigation documents and research memorandums
- course projects
- proof of attendance at continuing legal education seminars or law related conferences
- proof of membership in professional organizations
- subscriptions to legal publications

Most of the material may be compiled from projects and activities required in Paralegal Program courses.

The Portfolio shall contain documentation of the student's knowledge and skill in the following areas as provided in the Core Competencies established by the American Association for Paralegal Education. These core competencies are divided into two specific areas, skill development and acquisition of knowledge.

Skill Development

- critical thinking skills
- organizational skills
- general communication skills
- interpersonal skills
- legal research skills
- legal writing skills

- computer skills
- interviewing and investigation skills

Acquisition of Knowledge

- organization and operation of the legal system organization
- and operation of law offices
- the paralegal profession and ethical obligations
- contracts
- torts
- business organizations
- litigation procedures

Items listed above will overlap and these items will not cover every opportunity for competency provided in this program. A student able to perform the base items noted above in a competent manner will be rewarded with a solid foundation for success as a Paralegal.

It is suggested that each student purchase a secure container to be used in collecting and organizing potential portfolio material over the course of your studies. Ideally this would be a hanging file folder or file box. This portfolio may be maintained electronically via your computer but this method will not include many graded materials.

It is suggested that you keep a log of all material you collect. When completing each relevant assignment you should record information regarding the document in your log.

Each student is responsible for the contents of his or her portfolios. The student should periodically review the contents of the portfolio and add or remove materials as necessary to provide the best overall content to adequately represent your knowledge and skills in each of the areas outlined below.

Students should consult with the Paralegal Faculty and the Paralegal Program Director regarding the content of the portfolio throughout their studies in the program. The portfolio should be completed before entering the Paralegal Internship course (PrIgl 260).

To be successful as a Paralegal you must possess a common core of legal knowledge in addition to developing vital critical thinking, organizational, communication and interpersonal skills. The courses in our program provide you with opportunities to develop competencies in the areas noted below. Your Student Portfolio should be divided into the following sections:

- Introduction
- Area 1 Understanding the Profession and Its Ethical Obligations
- Area 2 Research
- Area 3 Legal Writing
- Area 4 Basic Skills
- Area 5 Acquisition of Legal Knowledge
- Area 6 Professional Commitment Beyond Course work
- Area 7 Evaluation of Professional Growth/Evaluation of Program
- Conclusion
- Appendix

Guidelines for Selecting Entries

As you select items for your portfolio you should remember that each separate piece is a part of the whole. Together the documents and information you provide can make a powerful statement about your individual professional development. You may wish to ask the following questions in deciding what documents and information should be included in your portfolio:

1. What do I want my portfolio to say about me as a Paralegal? What are my best attributes as a Paralegal?
2. What should my portfolio demonstrate about me as person interested in life long learning and as a student of the law? How and what have I learned?
3. What does my self-evaluation say about my desire for future growth and development? How can I demonstrate this desire in my portfolio?
4. What positive points have been made about me by others regarding my potential as a Paralegal and as a student? How can I demonstrate these items in my portfolio?
5. What effect does my professionalism have upon my peers? How can I show this in my portfolio?
6. What overall impression do I hope my portfolio will give a potential employer reviewing my efforts?

As you accumulate documents and information you will be forced to choose between items. When making such decisions you should take a good look at each item and ask yourself, "Will including this item add something additional or has this competency already been demonstrated?" A good portfolio will provide a *representative* record of your professional development as a Paralegal and it is not intended to be *comprehensive*.

Content

The following is a detailed breakdown and guidelines for the contents of your Portfolio.

Introduction

Title Page

Creative Title
Name
Local Phone Number and Address
Permanent Phone Number and Address (if different)
Date started in the ICC Paralegal Program
Anticipated graduation date.

Professional History

Write a 3-5 page (double spaced) professional history which begins with a brief description of your family background and is followed by a detailed account of those experiences that lead to your future career. Include specific examples. Students who have goals other than becoming a Paralegal should focus on those career goals. If you have had few experiences you should focus on your Internship or consider volunteering.

Resume and Letters of Recommendation

Prepare or update your resume. If you do not have a resume please visit the Career Services Office at the East Peoria Campus for assistance and participate in resume and interviewing seminars offered by that office each semester.

Provide information as to relevant education. This would be any college degrees earned and the Degree or Certificate expected to be earned in this program.

Each job entry on your resume should indicate accurate beginning and ending dates, approximate number of hours per week, type of activity, location, and supervisor or principal associate. A brief,

single spaced description of your responsibilities and what you gained from the experience is appropriate. Use action verbs rather than sentences. Items should be listed from most recent to earliest.

Letters of recommendation may be included or you may opt to provide a list of references (maximum 5), complete with contact information for each person. Be sure you have permission from each person identified to list that person as a reference.

Area 1 Understanding the Profession and Its Ethical Obligations

Students should understand and demonstrate knowledge of the type of work Paralegals perform, the nature of supervision that must be present for a person to be employed as a Paralegal and the manner in which Paralegal conduct is governed by ethical guidelines. Documentation of knowledge and skills would draw heavily upon the student's experiences in each Prlgl course.

Area 2 Research

This area draws heavily on Prlgl 112, Legal Research I and Prlgl 113, Legal Research II but would also have application from all other program courses which incorporate legal research projects. Documentation should indicate the student's competence in using the tools of research available in a standard law library and via computer assisted legal research and incorporate the results of the research into a proper memorandum format.

Area 3 Legal Writing

Each student has opportunities to demonstrate the ability to draft various types of documents, correspondence, pleadings, and memoranda throughout the Paralegal Program curriculum. However, this area will draw heavily from student experiences in Prlgl 113, Legal Research II, Prlgl 114, Family Law, Prlgl 115, Wills, Trusts and Estates, Prlgl 116, Civil Litigation, Prlgl 117, Administrative Law, Prlgl 118, Law Office Management and Prlgl 215 Business Organization and Practice.

Area 4 Basic Skills

Students must develop a number of important skills including, but not limited to, critical thinking skills, organizational skills, communication skills, interpersonal skills, computer skills, and interviewing and investigation skills. These skills can be documented in all courses, but particularly in Prlgl 112, Legal Research I, Prlgl 113, Legal Research II, Prlgl 114, Family Law, Prlgl 115, Wills, Trusts and Estates, Prlgl 116, Civil Litigation, Prlgl 117, Administrative Law, Prlgl 118, Law Office Management and Prlgl 215 Business Organization

Area 5 Acquisition of Legal Knowledge

Students should document their knowledge of the organization and operation of the legal system and of law offices, and the substantive areas of contracts, torts, business organizations, and litigation procedure. This area would draw heavily on Prlgl 114, Family Law, Prlgl 115, Wills, Trusts and Estates, Prlgl 116, Civil Litigation, Prlgl 118, Law Office Management and Prlgl 215 Business Organization and Practice.

Area 6 Professional Commitment Beyond Course Work

In this section the student should documents a professional commitment shown in ways not directly related to course work. The student should submit a brief professional resume showing memberships in professional organizations, conferences and workshops attended, in-service training, journal subscriptions, and volunteer work. Attendance at various continuing legal education seminars, such as the annual Peoria County Bar Association CLE seminars or Central Illinois Paralegal Association CLE seminar would be examples of professional commitment. Participation in the Central Illinois Paralegal Association and the ICC Student Paralegal Association is valuable in this area.

Area 7 Evaluation Of Professional Growth/Evaluation of the Program

The student will draft a paper in which he or she evaluates their personal, professional, and skill

development. The student will also evaluate the program in terms of course content, preparation for employment, performance of faculty and the overall benefits and/or detriments of completing the Illinois Central College Paralegal Program.

Conclusion

Values and Attitudes

Values and attitudes determine the choices we make in our lives. They cross the boundaries of the various subject matter areas you will cover in this program. Therefore, in the final section of your portfolio we ask you to look at your own values and attitudes. Draft a one to three page paper in which you reflect upon your own values. Identify one or more values of importance to you. Explain how these values influence your choices as a person, parent, future paralegal, voter, and/or citizen of the global community. Include specific examples. The following questions may help you choose a topic for your essay:

- What does it mean to be honest? fair? tolerant? open to new ideas and experiences? respectful of evidence?
- Which is more important: decreasing the production of greenhouse gases or preserving jobs? the right to choose how many children we want or controlling world population growth? freedom to produce pornographic art or the right of children to be sheltered from such experiences? spending more time with your children or getting a second job so you can buy things you want?

There are no easy or correct answers to these questions. Take some time to explore who you are and give some real thought to your own values. Remember to include specific examples from your own life.

Capstone

Write a short, single-spaced answer to each of the following questions:

1. List by letter, number and title the entries you are most proud of so that the reviewer(s) won't miss them.
2. What did you enjoy most about building your portfolio?
3. What did you enjoy least?
4. What did you have to think about the most?
5. What did you learn about yourself as you built your portfolio?
6. What was the best course(s) that you took? Why?
7. What was the worst? Why?
8. What advice would you give a student who was just beginning the Paralegal Program?

Appendix

Transcripts

Include copies of unofficial transcripts from all colleges and universities you have attended.

Graduation Evaluation

Include a copy of your graduation evaluation.

Awards or Recognitions

Include copies of awards or recognitions you have received.

From Student Portfolio to Professional Portfolio

Once your Student Portfolio is returned to you it is in your best interest to transform the portfolio into a Professional Portfolio. This Professional Portfolio will also be *representative, not comprehensive*. Each item chosen for inclusion should represent at least one significant aspect of you and/or your accomplishments representative of your employability.

Use these guidelines to prepare your professional portfolio:

- First, prepare your portfolio as a showcase of your best work - your highest achievements. This will involve selecting from items in your portfolio and adding or updating as you develop new items.
- Second, do not send your portfolio when you apply for a job. Include a statement regarding your portfolio in your cover letter. For example: "Throughout my Paralegal studies in the American Bar Association approved Paralegal Program at Illinois Central College, I developed a portfolio that provides examples of key attributes of my abilities as a Paralegal. I would be pleased to share this portfolio with you during an interview."
- Third, if granted an interview be sure to take your portfolio with you. Be prepared to present the highlights of your education and ensuing experience with your portfolio. Practice presenting the portfolio contents effectively. In some instances you may be asked to present your portfolio at the beginning of an interview and in other instances you might use it as a source of evidence or enhancement of a point you are trying to make during an interview.
- Fourth, if the interviewer(s) is particularly interested and would like to examine your portfolio more closely, offer to leave it, making explicit arrangements for collecting it at a later time. It could very well be that your portfolio will create the impression that tips the scales in your favor and helps earn you an offer of employment.
- Fifth, remember it is likely that some people in position to hire you are not familiar with professional portfolios. Take the time to explain the development of your portfolio. Highlight that putting the portfolio together was a process of reflection and evaluation that has helped you to become familiar with yourself as a Paralegal and to establish a foundation for career-long professional development. The presentation of your portfolio will serve to inform the interviewer about you and your abilities.
- Finally, keep your portfolio up to date. As you continue to gain experience and to grow professionally, add or change your portfolio to allow it to reflect your development. Remember, it is not only your first Paralegal job search that may be enhanced by a well prepared and presented portfolio, but every job search may be well served by an up to date portfolio. In addition, maintaining and developing your portfolio is an excellent method for keeping track of continuing legal education and documenting a basis for advancement.

Program Related Web Links

Illinois Central College <http://www.icc.edu/>

Blackboard Log In <http://courses.icc.edu/>

Online Student Resources <http://icc.edu/onlineStudents/>

ICC Library <http://www.icc.edu/library/>

Program Website <http://paralegal.icc.edu>

