

**American Bar Association
Standing Committee on Paralegals
321 North Clark Street
Mail Stop 19.1
Chicago, Illinois 60654-7598**

**INTERIM REPORT FORM
FOR ABA-APPROVED PARALEGAL EDUCATION PROGRAMS**

Institution Name: _____

Program Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: (____) ____ - ____ **Fax Number:** (____) ____ - ____

Institution Website URL: _____

Program Website URL: _____

We hereby certify that the information and materials contained in this report and supporting exhibits is complete and accurate to the best of our knowledge.

Institution President or Dean: _____

Signature: _____

Program Director: _____

E-Mail Address of Program Director: _____

Signature: _____

Date Submitted: _____

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Produced by the Standing Committee on Paralegals

**American Bar Association
Standing Committee on Paralegals**

UNIFORM TABLE OF EXHIBITS

Include only the exhibits listed and identify with the specified number. If an exhibit does not apply to the program, indicate that it is not applicable. Exhibits marked * must be provided in the format shown.

Exhibit A	Major Change Materials
Exhibit B	Enrollment Chart/Students by Program Option*
Exhibit C	Number of Graduates by Program Option*
Exhibit D	Advisory Committee Members*
Exhibit E	Advisory Committee Minutes
Exhibit F	Advertisements and Announcements to Recruit Faculty
Exhibit G	Composition of Paralegal Program Faculty by Gender and Ethnic Background*
Exhibit H	Expenditures and Budgets*
Exhibit I	Assessment Plan/Analysis & Summary of Assessment Results
Exhibit J	Curriculum for Each Program Option*
Exhibit K	Exemptions from General Education and Total Unit Requirements*
Exhibit L	List of Legal Specialty Courses by Term*
Exhibit M	Legal Specialty Course Information Sheet*
Exhibit N	Information on Courses Offered in Alternative Formats (if applicable)*
Exhibit O	Assessment Results for Courses Offered in Alternative Formats (if applicable)
Exhibit P	Resumes of Persons with Responsibilities for Program Direction
Exhibit Q	Faculty Participation in Professional Development*
Exhibit R	Faculty Meeting Minutes
Exhibit S	List of Faculty Members*
Exhibit T	Resumes of Faculty Members
Exhibit U	All Promotional Material used by Program
Exhibit V	Employment and Continuing Education Information on Graduates*

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THIS WORD© FORM IS DESIGNED TO BE DOWNLOADED, COMPLETED AND PRINTED USING STANDARD WORD PROCESSING PROGRAMS. FEEL FREE TO EXPAND OR CONTRACT SPACE FOR ANSWERS AS APPROPRIATE.

Please review ABA staff correspondence or contact ABA staff to confirm the reporting period required for this Interim Report.

SECTION I

GENERAL INFORMATION

G-101 through G-107

A. Name of the Program: _____

B. 1. Please check the name of the accrediting agency by which the institution is accredited:

- _____ Middle States Association of Colleges and Schools
- _____ New England Association of Schools and Colleges
- _____ North Central Association of Colleges and Schools
- _____ Northwest Association of Schools and Colleges
- _____ Southern Association of Colleges and Schools
- _____ Western Association of Schools and Colleges
- _____ Accrediting Commission of Career Schools and Colleges of Technology
- _____ Accrediting Council for Independent Colleges and Schools
- _____ Council on Occupational Education
- _____ New York State Board of Regents

(G-302(c))

2. Please indicate the date of the most recent reaffirmation of accreditation.

3. Please indicate the current status of the institution's accreditation.

C. Indicate whether any changes were made during the past three years in the areas listed below which were reported to the ABA staff. Attach copies of any Substantive Change Forms submitted to the ABA, as well any copies of any other relevant material and correspondence as Exhibit A. **(G-104.L)**

1. Changes in institutional ownership and/or financial support.
2. Change in program director.
3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.
5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.

7. New program option(s) (as defined in G-103)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

D. Were any changes made during the past three years in the areas listed below which were not reported to the ABA staff? **(G-104.L)**

1. Changes in institutional ownership and/or financial support.
2. Change in program director.
3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.
5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.
7. New program option(s) (as defined in G-103)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

If so, while continuing to complete this interim report, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the appropriate Substantive Change Form(s). These form(s) must be submitted immediately. Do not submit these form(s) as part of this interim report.

E. Program Options:

1. Please complete the following for each program option in paralegal studies offered by the institution. (Note: “Program option is defined in G-103.A”).

Type of Program Option <i>(i.e., BA/BS; AAS/AA/AS; MA/MS; Certificate [Specify type, such as post-baccalaureate]; Minor, etc.)</i>	Name of Program Option <i>(i.e., Paralegal Studies, Legal Studies, Nurse Paralegal, Legal Nurse Consultant, etc.)</i>	Date Students First Admitted To Option	Date Option Approved by ABA <i>(If not approved as part of your initial approval)</i>

Note: Add additional rows as needed.

2. Complete Exhibit B, showing the number of students enrolled in each program option listed in item E.1 for the past three years.
3. Complete Exhibit C, showing the number of graduates in each program option listed in item E.1 for the past three years.

4. Does the program offer a minor which it does not consider a program option? If so, how do you indicate to students that the minor does not prepare them for a paralegal career?
- F. State verbatim each compliance issue, if any, and recommendations/suggestions included in your most recent site visit report and any follow-up or special visit reports. After each, state briefly the action taken by the program to resolve the compliance issues and to address the recommendations/suggestions.

SECTION II

ORGANIZATION AND ADMINISTRATION

G-201 through G-206

A. Provide information on the advisory committee:

1. Complete Exhibit D, showing the members of the paralegal program's advisory committee.
2. List below the dates of each advisory committee meeting and any subcommittee meetings held during the past three years. Include as Exhibit E copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions.

(G-203)

B. Describe any changes in the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and students, as follows:

1. Describe any changes during the past three years in the institution's non-discrimination policy or affirmative action plan relating to students and personnel.
2. Describe any changes during the past three years in the institution's policy or procedures for the accommodation of students and personnel with disabilities.
3. Describe any changes during the past three years in the methods used to encourage diversity in the student body of the paralegal program.

4. Complete the following chart with respect to the ethnicity and gender of the paralegal students in each of the last three years.

Year	% of Minority Students	% of Female Students	% of Male Students
	%	%	%
	%	%	%
	%	%	%

5. Describe any changes during the last three years in the methods used to encourage diversity in the faculty of the paralegal program. Please include the steps taken to recruit and retain a diverse faculty. If written advertisements and/or announcements are used, include copies as Exhibit F.
6. Complete Exhibit G showing the composition of the faculty of the paralegal program by racial/ethnic classification and gender for each of the last three years.

(G-204)

- C. Complete the budget chart provided as Exhibit H, showing (1) the amounts spent for each category of expense for each of the last three years; (2) the budget for the current year; and (3) the projected budget for the next year. **(G-205)**

SECTION III

EDUCATIONAL PROGRAMS

G-301 through G-302

- A. For programs that award baccalaureate and/or associate degrees, specify whether the program has entered into any new articulation agreements with other institutions during the past three years. **(G-301.C)**
- B. Describe the program's plan for evaluation, review, and continuous improvement of the program, as follows:
1. Explain how the program determines the extent to which it is meeting its stated goals and objectives. Include whether the assessment of goals and objectives is part of an institutional plan.
 2. Attach as Exhibit I:
 - a. a copy of the program's written assessment plan;
 - b. a list of the assessment activities conducted during the past three years; and
 - c. a summary and analysis of the results obtained by each assessment activity.

(G-301.E - F)

- C. Complete Exhibit J showing the total curriculum for each program option included in Section I.E. **(G-302)**
- D. Describe any changes in the curriculum during the past three years. **(G-301-302)**
- E. Describe the program's sequencing plan for each program option included in Section I.E. **(G-302.E.5)**
- F. If the program admits and graduates students who have not met the general education or total unit requirement of **G-302.H**, complete the chart provided as Exhibit K, showing information about students receiving exemptions from the general education and/or total unit requirements for each of the last three years.
- G. Complete the chart provided as Exhibit L, showing the legal specialty courses offered for each of the last three years. **(G-302.I)**
- H. For each legal specialty course that has been added or substantially revised during the past three years, complete the Course Information Sheet provided as Exhibit M. **(G-302.I)**
- I. Describe any changes in each of the following areas during the last three years:
1. General education requirements including distribution among at least three disciplines. **(G-302.E)**
 2. Writing proficiency requirements. **(G-302.E.3)**
 3. Competence in oral communication. **(G-302.E.4)**
 4. Competence in technology skills. **(G-302.G)**
 5. Instruction in legal research, including electronic research. **(G-302.I)**
 6. Internship program or other field experience, if offered. **(G-302.I)**
 7. Instruction in ethics and professional responsibility. **(G-302.I)**
 8. Policies that govern the acceptance of transfer of legal specialty credits completed at other institutions. **(G-302.I)**
 9. Policies that govern the award of legal specialty credit by course challenge, examination, or portfolio, if applicable. **(G-302.I)**
 10. Policies that govern the acceptance of transfer of general education credits. **(G-302.E)**
- J. Are any legal specialty courses offered through alternative delivery formats, such as compressed, accelerated, hybrid, or online instruction? If so, list each such course and indicate which courses were submitted for approval or certified in advance of being offered and when the courses were approved or certified. Hybrid courses containing less than 50% online instruction do not require prior approval.

If courses are being offered in alternative delivery formats which were not submitted for approval or certified in advance of being offered, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete either the Substantive Change Form for Courses Offered in Alternative Formats or the Substantive Change Form for Courses Offered in Alternative Formats

Certification while continuing to complete this interim report. This form must be submitted immediately. Do not submit either of these forms as part of this interim report. (Refer to G-302.J for interpretations relating to alternative formats.)

K. For each method of alternative delivery used during the past three years:

1. Explain how the program ensures that students take at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction or the equivalent as defined in **G-302.J.1**.
2. For each alternative delivery course that has been added or substantially revised during the past three years, provide as Exhibit N a detailed course outline for each course showing how the hours devoted to classroom time and the structured instructional activity outside of class or in online instruction are equivalent to the number of classroom hours that are normally required to award credit for such a course.
3. Explain how the courses were selected for delivery in the alternative format and how the courses were developed.
4. Provide information on how students are screened to assess their ability to succeed in the alternative format or otherwise trained or prepared to succeed in taking course work in this format.
5. Provide information on the training and support for the development and instruction of courses delivered in the alternative format.
6. Provide information on the assessment that is conducted to determine the effectiveness of the alternative format. Attach as Exhibit O a summary of the results of such assessment during the past three years.
7. Additionally, for totally online courses, provide the following additional information:
 - a. What means are used to ensure that there is interaction between faculty members and students, and among students?
 - b. By what means are faculty members accessible to students?
 - c. How do faculty members respond to students who have questions? How is feedback given to students on assignments and tests?
 - d. What technical support is provided to ensure proper functioning of the system and back-up in the event of technical difficulties?

- e. What system is used to verify the identity of students submitting work or taking a test at a distance?

(G-302.J)

SECTION IV

FACULTY

G-401 through G-403

- A. Identify the name and the title of the person who serves as program director. Indicate whether this position is full-time. If the position is not full-time and the person designated as program director does not serve the institution on a full-time basis, identify the person responsible for the program who is full-time with the institution. **(G-402)**
- B. Has the person identified as the program director been in his/her position for the past three years? If not, provide the name or names of the person or persons who have served in this capacity for the past three years with dates of service, status as full-time or part-time, and indicate the reasons for the change. **(G-402)**
- C. Provide as Exhibit P a resume for the person designated as the program director. If the program director is not full-time, provide a resume for the person responsible for the program who is full-time with the institution. Also, provide a resume for all other persons having substantial responsibilities for program direction or administration. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal. **(G-401.A - E)**
- D. Have there been any changes in the responsibilities of the person(s) responsible for the direction of the program during the past three years? If so, describe any changes relating to program administration, other program-related duties and non-program-related duties. **(G-402)**
- E. Specify the program director's teaching load and the amount of release or reassigned time granted for program direction in each year for the past three years. Indicate whether the teaching load and the amount of release time has increased, decreased, or remained the same. If there has been a decrease in the amount of release time and/or an increase in the teaching load, please explain. **(G-402)**
- F. Complete Exhibit Q, listing the program director's and each faculty member's participation in professional growth activities as both teachers and professionals for each of the three past years. **(G-401.F - G)**
- G. Describe any changes in the measures taken to support and encourage the professional growth of the program director and all faculty members in the paralegal program as both

- H. List below the dates of each paralegal faculty meeting held during the past three years. Include as Exhibit R copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions. **(G-401.H)**
- I. Complete Exhibit S, showing all faculty members who are now teaching and who have taught legal specialty courses during the past three years. **(G-401, G-403.A)**
- J. As Exhibit T, provide the resumes of new faculty members hired during the past three years. Each resume must include a description of the faculty member's professional qualifications, including experience working with paralegals or as a paralegal. **(G-401.A, C - E)**

SECTION V

ADMISSIONS AND STUDENT SERVICES

G-501 through G-503

- A. Describe any changes in the following admissions-related areas during the past three years:
 - 1. Admissions requirements and procedures used to select students. **(G-501)**
 - 2. Methods used to recruit students. Whether or not there have been changes, provide as Exhibit U copies of all current advertisements, promotional materials, catalogs, brochures, flyers, and copies of all website pages that feature the paralegal program. If your institution does not have a print catalog, provide copies of any online catalog pages related to the paralegal program and include the URL address of the online catalog. **(G-501.A - B)**
 - 3. Policies and procedures for permitting non-paralegal students to enroll in legal specialty classes. **(G-503)**
- B. Describe any changes in the following admissions-related areas during the past three years:
 - 1. Course selection, advisement and registration.
 - 2. Career counseling.
 - 3. Support programs such as remediation and tutoring.
 - 4. Student organizations and associations.
 - 5. Orientation for new students to the paralegal career.
 - 6. Representation on college or program committees.
 - 7. Continuing education.
 - 8. Other services or activities that are relevant to paralegal students.**(G-502)**

- C. Describe any changes in the handling of job placement for graduates, with reference to the following:
1. If the institution has a central placement office, any changes in the role it plays in placing paralegal graduates.
 2. Any changes in the role of the program director, faculty, staff, and other program personnel in placement.
 3. Any changes in the services provided.
 4. Whether or not there have been changes, complete the chart provided as Exhibit V showing employment and related information for all graduates for the past three years.
- (G-502(a), 502.C - D)**

SECTION VI

LIBRARY

G-601

- A. Describe any changes in the library facilities, services, and hours available to students in the paralegal program. **(G-601.A-D)**
- B. Describe any additions or deletions (not including regular continuations or supplements) to the legal library collection during the past three years. **(G-601.G)**
- C. Describe student access to research materials through computer technology as follows:
1. What access do students have to research materials and resources in electronic formats? List and describe each electronic format (i.e., subscription services, Internet access, etc) including the number of passwords if applicable and the number of terminals at which students may access materials in each format. **(G-601.J)**
 2. Indicate whether the program provides access to (1) a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations; (2) a legal encyclopedia; (3) local and state bar journals; or (4) law dictionaries, **exclusively** in electronic format? If so, provide the following information to demonstrate compliance with Guideline interpretations:
 - a. Indicate which collection requirements noted above are met exclusively through electronic access.
 - b. Indicate what electronic resources are used to meet the requirement(s).**(G-601.H)**
- D. What assistance is available to students using the library collection and other resources? **(G-601.C)**

SECTION VII

PHYSICAL PLANT

G-701 through G-703

Describe any substantial changes to facilities and equipment during the past three years with reference to:

1. Classrooms
2. Study areas
3. Equipment, technology resources, and computer labs
4. Office space for the program director, faculty and staff.

(G-701-703)