

A GROWING FIELD

Not all legal work requires a law degree. Many of the tasks required to serve the needs of a client may be handled by a paralegal/legal assistant. Over 90,000 positions nationwide were filled by paralegals in 1990. This number is expected to steadily increase.

With increasing competition in this field, a person must be able to communicate effectively, understand the law, legal procedures and terminology, and have good research skills. The Paralegal Studies program at Delta State provides this training.

WHO HIRES PARALEGALS?

- Law Offices
- Real Estate Companies
- Insurance Agencies
- Legal Services
- Government Offices
- Corporations

DUTIES MAY INCLUDE:

- Information management
- Drafting legal documents
- Legal research
- Litigation support
- Identifying appropriate laws
- Application of technology to legal processes



For more information, please contact:

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■ DELTA STATE UNIVERSITY

Paralegal Studies Program





THE PROGRAM

The Paralegal Studies program is an intensive 30-hour curriculum that focuses on the primary responsibilities of a paralegal.

In order to complete the program, an average of “C” or better must be maintained. Upon completion of the program, each successful applicant will receive a “Certificate of Completion.”

Classes are held in a weekend format. Each class will meet 4 alternating weekends on Fridays from 6-9pm and Saturdays from 8-12pm. Three classes will be offered in the fall and spring semesters, and one class will be offered during each of the two summer terms.

THE FACULTY

Faculty for the Paralegal Studies courses have experience in the subject matter being taught. Most have PhD degrees or JD degrees.

CURRICULUM

PLS 300 Intro to Paralegalism and Law

PLS 301 Legal Research

PLS 302 Legal Writing

PLS 410 Civil Litigation

*CIS 205 Microcomputer Applications I

*CIS 235 Microcomputer Applications II

PLS 320 Business Entities

PLS 330 Estates, Wills, and Trusts

PLS 354 Real Estate Law

PLS 420 Workers' Compensation

PLS 450 Family Law

*These classes must be completed before your Paralegal Certificate will be awarded.

TRANSFER OF CREDITS

Transfer credit will be granted only for those courses in which the student received a “B” or better and which are listed in the DSU Paralegal Studies Program of Study. A maximum of 6 semester hours of the credit requested for the program may be accepted as transfer credit from another accredited school.

All students must meet the regular admission requirements for entrance into Delta State University. All students enrolled in the program must demonstrate writing proficiency within the first semester of coursework. This may be done in one of the following ways:

- The student must pass ENG 300 (the Writing Proficiency Exam). Students whose performance on this test is below reasonable must standards must enroll in ENG 301.
- The student must complete ENG 301 with at least a “C” average.
- The student must pass the CAAP (Collegiate Assessment of Academic Proficiency) with a score of 3 or better.

Students will not be allowed to take additional paralegal studies courses until they have met this requirement.

Students who have completed a degree from another university with at least a “B” average or better in 12 hours English coursework will be exempt from this requirement.

RESOURCES AT DELTA STATE

The Roberts-Laforge Library has resources available for legal research.

The Career Services and Placement Office works with area attorneys filling the need for paralegals in the Mississippi Delta.

FEES

Charges are per credit hour. Each course is worth three credit hours. You may call 662.846.4833 or 662.332.8865 for registration dates or fee schedules.



As an institution of higher education and in the spirit of its policies of equal employment opportunity, Delta State University declares its policy of equal education opportunity. All applicants for admission will be considered without regard to applicant's race, color, religion, sex, national origin, disability related to program performance, disabled veteran status, or Vietnam era veteran status.