STUDY THE FACTS

Bachelor of Professional Studies: Major in Paralegal Studies

Evelyn T. Stone College of Professional Studies

Paralegals perform substantive legal work under the supervision of an attorney and have a good knowledge and understanding of legal concepts. Most paralegals work in private law firms, but many work for governmental agencies, corporations and other legal related organizations. They perform a wide variety of tasks, including conducting interviews with clients and witnesses; gathering facts; researching the law; managing databases; reviewing, analyzing and assembling records and documents; drafting legal pleadings and discovery items such as motions and interrogatories; and maintaining conflicts of interest systems. Paralegals may not provide legal services directly to the public, except as permitted by law. For more information on the profession, visit the National Federation of Paralegal Associations at www.paralegals.org, the National Association of Legal Assistants at www.nala.org and the U.S. Department of Labor Bureau of Labor Statistics at www.bls.gov/oco/ocos114.htm.

About the Program

The Paralegal Studies Program has been approved by the American Bar Association since 1976 and enjoys an excellent reputation in the legal community. The Bachelor of Professional Studies with a major in Paralegal Studies is for students 24 years of age and older who are interested in a career in the legal profession and also want to earn or complete their bachelor's degree. In this accelerated bachelor degree program, students complete all non-paralegal undergraduate course requirements prior to enrolling in the Paralegal Studies Program. The training offered by the degree program provides students with the practical legal skills necessary to assume paralegal responsibilities under the supervision of an attorney.

Degree Requirements

This Fast Track degree program combines a liberal arts education with the courses in the Paralegal Studies Program, allowing students to earn a degree in up to one-third less time than it takes to earn a traditional bachelor's degree.

Students take courses in four categories:

Introductory Courses

PLS 201 Pro-Seminar in Critical Skills (6)

or PLS 302 Methods of Critical Reasoning (3)

PLS 290 Technological and Quantitative Literacy (3)

OLED 320 Intro to Organizational Communication (3)

ENG 101 Intro to Composition (3)

ENG 102 Argument, Analysis, Research (3)

Functional Area

18 semester hours of credit in one functional area chosen in consultation with an academic advisor

Senior Seminars

PLS 390 Seminar in Social Sciences (6)

PLS 391 Seminar in Natural Sciences (6)

PLS 392 Seminar in Humanities (6)

PLS 399 Senior Thesis (3)

Paralegal Studies Courses

PARA 301 Ethics and Professionalism (3)

PARA 302 Legal Research (3)

PARA 303 Civil Law (3)

PARA 304 Pre-Trial Litigation (3)

PARA 305 Commercial Law (3)

PARA 306 Trial and Post-Trial Litigation (3)

PARA 325 Legal Writing (3)

PARA 329 Legal Technology (3)

Two paralegal electives (6)

ROOSEVELT UNIVERSITY

Program Requirements

- Students must be 24 years of age or older when starting the program.
- Students must successfully complete 30 semester hours at Roosevelt University.
- Students must have a minimum 2.5 GPA in introductory courses to be admitted to the Paralegal Studies Program. A minimum 2.0 GPA is needed to graduate.
- Students must submit an application to the Paralegal Studies Program, including a statement of intent, no later than one semester before their anticipated start date in the paralegal courses.
- Students must complete a minimum of 21 semester hours of course work at the 300-level at Roosevelt.
- Students can transfer up to 12 hours of paralegal course work, *taken no longer than six years prior to their start of the paralegal courses*, from an ABA-approved paralegal program at another institution.
- PLS Senior Seminars are only open to students who have completed the University Writing Requirement.
- PLS 399 Senior Thesis is open to students who have completed the University Writing Requirement and who are within 30 hours of graduation.

Evelyn T. Stone College of Professional Studies

The College of Professional Studies offers programs that support the goals of students who are preparing for the workforce and those who are already in the workforce. All degrees offered through the college are geared to accommodate the diverse population of students by offering undergraduate and graduate courses with flexible class schedules to meet the needs of both traditional college age and working adult students. Our students enjoy access to a vibrant learning community and Roosevelt's devoted, student-centered faculty.

The College of Professional Studies is home to the Manfred Steinfeld School of Hospitality and Tourism Management, Paralegal Studies Program, the Graduate Program in Training and Development, Criminal Justice Program and the fast-track degree programs, the Bachelors of Professional Studies and Liberal Studies. The college's English Language Program offers ESL classes that prepare non-native speakers of English for study at the undergraduate and graduate levels. The Department of Human and Community Renewal serves the disadvantaged youth and adult populations of metropolitan Chicago, with a primary focus on reducing the state and county prison populations through educational and reentry programming to create new opportunities and renew the human spirit.

Faculty

All members of the Paralegal Studies Program faculty are practicing attorneys or paralegals who understand the important role of paralegals and have experience in the areas in which they teach.

For more information on the Paralegal Studies Program, contact Director Carrie Lausen at the program office, (312) 281-3300. You can also speak with one of the academic advisors for the Bachelor of Professional Studies degree: Jennifer Sherlock, Chicago Campus, (312) 281-3130 or Michelle Mika, Schaumburg Campus, (847) 619-8740.

Evelyn T. Stone College of Professional Studies
Paralegal Studies Program

www.roosevelt.edu/ets
and
www.roosevelt.edu/paralegal
(877) APPLY RU
(877) 277-5978
applyRU@roosevelt.edu

CHICAGO CAMPUS
Auditorium Building
430 S. Michigan Ave.
Chicago, IL 60605

Gage Building
18 S. Michigan Ave.
Chicago, IL 60603

SCHAUMBURG CAMPUS
1400 N. Roosevelt Blvd.
Schaumburg, IL 60173

ROOSEVELT UNIVERSITY

cops-fs-10-2011-7183