



Tammy Jenkins

AAS Legal Assistant, Class of 1995

In 1992, I decided to return to Lee College simply to take a computer class to learn more about the new program we had at work. But the class that I needed to take, the one that would fit into my schedule, was already filled. I looked through the Lee College brochure to see what other courses and programs were being offered and there was one that caught my eye. It was the Legal Assistant program, as it was known at the time.

Today, I serve as the Chief Clerk of a Justice Court, I am a member of the Lee College Paralegal Studies Advisory Committee, and I serve as a Court Clerk Instructor with the Texas Justice Court Training Center.

For additional information on paralegals, see these helpful websites:

**Bureau of Labor Statistics
Occupational Outlook Handbook**

www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants

**American Bar Association
Standing Committee on Paralegals**

www.americanbar.org/groups/paralegals

State Bar of Texas, Paralegal Division

<http://txpd.org>

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R.

Mission Statement

The mission of the Lee College Paralegal Studies Program is to:

- Deliver to students an affordable associate degree education, with quality training in the tasks of a legal assistant,
- Provide the legal community a pool of prospective employees competent to assist in the delivery of legal services to clients and
- Enhance the community-at-large with an educated and enlightened citizenry.

Learning Objectives

- The successful student will produce transactional and litigation documents of acceptable quality as determined using a grading rubric.
- The successful student will demonstrate knowledge of court system organization and the litigation process.
- The successful student will demonstrate an understanding of the principles of ethical legal practice when given hypothetical scenarios.

www.lee.edu/programs/paralegal/

Contact:

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Need more information?

Admissions & Records 281.425.6393
Counseling Center 281.425.6384
Financial Aid 281.425.6389
Campus Tours 281.425.6260

Paralegal Studies



Approved by the American Bar Association

Career

Opportunities

Paralegals (also known as “legal assistants”) work under the supervision of an attorney and assist in the delivery of legal services. Paralegals do substantive legal work their supervising attorney would otherwise do; however, the paralegal is not an attorney. A paralegal generally may not provide legal services directly to the public, except as permitted by law.

Paralegals perform such functions as:

- Interviewing clients and witnesses
- Drafting legal documents
- Conducting legal research
- Accompanying the attorney to court hearings

Paralegals work in a variety of settings including:

- Law offices
- Government agencies
- Community legal services programs
- Corporate offices
- Consumer organizations

Paralegals must have excellent reading, writing and speaking skills, the ability to think logically, and the integrity to uphold the high ethical standards of the legal profession.

Employment Outlook

According to the Bureau of Labor Statistics, earnings of paralegals and legal assistants vary greatly. Salaries depend on education, training, experience, the type and size of employer, and the geographic location of the job. In general, paralegals who work for large law firms or in large metropolitan areas earn more than those who work for smaller firms or in less populated regions. The average hourly wage for paralegals in the Texas Gulf Coast development area in 2013 was \$28.21 (Socrates, Occupational Profile, SOC 23-2011).

Associate of Applied Science Paralegal Studies - PA2

First Semester

___ ENGL	1301	English Composition I	3
___ POFI	1401	Computer Applications	4
___ LGLA	1307	Introduction to Law & the Legal Professions	3
___ LGLA	1301	Legal Research & Writing*	3
___ LGLA	1355	Family Law*	3
			16

Second Semester

___ SPCH	1315	Principals of Public Speaking	3
___ ENGL	1302	English Composition II	3
___ LGLA	1353	Wills, Trusts & Probate Administration*	3
___ LGLA	1351	Contracts	3
___ LGLA	1345	Civil Litigation*	3
			15

Third Semester

___ GOVT	2305	Federal Government	3
___ LGLA	2303	Torts & Personal Injury Law	3
___ LGLA	1219	Paralegal Ethics	2
___ LGLA	2309	Real Property*	3
___ ----	----	Creative Arts/LPC	3
			14

Fourth Semester

___ ----	----	LP Sciences/Mathematics	3/4
___ ACNT	1303	Introduction to Accounting	
		or	
___ BUSI	1307	Personal Finance	3
___ IGLA	----	Elective+	3
___ IGLA	----	Elective+	3
___ LGLA	2333	Advanced Legal Document Preparation*	
		or	
___ LGLA	2389	Internship - Legal Assistant/ Paralegal*	3

Total Semester Credit Hours for Degree

**15/16
60/61**

+Legal elective to be chosen from LGLA 1317, 1343, 2307, 2311, 2313, 2323, 2331, 2337, or 2388.

Certificate of Completion Paralegal Studies - PA1

Prerequisite: Baccalaureate degree program with a minimum of 18 semester hours of general education classes completed.

First Semester

___ LGLA	1301	Legal Research & Writing*	3
___ LGLA	1307	Introduction to Law & the Legal Professions	3
___ LGLA	1355	Family Law*	3
___ LGLA	1219	Paralegal Ethics	2
			11

Second Semester

___ LGLA	1345	Civil Litigation*	3
___ LGLA	1351	Contracts	3
___ LGLA	1353	Wills, Trusts & Probate Administration*	3
___ LGLA	----	Elective	3
			12

Third Semester

___ LGLA	2303	Torts & Personal Injury Law	3
___ LGLA	2309	Real Property*	3
___ LGLA	2333	Advanced Legal Document Preparation**	3
			9
			32

Total Semester Credit Hours for Certificate

**Capstone course must be taken in the last semester of course work.

*Legal specialty course

NOTE: Paralegal Studies Program

The Paralegal Studies Program, in compliance with Guidelines of the American Bar Association, requires students to complete 18 semester credit hours of legal specialty courses, as defined by the ABA, at Lee College.

