

Business

Institutional (ILO), Program (PLO), and Course (SLO) Alignment

Use the checklists provided to evaluate your SLO statements. Please add or revise PLO and SLO statements directly on this form.

Or, if you prefer to make changes on the electronic version contact your Facilitators (Kurt Hull or Ana Milosevic), or Laurie Linka in your Division Office, to have the grid emailed to you. When SLO, PLO and ILO alignment changes are made, please make changes in red.

Return the completed grid to your Facilitator by Friday, Nov 8th

Program: Paralegal Studies	Number of Courses: 14	Date Updated	Submitted by Kurt Hull								
ILO Rating Rubric											
<p>4 - A major focus of the course. Direct instruction is provided. Students are evaluated multiple times (and possibly in various ways) throughout the course.</p> <p>3 - An important part of the course. Some direct instruction is provided and students are evaluated on the concepts once or twice within the course.</p> <p>2- Only a minor focus of the course. Some instruction is given in the area but students are not formally evaluated on the concepts.</p> <p>1- May be tangentially part of the class, but is not directly taught or evaluated or is not part of the course at all.</p>											
Institutional SLOs	I. Content Knowledge	II. Critical, Creative, and Analytical Thinking	III. Communication and Comprehension	IV. Professional and Personal Growth	V. Community and Collaboration	VI. Information and Technology Literacy					
Program Rating	4	4	4	3	3	3					
<p>Program Level SLOs A minimum of 3 and maximum of 6 PLOS. There are, however, exceptions. For example, if department faculty have developed one or two comprehensive PLO statements that reflect the program mission and covers the major components and the overarching goals of the program, they may present them to their Dean and Facilitator for approval as is. In cases where the facilitator or dean or faculty disagree with the rigor of the statements, the PLO statement will be forwarded to the Assessment of Learning Committee (ALC) for review and recommendations.</p> <p style="color: red; text-align: center;"><i>Include PLO #, Short Title, and PLO statement. Example: PLO #2 Ethics and Professionalism</i></p>						ILOs to PLOs Alignment (Rate 1-4)					
						I	II	III	IV	V	VI
PLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.						4	4	4	2	2	2
PLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including, but not limited to research, client interviews, problem resolution and the examination of ethics in the legal workplace.						4	4	4	2	2	2
PLO #3 Legal Comprehension Understand and apply theories and principles of law to interpret legal documents.						4	4	4	2	2	2

Course Level SLOs A minimum of 3 and maximum of 6 SLOs. There are, however, exceptions. For example, if department faculty have developed one or two comprehensive SLO statements that cover the major components and the overarching goals of the course, they may present them to their Dean and Facilitator for approval as is. In cases where the facilitator or dean or faculty disagree with the rigor of the statements, the SLO statement will be forwarded to the Assessment of Learning Committee (ALC) for review and recommendations. <i>Include SLO #, Short Title, and SLO Statement Example: Math 170 SLO #3 Vectors and Complex Numbers.</i>	Course to PLO Alignment <i>Mark with an X if you will use the course when assessing your PLO.</i>			ILOs to Course SLOs Alignment (Rate 1-4)					
	P1	P2	P3	I	II	III	IV	V	VI
Law 4 Environment of Business SLO #1 Common Law and Uniform Commercial Code Distinguish between when to apply the common law of contracts and where to apply the Uniform Commercial Code.			X	4	4	2	2	2	2
SLO #2 Legal Comprehension Compare and contrast the theories of jurisprudence and the classifications of law.			X	4	4	2	1	2	2
SLO #3 Legal Comprehension Describe the constitutional basis for federal government regulation of business, including limits of government power.			X	4	4	2	1	2	2
Law 5 Contracts, Sales and Commercial Paper SLO #1 Crimes and Torts Differentiate between crimes and torts and evaluate business entity's exposure to each respective legal area.		X	X	4	4	4	3	3	3
SLO #2 The Legal System Explain the historical development of the law, operation of the court system and sources of commercial law.			X	4	4	4	2	2	2
SLO #3 Legal Comprehension Analyze contracts, product liability and commercial paper and apply to personal and professional legal transactions.		X	X	4	4	4	2	2	2

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	P1	P2	P3	I	II	III	IV	V	VI
Law 6 Agency, Corporations and Partnerships SLO #1 Employees, Agents, and Independent Contractors Ability to distinguish between an employee, an agent, and an independent contractor.		X	X	4	4	4	3	3	3
SLO #2 Legal Entities Explain a corporation's legal structure and differentiate it from other forms of business organization, the meaning of limited liability for the owners; describe the relationship of the various stakeholders.			X	4	4	4	2	2	2
SLO#3 Agency Describe the various agency relationships and the duties and liabilities of agents and principals.			X	4	4	4	3	2	2
Law 11 Introduction to Legal Research SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including legal research.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of law to interpret legal documents, perform legal research and communicate those results.			X	4	4	4	2	2	4

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	P1	P2	P3	I	II	III	IV	V	VI
Law 12 Probate Procedures SLO #1 Probate Forms Draft pleadings/memoranda including court forms in accordance with local court rules for probate cases.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the Probate Code (regarding its provisions on the administration of estates, guardianships, and conservatorships) in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of probate law to interpret legal documents.			X	4	4	4	2	2	3
Law 13 Family Law SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in accordance with local court rules for family law cases.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the Family Code in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of family law to interpret legal documents.			X	4	4	4	2	2	3
Law 14 Tort Law SLO #1 Legal Memoranda and Pleadings Review, analyze, or prepare pleadings/memoranda or legal documents as they relate to a civil tort case.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of tort rules and legal theories related to intentional wrongs, inadvertent wrongs, and strict liability in order to provide direct assistance to attorneys in pursuing and defending tort claims, such as research, client and witness interviews, problem resolution, discovery analysis, and implementation of ethics in the workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Analyze and apply concepts of tort law in the context of factual and legal settings.			X	4	4	4	2	2	3

<u>Law 15 Civil and Criminal Evidence</u>									
SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the rules of civil and criminal evidence in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of civil and criminal evidence to interpret, propound and respond to legal documents.			X	4	4	4	2	2	3
<u>Law 16 Civil Procedure</u>									
SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of civil procedure in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of civil procedure to advance a party's interest in litigation and dispute resolution.			X	4	4	4	2	2	3
<u>Law 17 Legal Research and Writing</u>									
SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents, perform legal research and communicate those results.			X	4	4	4	2	2	3

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Law 18 Wills, Trusts and Estate Planning SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	2	2	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the theories of estate planning and the Probate Code in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	2	2	3
SLO #3 Legal Comprehension Understand and apply theories and principles of estate planning to interpret and produce legal documents.			X	4	4	4	2	2	3
Law 19 Law and Computers SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms using legal specific software.	X			4	4	4	2	2	4
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law and related legal specific software in order to provide direct assistance to attorneys including case management, time and billing and document management.		X		4	4	4	2	2	4
SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret and formulate legal documents using legal software, word processing and spreadsheet software.			X	4	4	4	2	2	4
Law 20 Paralegal Seminar SLO # 1 Oral Presentations Prepare a memorandum or an oral presentation focused on ethics and/or law office management.	X			4	4	4	3	3	3
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the theories of the law and legal services in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	3	3	3
SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents.			X	4	4	4	3	3	3

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	P1	P2	P3	I	II	III	IV	V	VI
PARA 1 Introduction to Paralegal Studies SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			4	4	4	3	2	2
SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including, but not limited to research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		4	4	4	3	2	2
SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents and understand the role of a paralegal in a legal setting.			X	4	4	4	3	2	2