

Instruction Sheet for Exhibits to Interim Reports

General Instructions:

1. Prepare the interim report using the forms provided by the ABA Standing Committee on Paralegals on its website at <http://www.abanet.org/legalservices/paralegals/forms.html>

2. Using the forms available on the website, submit one paper copy and one CD-ROM of the interim report, exhibits and related materials. The CD-ROM is to be in Adobe PDF format. Each PDF file should include bookmarks for relevant sections and each file should be titled in a way that clearly describes the file contents. Please continue to send any material, such as institutional literature and copies of catalogues, that is not readily available in or convertible to electronic format in hard copy.

Instructions for Completing Exhibit B Enrollment Chart/Students by Program Option

- (A) Use academic or calendar year; indicate beginning and ending dates using month and year.
- (B) Programs that have more than one certificate program or degree should add additional columns.
- (C) Use actual unduplicated headcount. Do not use FTE and do not count a single student more than one time in each year.
- (D) The current academic/calendar year may be a partial year if the year has not ended. Please indicate the beginning and ending dates of the partial year.

Instructions for Completing Exhibit C Number of Graduates by Program Option

- (A) Use academic or calendar year; indicate beginning and ending dates using month and year
- (B) Programs that have more than one certificate or degree program should add additional columns.
- (C) The total number of students for each academic or calendar year must correspond to the totals reported for each academic or calendar year on Exhibit V.
- (D) The current academic/calendar year may be a partial year if the year has not ended. Please indicate the beginning and ending dates of the partial year.

Instructions for Completing Exhibit D Advisory Committee Members

- (A) At least one member must be designated for each of the categories except as follows: (a) a Manager of Paralegals must be designated when present and available in the community; and (b) there is no requirement for "Other" members. Use the Other category only if a member does not fit into one of the above designated categories. Insert additional rows for

additional members of each category. A majority of the members must be from outside the institution (i.e., not a student or employee).

- (B) Legal, corporate, public relations, education, banking, government, etc.
- (C) List the dates of all advisory committee meetings attended during the past four years.

Instructions for Completing Exhibit G Composition of Paralegal Program Faculty by Gender and Ethnic Background

Note: Categories listed on the Exhibit are from the IPEDS Report prepared annually by your institution.

- (A) Use academic or calendar year; indicate beginning and ending dates using month and year.

Instructions for Completing Exhibit H Expenditures and Budgets

Note: All categories must be completed even if the funds come from other budgets. If exact amounts are not available, estimates are acceptable.

- (A) Use academic, fiscal or calendar year; indicate beginning and ending dates using month and year for the previous four years.
- (B) Use academic, fiscal or calendar year; indicate beginning and ending dates using month and year for the current year. If a partial year, include projected amounts for the remainder of the year.
- (C) Use academic, fiscal or calendar year; indicate beginning and ending dates using month and year. Report projected budget amounts for the next year.
- (D) Include total of all administrative, staff, and faculty salaries directly related to the program.
- (E) Monies allocated for internal faculty/staff development and for local, regional, or national paralegal/related conferences.
- (F) Dues for memberships in associations related to the paralegal profession.
- (G) For example, backup or service contracts.
- (H) Any assessment activities as defined in G-301.E - F.
- (I) Enter amount and indicate what it covers.

Instructions for Completing Exhibit J Curriculum for Each Program Option

Note: Tab to add additional rows as necessary to complete Exhibit.

- (A) Include a separate Exhibit for each program option included in Section I.E of the report.
- (B) Indicate the type of credits/units used for each program option, i.e., semester units, quarter units, clock hours, contact hours, or continuing education units, using the definitions set forth in G-302.D.
- (C) Indicate the totals for each program option, using either semester units, quarter units, clock hours, contact hours, or continuing education units, using the definitions set forth in G-302.D.
- (D) Use the following abbreviations for course designation: LS-R – Required Legal Specialty Course; LS-E – Elective Legal Specialty Course; GE – General Education Course (as defined in G-302.E.1); OPR (Other courses required to complete the program requirements). Note: Please group all of the same designations together. For example, list all LS-R courses consecutively; all LS-E courses consecutively; all GE courses consecutively; and all OPR courses consecutively.

Instructions for Completing Exhibit K Exemptions from General Education and Total Unit Requirements

Note: Tab to add additional rows as necessary to complete Exhibit.

- (A) Use academic or calendar year; indicate beginning and ending dates using month and year.
- (B) Rationale for admission must include the basis for the belief that the student could be expected to succeed in the program, including reliance on valid performance criteria such as previous work in a legal environment.

Instructions for Completing Exhibit L List of Legal Specialty Courses by Term

Note: Tab to add additional rows as necessary to complete Exhibit.

- (A) Use academic or calendar year; indicate beginning and ending dates using month and year.
- (B) Spring 2006, Winter 2007, Fall 2008, etc.
- (C) As listed in catalog or brochure.
- (D) Indicate number of semester credits/quarter credits, clock hours, or contact hours.
- (E) Traditional Delivery or Alternative Method of Delivery (i.e., accelerated, compressed, hybrid, online, etc.)

Instructions for Completing Exhibit M Legal Specialty Course Information Sheet

Note: Complete a separate form for each Legal Special Course that has been added or substantially revised since the date of the last report. Complete only one form for each such legal specialty course regardless of the number of sections offered. The information contained in this Exhibit should be based upon the most recent offering of the course. Do not attach the course syllabus to this Exhibit or refer to the syllabus in completing this form. Tab to add additional rows as necessary to complete exhibit.

- (A) Do not use textbook chapter numbers or titles.
- (B) Time increments must be three hours or less.
- (C) Examples include tests, exams, student presentations, etc.
- (D) Total time increments for Topics and Other Classroom Activities must be reported as clock hours and must equal the hours required under G-302.D (i.e., 12.5 clock hours for each semester credit; 8.3 clock hours for each quarter credit; 8.3 clock hours for each continuing education unit).

Instructions for Completing Exhibit N Information on Courses Offered in Alternative Formats

Note: Complete a separate form for each Legal Special Course Offered in an Alternative Delivery Format. Tab to add additional rows as necessary to complete Exhibit.

- (A) Do not use textbook chapter numbers or titles.
- (B) Examples include lecture, discussion, quiz, test, student presentation, drafting assignment, etc.
- (C) In-class activity, out-of-class structured instructional activity, online structured instructional activity, etc.
- (D) Time increments must be three hours or less.
- (E) Total time must be reported for in-class activities and out-of-class structured instructional activities as clock hours and must equal the hours required under G-302.D (i.e., 12.5 clock hours for each semester credit; 8.3 clock hours for each quarter credit; 8.3 clock hours for each continuing education unit). Time for preparation, reading, studying for tests, preparing outside assignments, etc. cannot be included as out-of-class structured instructional activities.

Instructions for Completing Exhibit Q Faculty Participation in Professional Development

Note: Tab to add additional rows as necessary to complete Exhibit.

- (A) The program director and all faculty included on Exhibit S must be listed.

- (B) Include all professional development activities, with particular reference to those which develop teaching effectiveness (i.e., in-service training, conferences, professional development activities offered at paralegal faculty meetings, paralegal conferences, etc.).

Instructions for Completing Exhibit S List of Faculty Members

Note: Tab to add additional rows as necessary to complete exhibit.

- (A) Each faculty member listed on this Exhibit must also be included on Exhibit Q.
(B) List the dates of all faculty meetings attended during the past four years.

Instructions for Completing Exhibit V Employment and Continuing Education Information on Graduates

Note: Tab to add additional rows as necessary to complete Exhibit.

- (A) **WP** Working as a Paralegal – include title, employer’s name, city, and state in Description column.
(B) **WAC** Working in Another Capacity in the Legal Field – include title, employer’s name, city, and state in Description column.
(C) **CE** Continuing Education – include name of institution and degree program in Description column.
(D) **SE** Seeking Employment.
(E) **WAF** Working in Another Field – include title, employer’s name, city, and state in Description column.
(F) **UC** Unable to Contact.
(G) **NSE** Not Seeking Employment at this Time