



Creating a Legal Studies Portfolio

**University of La Verne, Department of Legal Studies
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<http://www.ulv.edu/legalstudies/i-current-stu.phtml>

CREATING A LEGAL STUDIES PORTFOLIO

What is a portfolio?

A portfolio is a collection of items documenting and showcasing a student's achievements throughout his or her college education. In it are a professional resume, samples of work from each Legal Studies course, and evaluations of the Legal Studies Program as well as the individual Legal Studies courses. Students required to complete the Senior Project course also include their Senior Project papers. An excellent portfolio is well-organized, contained in a notebook or binder, and features a table of contents, dividers and tabs. Students who are technology-capable can transport their portfolio to a web-based medium (e-portfolio) which makes the information highly transferrable and accessible.

Why is a portfolio required?

The portfolio reflects what the student has learned in the Legal Studies Program. By documenting the student's academic progress, both the student and the Legal Studies Department are better able to evaluate the quality of our courses, instructors, and the general implementation of the Program's objectives. Additionally, the process of creating a portfolio highlights a student's organizational skills and academic achievements in a way that can be reviewed by any person, such as a potential employer or other academic institution.

When do I create the portfolio?

The portfolio is a required assignment in the Senior Project class, and is required to be produced by those earning the Paralegal Certificate prior to completing their course work. The collection of work samples, however, begins in the first class that the student takes within the Legal Studies Program, such as American Legal Studies. Transfer students will begin collecting work samples in whichever Legal Studies course they first take at La Verne. At the end of every course, one or two specific assignments are to be added to the portfolio, along with the evaluation of that course. **NOTE: Legal Studies Portfolio evaluations do not replace "Course Evaluation Surveys" administered online by the University of La Verne. Students must still complete online surveys as usual.**

Is the portfolio graded?

In Senior Project the portfolio is graded as a single required assignment. It will be graded on completeness, organization, neatness, and other criteria established by the professor of that course. Specific directions will be given at the time Senior Project is taken. Certificate students' portfolios are not graded.

FORMS

The forms here consist of three parts:

1. Evaluation of the Legal Studies Program as a whole.
2. Evaluation of each Legal Studies course.
3. For those who have taken some paralegal courses at another institution, evaluation of that experience.

Evaluation is done by looking at the goals for each course and the program and determining if those goals were met. Even though it may have been some time since you took a particular course, you are still able to evaluate if you learned something. In fact, the time that has passed may help you appreciate what you learned or recognize that you didn't achieve that goal.

For your information:

Goals and Objectives for the Department of Legal Studies – for your review	Page 4
Documents to keep in the Portfolio	Page 6
Instructions for Student Evaluation of Accomplishment of Specific Course Goals and Objectives – to be completed at the end of each course	Page 8

For inclusion in the Legal Studies Portfolio:

Courses Taken at University of La Verne in Legal Studies Including Evaluations of Courses Taken at Other Schools	Page 9
Specific Legal Studies Course Evaluation Forms	Page 10
Student Evaluation of Accomplishment of Program Goals and Objectives	Page 29

GOALS AND LEARNING OBJECTIVES FOR THE DEPARTMENT OF LEGAL STUDIES

The goal of the Department of Legal Studies is to educate students of diverse backgrounds to become effective, ethical and professional paralegals who are employable in a variety of legal settings. The five cornerstones to achieving this goal are:

- Knowledge of law
- Practical application
- Analytical ability
- Effective communication
- Technology literacy

Paralegals work under the direction of attorneys in such settings as private law firms of all sizes, corporations and businesses, legal aid organizations and governmental agencies.

The department, in furtherance of the university mission, strives to help students build a framework for life that is ethical, service-oriented, appreciative of diversity and committed to continuing education. In addition to the major in Legal Studies, students should receive a well-rounded general education with exposure to the traditional liberal arts fields of study, in order to develop their abilities to communicate, both orally and in writing, to think critically and creatively, and to access, analyze, synthesize, and evaluate information.

The learning objectives of the department are that students will:

1. Learn the law and legal principles in a variety of subject areas as well as understand legal procedures and practices.
2. Recognize and apply the ethical rules and standards of conduct involved in the practice of law and to be observed by paralegals.
3. Analyze legal problems, correctly applying the applicable law.
4. Research case and statutory law, using traditional and technological methods.
5. Function effectively with the computer technology used in practice and be prepared to adapt to ever-changing technological advances.
6. Draft legal documents, including letters, using proper English, format, and clarity.

7. Display effective oral communication skills to be used with clients, attorneys, witnesses, and other persons.
8. Be knowledgeable about the role and qualifications of the paralegal including the necessity of continuing legal education and staying abreast of changes and advancements in the paralegal career.
9. Develop organizational skills necessary for successful law office functioning, including categorizing and organizing documents, calendaring, prioritizing work, managing time, using forms, and maintaining billing data.
10. Gain basic skills in factual investigation and interviewing.

DOCUMENTS TO KEEP IN THE PORTFOLIO FOR EACH LEGAL STUDIES COURSE

LS 301 American Legal Studies

First brief or memorandum

Major paper or project near end of course

LS 304 Legal Research and Writing

First brief

Research project at end

LS 307 Legal Ethics

Major project or presentation

LS 311 Law Office Computer Applications

Culminating project

LS 321 Family Law

Stipulated Judgment of Dissolution

LS 328 Property Law

Major culminating project

LS 330 Business Organizations

Major culminating project

LS 331 Bankruptcy Law

Chapter 7 petition

LS 340 (state subject)_____

Major culminating project

LS 345 Immigration Law

Major project including immigration forms

LS 350 Wills, Trusts and Probate

Will or probate packet

LS 365 Litigation I

Complaint

LS 368 Litigation II

Points and Authorities

LS 370 Criminal Law and Procedures

Major culminating project

LS 380 Torts

Major culminating project

LS 390 Contracts

Major culminating project

LS 498 Paralegal Internship

None

LS 499 Senior Project

Per Professor

INSTRUCTIONS FOR STUDENT EVALUATION OF ACCOMPLISHMENT OF SPECIFIC COURSE GOALS AND OBJECTIVES

For each course taken at the University of La Verne, do the following:

1. Use the form provided for each course you took at University of La Verne.
2. In regard to the goals listed, rate:
 - a. The extent you believe material was covered in class or through readings, and why. (Completely, Partially, Not Much, Not at All)
 - b. The extent you feel you learned the material and why. (All, Most, Little, None)
3. In the comments sections, make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.
4. Attach specific assignments as identified on the form. If those specific assignments are not available, attach another sample of work from the same class.

For those who took one or more paralegal courses at other schools, do the following:

5. If you took courses at one or more other schools, attach a written evaluation indentifying:
 - a. How those courses assisted you in meeting the objectives of the University of La Verne Legal Studies Program.
 - b. Any deficiencies in meeting those objectives you believe you may have due to the courses you took at other programs.
 - c. Any advice for the program based on your experiences in other programs.

COURSES TAKEN AT UNIVERSITY OF LA VERNE IN LEGAL STUDIES

Please indicate which courses you took at the University of La Verne by marking an “X”, and the name of the school where you took other legal/paralegal courses. **Attach evaluations of courses taken at other schools.**

COURSE	TOOK AT LA VERNE	LIST THE SCHOOL WHERE YOU TOOK THE COURSE
LS 301 American Legal Studies		
LS 304 Legal Research & Writing		
LS 307 Legal Ethics		
LS 311 Law Office Computer Applications		
LS 321 Family Law		
LS 328 Property Law		
LS 330 Business Organizations		
LS 331 Bankruptcy		
LS 340 Special Topics (state topic		
LS 345 Immigration Law		
LS 350 Wills, Trusts & Probate		
LS 365 Litigation I		
LS 368 Litigation II		
LS 370 Criminal Law		
LS 380 Torts		
LS 390 Contracts		
LS 498 Paralegal Internship		
LS 499 Senior Project		

**FORMS FOR USE IN EVALUATING INDIVIDUAL COURSES
TAKEN AT UNIVERSITY OF LA VERNE**

LS 301 American Legal Studies								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at All	All	Most	Little	None
Understand the American legal system and how it operates.								
Explain the various legal careers and the role of the paralegal in the legal profession.								
Understand the need for paralegals to continue their education.								
Define basic legal terms and concepts.								
Name of Professor:								
Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.								
Document(s) to be attached: First brief or memorandum Major paper or project near end of course								

LS 304 Legal Research & Writing								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Analyze a legal problem, including determining the essential facts, identifying applicable law, and applying law to the facts.								
Locate and update case law and Federal and California statutory law.								
Draft case briefs, letters and legal memoranda.								
Cite the law properly.								
Research the law using computer-assisted research, specifically Westlaw or Lexis.								
Name of Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>First brief</p> <p>Research project at end</p>								

LS 307 Legal Ethics								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Explain the role of ethics in the legal profession.								
Apply ethical rules to various scenarios and discuss solutions.								
Research applicable ethics rules.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Major project or presentation</p>								

LS 311 Law Office Computer Applications								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not so much	Not at all	All	Most	Little	None
Function effectively with the computer technology used in the practice of law.								
Research the law using computer-assisted research, specifically Westlaw or Lexis.								
Learn to acquire additional skills as technology develops.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Culminating project</p>								

LS 321 Family Law								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Apply the law relating to families, including dissolution, nullity, support, custody, property issues, domestic partnership, and nonmarital cohabitation.								
Prepare family law forms and documents.								
Explain the basic procedures in family law and how those procedures both are the same and differ from other civil causes of action.								
Name of Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>Stipulated Judgment of Dissolution</p>								

LS 328 Property Law								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	None at all	All	Most	Little	None
Explain modern real property law.								
Analyze factual situations and apply the law as it relates to property issues.								
Draft deeds, contracts and other real property documents, using proper English, format and clarity.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Major culminating project</p>								

LS 330 Business Organizations								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Understand the law relating to business organizations.								
Draft corporate and other documents, using proper English, format and clarity.								
Evaluate potential business problems and devise solutions.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Major culminating project</p>								

LS 331 Bankruptcy								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Explain the law of bankruptcy, including the types of bankruptcy, who is eligible for bankruptcy, what objections can be raised, what property is exempt, and discharge.								
Draft bankruptcy forms, letters, creditor's claims, motions, or other documents.								
Analyze factual and hypothetical situations and determine the appropriate action to take.								
Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>Chapter 7 petition</p>								

LS 340 Special Topics (State subject):								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Did the course meet the objectives as stated on the syllabus?								
Draft forms, letters, and other appropriate documents.								
Analyze factual and hypothetical situations and determine the appropriate action to take.								
Name of Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>Major culminating project</p>								

LS 345 Immigration Law								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Provide the students with an understanding of the law relating to immigration and naturalization and related procedures.								
Evaluate potential problems and devise solutions.								
Draft forms and supporting documentation.								
Name of Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>Major project including immigration forms</p>								

LS 350 Wills, Trusts & Probate								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Apply wills, trusts, and probate law in various factual situations.								
Use the Probate Code to find the pertinent law.								
Prepare various probate forms, wills, trusts, estate plans and other forms.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Will or probate packet</p>								

LS 365 Litigation I								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Explain the stages of a civil lawsuit from filing and service of the summons and complaint through final preparation before trial.								
Draft documents necessary at all stages of litigation, using proper English, format and clarity.								
Organize files, documents, apply deadlines and manage time.								
Gain basic skills in investigation.								
Name of Professor:								
Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.								
Document(s) to be attached:								

Complaint

LS 368 Litigation II								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Evaluate discovery needs and responses, and draft various discovery tools.								
Explain pretrial law and motion procedures and draft Points and Authorities.								
Develop interviewing skills.								
Explain litigation procedures from pre-trial through appeal.								
Name of Professor								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Points and Authorities</p>								

LS 370 Criminal Law								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Recognize what crimes exist in given factual patterns, and identify any defenses that might be argued.								
Explain criminal law procedures.								
Prepare forms and documents used in criminal law.								
Name of Professor:								
<p>Comments:</p> <p>Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached:</p> <p>Major culminating project</p>								

LS 380 Torts								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Explain both the common law and various statutes applicable to the subject of torts.								
Analyze factual situations, apply the law and develop potential resolutions of tort issues.								
Draft documents using proper English, format and clarity.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Major culminating project</p>								

LS 390 Contracts								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Explain both the common law and the statutory law of contracts, including the Uniform Commercial Code.								
Analyze factual situations, apply the law and communicate results.								
Draft contracts, letters and other legal documents using proper English, format and clarity.								
Name of Professor								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								
<p>Document(s) to be attached: Major culminating project</p>								

LS 498 Paralegal Internship								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not Much	Not at all	All	Most	Little	None
Apply the legal principles and skills learned in the classroom.								
Use the technology available in the law office assigned to.								
Communicate orally with the attorney, instructor and class.								
Name of Professor:								
<p>Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.</p>								

LS 499 Senior Project								
OBJECTIVES	EXTENT MATERIAL WAS COVERED				EXTENT YOU LEARNED THE MATERIAL			
	Com-pletely	Part-ially	Not much	Not at all	All	Most	Little	None
Apply research skills to actual problem.								
Prepare written documents, using proper format, English and grammar.								
Orally present results.								
Provide assessment of the Legal Studies program.								
Name of Professor:								
Comments: Make any observations about this class, including identifying how this class has helped, or how you anticipate it helping you in your professional and personal life in the future. Be sure to include any information you feel will help the program determine if the courses are meeting their goals.								
Document(s) to be attached:								

Per instructor

STUDENT EVALUATION OF ACCOMPLISHMENT OF PROGRAM GOALS AND OBJECTIVES

Do this in Senior Project or the semester prior to completing your Certificate, and not before. Please read the program goals and learning objectives. Then evaluate the Legal Studies Program on each of the following objectives, which are intended to accomplish the goals.

OBJECTIVES	How well was this objective conveyed by the program, looking at the Legal Studies courses as a whole?				How well did you attain competency in this objective, looking at the Legal Studies courses as a whole?			
	Completely	Partially	Not much	Not at all	Completely	Partially	Not much	Not at all
1. Learn the law and legal principles in a variety of subject areas as well as understand legal procedures and practices.								
2. Recognize and apply the ethical rules and standards of conduct involved in the practice of law and to be observed by paralegals.								
3. Analyze legal problems, correctly applying the applicable law								
4. Research case and statutory law, using traditional and technological methods.								
5. Function effectively with the computer technology used in practice and be prepared to adapt to ever-changing technological advances.								
6. Draft legal documents, including letters, using proper English, format, and clarity.								
7. Display effective oral communication skills to be used with clients, attorneys, witnesses, and other persons.								

OBJECTIVES (cont.)	How well was this objective conveyed by the program, looking at the Legal Studies courses as a whole?				How well did you attain competency in this objective, looking at the Legal Studies courses as a whole?			
	Completely	Partially	Not much	Not at all	Completely	Partially	Not much	Not at all
8. Be knowledgeable about the role and qualifications of the paralegal including the necessity of continuing legal education and staying abreast of changes and advancements in the paralegal career.								
9. Develop organizational skills necessary for successful law office functioning, including categorizing and organizing documents, calendaring, prioritizing work, managing time, using forms, and maintaining billing data.								
10. Gain basic skills in factual investigation and interviewing.								