

Paralegal

The mission of the Paralegal Studies program at Northern Michigan University is to provide students with a wide range of legal skills and knowledge essential to the legal profession including legal research, report writing, brief preparation, and case analysis and knowledge in specialized areas such as contracts, probate, real estate or criminal law. Paralegals or legal assistants help lawyers in their work. They perform some of the same tasks as lawyers. Paralegals investigate cases, do legal research, look up laws and cases, write reports, prepare contracts, and keep track of the documents.

Skills and Competencies

The primary program goal is to educate students to become career paralegals who can perform effectively in a variety of legal settings and can adapt to changes in the legal environment and law practice. The overall program goal is to prepare students for careers as paralegals working under the supervision of lawyers in the public and private sector. The program is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals working in the delivery of legal services

Course Work

This degree includes the following courses as part of the program requirements, and specific major requirements along with general education courses and graduation requirements.

Core

- CJ110 Introduction to Criminal Justice (4 cr.)**
- MGT221 Business Law (4 cr.)**
- PS111 Legal Research (2 cr.)**
- PS112 Legal Writing (2 cr.)**
- PS113 Legal Case Analysis (2 cr.)**
- PS211 Law Office Management (2 cr.)**
- PS215 Introduction to Law (4 cr.)**
- PS331 Judicial Process (4 cr.)**
- PS491 Internship (4 cr.)**
- SP100 Public Address (4 cr.) or**
SP110 Interpersonal Communication (4 cr.) or
SP120 Small Group Process (4 cr.)

Electives (4 credits)

Choose two courses from below:

- PS333 Contract Law (2 cr.)**
- PS334 Family Law (2 cr.)**
- PS335 Probate Law (2 cr.)**
- PS336 Real Estate Law (2 cr.)**

Work Environment

Paralegals are professionals who provide non-clerical services under the supervision of an attorney. Tasks that might be performed by paralegals include maintenance of important documents relating to lawsuits or business transactions, preparation of trial exhibits, legal research and investigation, drafting of court pleadings and legal documents, and completion of form documents. The actual practice of law is restricted to licensed attorneys. Work performed by paralegals allows attorneys to commit more time to activities that specifically require the expertise of a trained lawyer. Use of paralegals results in lower costs for legal services and greater efficiency and economy for all concerned

Additional Considerations

The department offers three excellent paralegal education programs; a paralegal associates degree, a paralegal baccalaureate degree and a paralegal post-baccalaureate certificate. Both degree curricula consist of in-depth legal specialty classes along with a general basic education. Students in this curriculum may be in college for the first time or may have some previous college experience.

Job Outlook

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects.

Potential Careers

NMU's Paralegal Program prepares students for employment in the following careers:

- Administrative Assistant
- Court clerk
- Court interpreter
- Court reporter
- Design/developer of trial visual aids
- Editor for a legal or business publisher
- Judicial assistant
- Law librarian
- Law clerk
- Legal analyst
- Legal secretary
- Legislative analyst
- Litigation Paralegal
- Municipal clerk
- Paralegal Associate

Additional Resources and Information

For Career Planning and Opportunities:
Academic & Career Advisement Center
3302.1 C.B. Hedgcock
906-227-2971
103 Jacobetti Complex
906-227-2283
www.nmu.edu/acac

Political Science and Public Administration
Department
200A Gries Hall
906-227-2220
www.nmu.edu/politicalscience

For Job Search, Resume and Career Information:
Career Services
3302.3 C.B. Hedgcock
906-227-2800
www.nmu.edu/careers

For Information about NMU Student Organizations Associated with this Major Contact:
Center for Student Enrichment
1206 University Center
906-227-2439
www.nmu.edu/cse

Internet Resource Links:
www.careers.org
www.bls.gov

For Career Information with National Organizations:
www.americanbar.org/groups/paralegals.html -American Bar Association Paralegal Section
www.michbar.org/paralegal/home.cfm
-Paralegal Section of the Michigan Bar Association



**NORTHERN MICHIGAN
UNIVERSITY**

MARQUETTE, MICHIGAN

The Academic & Career Advisement Center
2018



What to do with
a major in...

Paralegal

Associate's Degree

