

# Assessment: Course Four Column

Spring/Summer 2017



## El Camino: Course SLOs (BUS) - Paralegal Studies

### ECC: LAW 11:Introduction to Legal Research

Course SLOs	Assessment Method Description	Results	Actions
<b>SLO #1 Legal Memoranda and Forms</b> - Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court. <b>Course SLO Status:</b> Active <b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2016-17 (Spring 2017), 2017-18 (Fall 2017), 2019-20 (Spring 2020) <b>Input Date:</b> 11/08/2013 <b>Inactive Date:</b> <b>Comments::</b>	<b>Essay/Written Assignment</b> - A memorandum that assesses a student's ability to apply the law to a set of facts and perform research to produce a document that is acceptable for submission to a court. <b>Standard and Target for Success:</b> It is expected that 70% of students will score of 75% or above on this SLO. <b>Additional Information:</b>	<b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017) <b>Standard Met?</b> : Standard Met A total of 18 students enrolled in Law 11 during Spring 2017 participated in and completed the assessment. 14/18 students or 77% of students received a 75% or better. A 70% reflects an acceptable achievement level. This data suggests that students were able to absorb the material and exhibit abilities that show they possess the requisite knowledge and skills to produce court-worthy professional legal documents. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (08/31/2017) <b>% of Success for this SLO:</b> <b>Faculty Assessment Leader:</b> N. McGrue <b>Faculty Contributing to Assessment:</b> V. Pham	<b>Action:</b> Talk with advisory board to discuss the types of assignments the industry requires and ensure that our assignments are in line with those needs. (03/01/2018) <b>Action Category:</b> Curriculum Changes
<b>SLO #2 Providing Direct Assistance to Attorneys</b> - Apply knowledge of the law in order to provide direct assistance to attorneys including legal research. <b>Course SLO Status:</b> Active <b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2015-16 (Spring 2016), 2016-17 (Spring 2017), 2017-18 (Spring 2018)	<b>Essay/Written Assignment</b> - A memorandum that assesses a student's ability to apply the law to a set of facts and perform research that simulates directly assisting an attorney. <b>Standard and Target for Success:</b> It is expected that 70% of students will score of 75% or above on this SLO.	<b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017) <b>Standard Met?</b> : Standard Met A total of 18 students enrolled in Law 11 during Spring 2017 participated in and completed the assessment. 14/18 students or 77% of students received a 75% or better. A 70% reflects an acceptable achievement level. This data suggests that students were able to absorb the material, analyze fact patters properly, research the legal issues, and	<b>Action:</b> Talk with advisory board to discuss the types of assignments the industry requires and ensure that our assignments are in line with those needs. (03/01/2018) <b>Action Category:</b> Curriculum Changes

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
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**Input Date:** 11/08/2013

**Inactive Date:**

**Comments::**

**Additional Information:**

communicate their findings in a manner that would provide direct assistance to an attorney. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed.  
(08/31/2017)

**% of Success for this SLO:**

**Faculty Assessment Leader:** N. McGrue

**Faculty Contributing to Assessment:** V. Pham

## ECC: LAW 15:Civil and Criminal Evidence

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #3 Legal Comprehension -</b> Understand and apply theories and principles of civil and criminal evidence to interpret, propound and respond to legal documents.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2016-17 (Spring 2017), 2019-20 (Spring 2020)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Multiple Assessments -</b> The course assessment utilizes a practical written assignment to assess student success with regard to the SLO to be measured. The motion assignment required students to analyze law and facts to further their comprehension and interpretation of legal issues.</p> <p><b>Standard and Target for Success:</b> It is expected that 75% of students will score 80% or above on this SLO.</p> <p><b>Additional Information:</b></p> <p><b>Related Documents:</b> <a href="#">Assignment_SP17_LAW15.pdf</a></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>Out of a total of 16 students enrolled in the course, 15 completed the assignment utilized for this assessment. The average score—including a grade of “0” assigned to the student who did not complete the assignment—was 86.88%, which represents an average score of 43.44/50.</p> <p>The most important finding is that these students, when given a challenging assignment and provided feedback and mentorship have the ability to exceed expectations and class standards. Students who are the most engaged in the live-lecture tend to request a greater level of feedback when completing assignments, and seek to enhance their practical abilities. (06/06/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> E. Hess</p> <p><b>Faculty Contributing to Assessment:</b></p>	<p><b>Action:</b> Require early submission of assignment and resubmission of edited practical assignments. (05/06/2017)</p> <p><b>Action Category:</b> Teaching Strategies</p> <p><b>Follow-Up:</b> Students were given the opportunity to submit their assignments early to receive feedback. Upon receipt of feedback, students were given the opportunity to edit and develop their assignments in order to improve their grade and, in turn, increase their grade. This method of learning allowed students to learn how to write practical legal motions, see the revision process in progress, and have their work evaluated in a meaningful manner.</p> <p>The instructor was informed that other courses of study in the Paralegal program utilized evidence-based motions (motion in limine) as their practical assignment. The student’s prior use of these types of specialized motions were negatively redundant, and may provide conflicting instruction on completing motions based on the rules of evidence PRIOR TO actual instruction into the rules. This paradox created a circumstance where students needed to forget</p>

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			<p>their prior instruction and re-learn how to complete this type of assignment.</p> <p>The students responded positively to feedback, and their writing skills developed in a measurable manner. I would suggest instructors utilize this form of feedback when students are undertaking practical assignments and activities so they can develop their abilities. (06/21/2017)</p>

## ECC: LAW 16:Civil Procedure

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #1 Legal Memoranda and Forms</b>            - Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2013-14 (Spring 2014), 2014-15 (Spring 2015), 2015-16 (Spring 2016), 2016-17 (Spring 2017), 2019-20 (Spring 2020)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Essay/Written Assignment</b> - Written assignment requiring students to prepare a Summons and Complaint.</p> <p><b>Standard and Target for Success:</b> It is expected that 75% of students will score 75% or higher.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>A total of 37 students from the Spring 2017 course of Law 16 participated in and completed the assessment with 34/37 students completing the assessment with 75% or higher. This reflects a 91% reflects achievement level. This data suggests that students were able to draft pleadings effectively, and understood core course concepts. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (09/13/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> N. McGrue</p> <p><b>Faculty Contributing to Assessment:</b> S. Alexander</p>	<p><b>Action:</b> Law faculty should confer to determine additional, more advanced document types that students may be assigned as homework or practice (03/01/2018)</p> <p><b>Action Category:</b> Teaching Strategies</p> <hr/> <p><b>Action:</b> Law faculty need to re-evaluate curriculum to ensure students understand the current requirements of submitting pleadings. (03/01/2018)</p> <p><b>Action Category:</b> Teaching Strategies</p>

## ECC: LAW 18:Wills, Trusts and Estate Planning

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #1 Legal Memoranda and Forms</b>            - Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.  <b>Course SLO Status:</b> Active  <b>Course SLO Assessment Cycle:</b> 2013-14 (Spring 2014), 2014-15 (Spring 2015), 2015-16 (Spring 2016), 2016-17 (Spring 2017), 2019-20 (Spring 2020)  <b>Input Date:</b> 11/08/2013  <b>Inactive Date:</b>  <b>Comments::</b></p>	<p><b>Essay/Written Assignment</b> - Written assignment for students to interpret California's statute for intestate succession for their own situation.  <b>Standard and Target for Success:</b> It is expected that students will average scores of 75% or above on this SLO.  <b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)  <b>Standard Met?</b> : Standard Met            A total of 33 students from the Spring 2017 course of Law 18 participated in and completed the assessment with 95% average. 75% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the relevant section of the California Probate Code and apply it to a real situation. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. However, given the high average on the assessment, the assessment itself will need to be re-evaluated to allow for more complicated familial situations to require students to fully comprehend the laws of intestate succession. (03/20/2017)  <b>% of Success for this SLO:</b>  <b>Faculty Assessment Leader:</b> V. Pham  <b>Faculty Contributing to Assessment:</b></p>	<p><b>Action:</b> Law faculty need to re-evaluate assessment to ensure students understand and apply the laws of intestate succession. (02/23/2018)  <b>Action Category:</b> SLO/PLO Assessment Process</p>

## ECC: LAW 19:Law and Computers

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #1 Legal Memoranda and Forms</b> - Draft pleadings/memoranda including court forms using legal specific software.</p> <p><b>Course SLO Status:</b> Active <b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2016-17 (Spring 2017), 2017-18 (Fall 2017), 2020-21 (Fall 2020) <b>Input Date:</b> 11/08/2013 <b>Inactive Date:</b> <b>Comments::</b></p>	<p><b>Performance</b> - Lab assignment which assesses students' knowledge and understanding of preparing court forms using both standard office software as well as specific legal software.</p> <p><b>Standard and Target for Success:</b> It is expected that 75% of students will average scores of 70% or above on this SLO.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017) <b>Standard Met? :</b> Standard Met A total of 13/17 students from the Spring 2017 section of Law 19 participated in and completed the assessment with a 70% or higher. This reflects a 79% achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns and properly complete the appropriate court forms using specific legal software. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (08/31/2017) <b>% of Success for this SLO:</b> <b>Faculty Assessment Leader:</b> N. McGrue <b>Faculty Contributing to Assessment:</b> V. Pham</p>	<p><b>Action:</b> Law faculty need to re-evaluate course material to ensure compliance with current court requirements. (03/01/2018) <b>Action Category:</b> Curriculum Changes</p>
<p><b>SLO #2 Providing Direct Assistance to Attorneys</b> - 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.</p> <p><b>Course SLO Status:</b> Active <b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2016-17 (Spring 2017), 2017-18 (Spring 2018) <b>Input Date:</b> 11/08/2013 <b>Inactive Date:</b> <b>Comments::</b></p>	<p><b>Laboratory Project/Report</b> - Lab assignment which assesses students' knowledge and understanding of using specific legal software in a simulated law office environment to provide support and assistance to an attorney.</p> <p><b>Standard and Target for Success:</b> It is expected that 75% of students will score 70% or above on this SLO.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017) <b>Standard Met? :</b> Standard Met A total of 13/17 students from the Spring 2017 section of Law 19 participated in and completed the assessment with a 70% or higher. This reflects a 79% achievement level. This data suggests that students were able to absorb the material, analyze the fact patterns and properly generate the appropriate time and billing invoices using specific legal software. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (08/31/2017) <b>% of Success for this SLO:</b> <b>Faculty Assessment Leader:</b> N. McGrue <b>Faculty Contributing to Assessment:</b> V. Pham</p>	<p><b>Action:</b> Law faculty need to re-evaluate course material to ensure compliance with current court requirements. (03/01/2018) <b>Action Category:</b> Curriculum Changes</p>

## ECC: LAW 20:Paralegal Seminar

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #1 Oral Presentations</b> - Prepare a memorandum or an oral presentation focused on ethics and/or law office management.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2013-14 (Spring 2014), 2014-15 (Spring 2015), 2015-16 (Spring 2016), 2016-17 (Spring 2017), 2019-20 (Spring 2020)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Presentation/Skill Demonstration</b> - Ten minute group oral presentation that required students to research ethical issues related to the legal field and present their findings.</p> <p><b>Standard and Target for Success:</b> It is expected that students will average scores of 75% or above on this SLO.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>A total of 21 students from the Spring 2017 course of Law 20 participated in and completed the assessment with 89% average. 75% reflects acceptable achievement level. This data suggests that students were able to work together in small groups, perform the relevant research and present their results effectively. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (03/16/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> V. Pham</p> <p><b>Faculty Contributing to Assessment:</b></p>	<p><b>Action:</b> Law faculty need to re-evaluate assessment to ensure students understand the nature and consequences of ethics in a legal environment. (02/16/2018)</p> <p><b>Action Category:</b> SLO/PLO Assessment Process</p>



## ECC: LAW 4: Legal Environment of Business

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<p><b>SLO #1 Common Law and Uniform Commercial Code</b> - Distinguish between when to apply the common law of contracts and where to apply the Uniform Commercial Code.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2016-17 (Spring 2017), 2017-18 (Fall 2017), 2020-21 (Fall 2020)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Exam/Test/Quiz</b> - Students took an objective examination that required them to critically analyze legal issues. Such analysis required the successful student to understand when the UCC applies versus common law. Additionally, the successful student must understand the principles and rules for the type of law that applies in order to resolve contract issues.</p> <p>The assessment tool used is examination # 1 which is a 50 question objective exam dealing the overall legal environment including the concept of jurisprudence and how laws are classified and the source of laws as well as specific laws such as torts, crimes, constitution and the legal process of how disputes are resolved.</p> <p><b>Standard and Target for Success:</b> It is expected that 75 % of the students will achieve a grade of 70 % on this assessment.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>111 students were able to take the assessment. Of the 111 takers, 96 received a 70% or better. This equates to approximately 86.5% achievement percentage. This data suggests that students were able to absorb the material, and understood how and when to apply common law or UCC to a particular contract issue. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed.</p> <p>(08/28/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> N. McGrue</p> <p><b>Faculty Contributing to Assessment:</b> J. Muraoka</p>	<p><b>Action:</b> Law faculty should evaluate changes in the industry and make sure assessments reflect the current industry needs. (03/01/2018)</p> <p><b>Action Category:</b> Curriculum Changes</p>
<p><b>SLO #2 Legal Comprehension</b> - Compare and contrast the theories of jurisprudence and the classifications of law.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2015-16 (Fall 2015), 2016-17 (Spring 2017), 2018-19 (Spring 2019)</p> <p><b>Input Date:</b> 11/08/2013</p>	<p><b>Exam/Test/Quiz</b> - Students took an objective examination that required them to critically analyze legal issues. Such analysis required the successful student to understand and identify legal topics and principles, to compare potential legal theories that may have an effect on the outcome, and to</p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>111 students were able to take the assessment. Of the 111 takers, 96 received a 70% or better. This equates to approximately 86.5% achievement percentage. This data suggests that students were able to absorb the material, compare, contrast and understand different legal theories and classifications of law. Student success is based on the</p>	<p><b>Action:</b> Law faculty should evaluate changes in the industry and make sure assessments reflect the current industry needs. (03/01/2018)</p> <p><b>Action Category:</b> Curriculum Changes</p>

<i>Course SLOs</i>	<i>Assessment Method Description</i>	<i>Results</i>	<i>Actions</i>
<b>Inactive Date:</b> <b>Comments::</b>	<p>ultimately decide the likely outcome.</p> <p>The assessment tool used is examination # 1 which is a 50 question objective exam dealing the overall legal environment including the concept of jurisprudence and how laws are classified and the source of laws as well as specific laws such as torts, crimes, constitution and the legal process of how disputes are resolved.</p> <p><b>Standard and Target for Success:</b> It is expected that 75 % of the students will achieve a grade of 70 % on this assessment.</p> <p><b>Additional Information:</b></p>	<p>fact that faculty is teaching to the course outline and the proper course objectives are being stressed. (08/28/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> N. McGrue</p> <p><b>Faculty Contributing to Assessment:</b> J. Muraoka</p>	

# ECC: LAW 5: Business Law

Course SLOs	Assessment Method Description	Results	Actions
<p><b>SLO #1 Crimes and Torts -</b> Differentiate between crimes and torts and evaluate business entity's exposure to each respective legal area.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2013-14 (Fall 2013), 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2016-17 (Spring 2017), 2017-18 (Spring 2018)</p> <p><b>Input Date:</b> 03/10/2014</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Exam/Test/Quiz -</b> An objective, multiple choice exam that required students to distinguish crimes from torts in a practical manner as well as demonstrate an understanding of potential business liabilities.</p> <p><b>Standard and Target for Success:</b> It is expected that 70% of students will score 75% or higher on this SLO.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>A total of 131 out of 165 students from the Spring 2017 sections of Law 5 participated in and completed the assessment with a 75% or higher. This reflects a 79% achievement level. This data suggests that students are able to distinguish different categories of law and determine potential business liabilities. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. The achievement level was almost 10% more than the expected level. Law faculty should evaluate whether to increase the standard of success. (08/31/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> N. McGrue</p> <p><b>Faculty Contributing to Assessment:</b> V. Pham, J. Muraoka, W. Matthews</p>	<p><b>Action:</b> Law faculty should confer with each other to determine if a higher metric for determination of success should be used being that a significant percentage of students, above expectations, achieved the current success metrics. (03/01/2018)</p> <p><b>Action Category:</b> SLO/PLO Assessment Process</p> <hr/> <p><b>Action:</b> Law faculty should evaluate changes in the industry and make sure assessments reflect the current industry needs. (03/01/2018)</p> <p><b>Action Category:</b> Curriculum Changes</p>
<p><b>SLO #2 The Legal System -</b> Explain the historical development of the law, operation of the court system and sources of commercial law.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2013-14 (Fall 2013), 2014-15 (Fall 2014), 2016-17 (Spring 2017), 2020-21 (Fall 2020)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Exam/Test/Quiz -</b> An objective, multiple choice exam that required students demonstrate an understanding of the business and personal real life applications of numerous legal topics including, contracts, commercial paper, and product liability. In order for success on this assessment, students needed a strong understanding of which laws and legal principles apply to a given situation, the historical context and development of the law and legal principles, and how all of these topics work together in the courts and legal system.</p> <p><b>Standard and Target for Success:</b> It is expected that 70% of students will score 75% or higher on this SLO.</p> <p><b>Additional Information:</b></p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>A total of 118 out of 165 students from the Spring 2017 sections of Law 5 participated in and completed the assessment with a 75% or higher. This reflects a 71.5% achievement level. This data suggests that students understand the history of law, how the court system works, and know how and when to use the various sources of commercial law. Student success is based on the fact that faculty is teaching to the course outline and the proper course objectives are being stressed. While the expected outcomes were achieved, the achievement margin was slim. Faculty should continue monitoring its instruction methods to ensure that the achievement level does not drop below satisfactory. (08/31/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> N. McGrue</p> <p><b>Faculty Contributing to Assessment:</b> V. Pham, J. Muraoka, W. Matthe</p>	<p><b>Action:</b> Law faculty should confer with each other and best methods or teaching strategies that work well so that all faculty can provide the best learning experience for students and increase the achievement level. (03/01/2018)</p> <p><b>Action Category:</b> Teaching Strategies</p> <hr/> <p><b>Action:</b> Law faculty should evaluate changes in the industry and make sure assessments reflect the current industry needs. (03/01/2018)</p> <p><b>Action Category:</b> Curriculum Changes</p>

# ECC: PARA 1: Intro to Paralegal Studies

Course SLOs	Assessment Method Description	Results	Actions
<p><b>SLO #2 Providing Direct Assistance to Attorneys</b> - 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.</p> <p><b>Course SLO Status:</b> Active</p> <p><b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2015-16 (Fall 2015), 2016-17 (Fall 2016), 2016-17 (Spring 2017), 2018-19 (Fall 2018)</p> <p><b>Input Date:</b> 11/08/2013</p> <p><b>Inactive Date:</b></p> <p><b>Comments::</b></p>	<p><b>Essay/Written Assignment</b> - Written assignment designed to assess students' research and writing ability.</p> <p>Sample Assignment:            PARALEGAL STUDIES 1      WILL            EXERCISE ASSIGNMENT            Facts: Betsy Barn, who is 17, has just inherited property from her grandparents. She would like to make a will to insure that her friend "Bruno" will get this property if she should die. Her parents despise Bruno as they believe he is the source of drugs that Betsy is allegedly hooked on.            Analyze the three issues below using the California Probate Code ( California Probate Code §§ 6100-6105, 6400-6407 and 8250-8254). Please use the IRAC form format. Be sure to fully recite the Probate Code section(s) applicable to completely resolve the issue raised and discuss the facts under each issue under the analysis of the issue and finally be sure to answer the specific question raised under each issue.            Note: California Probate Code is accessible online at <a href="http://www.leginfo.ca.gov">www.leginfo.ca.gov</a> by going to the link to the California Law you will be able to find the Probate Code.            Issue # 1 Can Betsy make a will at this time? ( 5 points)            Rule:            Analysis:</p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)</p> <p><b>Standard Met? :</b> Standard Met</p> <p>In two sections (3758 13 students) and (3759 18 students) 28 of the 31 students enrolled in the courses submitted the assignment. It is noted that the 3 students who did not submit this assignment subsequently either withdrew from class or received a "D" grade for the course. Of the 28 students who did submit the assignment that 23 (82%) did meet the expected grade of 70% (28 points) or higher for the assignment. This data suggests that students did under the material , analyze the fact pattern, and were able to perform the necessary research and draft acceptable memorandum to communicate the results of their research. (06/15/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> V. Pham</p> <p><b>Faculty Contributing to Assessment:</b> J. Muraoka</p>	<p><b>Action:</b> Second or additional writing assignments to reinforce SLO objective (02/28/2018)</p> <p><b>Action Category:</b> Teaching Strategies</p>

Course SLOs	Assessment Method Description	Results	Actions
	<p>Conclusion:  Issue # 2 Who gets the property on her death at this time if she does not make a will? (10 points)  Rule (s) # 2:  Analysis # 2:  Conclusion # 2:  Issue # 3: If Betsy makes a valid will (later) could her parents successfully challenge the validity of any will on either her alleged drug use (lack of testamentary capacity) or her choice of beneficiary (undue influence)? (25 points)  Note: Be sure to include/discuss all relevant code sections under the rules for this question  Rule(s) # 3:  Analysis # 3:  Conclusion# 3:</p> <p><b>Standard and Target for Success:</b> It is expected that students will average scores of 70% or above on this SLO.</p> <p><b>Additional Information:</b></p>		
<p><b>SLO #3 Legal Comprehension -</b>  Understand and apply theories and principles of the law to interpret legal documents and understand the role of a paralegal in a legal setting.  <b>Course SLO Status:</b> Active  <b>Course SLO Assessment Cycle:</b> 2014-15 (Fall 2014), 2014-15 (Spring 2015), 2015-16 (Spring 2016), 2016-17 (Spring 2017), 2019-20 (Fall 2019)  <b>Input Date:</b> 11/08/2013  <b>Inactive Date:</b></p>	<p><b>Exam/Test/Quiz -</b> Comprehensive final exam was the assessment tool and included questions dealing with comprehension of the application of law, analytical thought and practical questions dealing with the role of the paralegal in the law office setting.  <b>Standard and Target for Success:</b> It is expected that 75 % of the students who complete the course should receive a passing grade of C (70%) or</p>	<p><b>Semester and Year Assessment Conducted:</b> 2016-17 (Spring 2017)  <b>Standard Met? :</b> Standard Met  A total of 30 students took the final exam this spring term (3758 13 students) and (3759 17 students). A total of 23 of 30 students received a passing grade of C (70%) or higher for the course. This represents a percentage of 76.66% who successfully completed all the course requirements assigned this term.  Section 3759 (night course) had 16 of the 17 students earned a "C" or higher and in fact had 5 student who earned an "A", 8 students who earned a "B" and 1 student</p>	<p><b>Action:</b> Review session prior to final exam to reinforce core objectives (05/01/2018)  <b>Action Category:</b> Teaching Strategies</p>

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<b>Comments::</b>	<p>higher.</p> <p><b>Additional Information:</b></p>	<p>who received a grade of "C".</p> <p>Section 3758 (day course) had 9 of the 13 students who earned a "C" or higher for the course. The day section had 4 students who earned a grade of "A", 3 students who earned a grade of "B" and 2 students who earned a grade of "C" for the course this term. The day section had a total of 4 students who did not achieve a grade of at least a "C" for the course. The students who received a "D" or "F" grade had not completed assignments and had accompanied attendance issues which might explain the lower performance and ultimate grade for the course. Students were reminded about the importance of attendance/participation and noted in the syllabus, in fact, is a factor in the final grade assigned for the course. Students were informed and given the opportunity to submit "missed" assignments and the opportunity to turn in extra credit projects to improve their overall performance . (06/15/2017)</p> <p><b>% of Success for this SLO:</b></p> <p><b>Faculty Assessment Leader:</b> V. Pham</p> <p><b>Faculty Contributing to Assessment:</b> J. Muraoka</p>	