

# STUDY THE FACTS

## Bachelor of Arts (BA) in Paralegal Studies Evelyn T. Stone College of Professional Studies Paralegal Studies Program

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, including 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 [paralegals.org](http://paralegals.org), the National Association of Legal Assistants at [nala.org](http://nala.org) and the U.S. Department of Labor Bureau of Labor Statistics at [bls.gov/oco/ocos114.htm](http://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 Arts in Paralegal Studies is an interdisciplinary program that combines a liberal arts/general education background with law-related specialty courses that provide students with communication, critical thinking and analytical skills. The paralegal courses provide an excellent background in legal terminology, procedures and a variety of legal practice areas giving students a solid background with which to begin their careers. The program focuses on the practical aspects of the law, where students learn through hands-on experience both in their traditional classes and through the required internship course. This program is designed for students who wish to pursue careers as paralegals or other related positions in the legal field, and it is also an excellent choice for students interested in attending law school.

### Degree Requirements

The degree program is divided into five components: introductory courses, functional area, general education requirements, paralegal studies courses and general electives.

**Introductory Courses** include critical skills and critical reasoning courses; English and math courses; a technological and quantitative literacy course and an introduction to law course, which will introduce students to the American legal system and career options in the legal profession.

**The Functional Area** is a sequence of related courses in a discipline or an interdisciplinary area. For example, students may elect six courses in one discipline, such as sociology. Or students may choose six courses in an interdisciplinary area like the humanities (combining courses in speech, literature and gender studies). Appropriate functional areas will be approved by an academic advisor in consultation with the program director.

**General Education** requirements are three courses in each of the following three areas: social sciences, natural sciences and humanities.

**Paralegal Studies** courses are 10 legal specialty courses offered by the Paralegal Studies Program, which include eight core courses in legal skills training, one elective course and an internship course.

**General Electives** are courses that may be selected from any area to complete the 120 credit-hour requirement for graduation.

### Graduation and Program Requirements

- 120 credit hours
- Completion of the 30-credit-hour Roosevelt University residency requirement

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- New students should take the Roosevelt University Assessment test before registering for their first semester. The RUA may determine placement in English and math courses, and students will not be allowed to register for a second semester at Roosevelt until the RUA is completed.
- During the semester in which students will be completing the first 60 hours of their degree, they must submit an application to the Paralegal Studies Program. At this time, it is recommended that students have at least a 2.5 grade point average.
- Students must have a 2.0 grade point average to graduate.
- Students must complete a minimum of 21 semester hours of course work at the 300-level at Roosevelt.
- Grades of C or higher in all Paralegal Studies courses

## Faculty

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

### **Carrie J. Lausen, JD**

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For more information on the Paralegal Studies Program, contact Director Carrie Lausen at the program office, **(312) 281-3300** or [clausen@roosevelt.edu](mailto:clausen@roosevelt.edu).

## Paralegal Studies Program Evelyn T. Stone College of Professional Studies

[roosevelt.edu/paralegal](http://roosevelt.edu/paralegal)

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