PARALEgal STUDIES A.A.S.

Admission Requirements
Complete the following admission requirements:

• Complete WRTG F111X with a grade of C or better prior to admission to the program.

Program Requirements
Complete the following admission requirements:

Minimum Requirements for Paralegal A.A.S.: 60 credits

Note: The program curriculum is approved by the American Bar Association. Graduates are not authorized to provide direct legal services to the public. The paralegal studies program provides training for paralegals who are authorized to perform substantive legal work under the supervision of a lawyer. The program does not train lawyers or legal administrators.

Students must earn a C- grade or better in each course.

Code | Title | Credits
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| General University Requirements | Complete the general university requirements. (http://catalog.uaf.edu/associates/#gurassociatedegreeexttext) |
| A.A.S. Degree Requirements | Complete the A.A.S. degree requirements. (http://catalog.uaf.edu/associates/#AASrequirementstext) 15 |
| Paralegal Program Requirements | Complete the following:

JUST F110X | Introduction to Justice | 3
or PS F101X | Introduction to American Government and Politics | 3
PLS F102 | Introduction to Paralegal Studies | 3
PLS F105 | Ethics for Paralegals | 3
PLS F201 | Practical Paralegal Skills | 3
PLS F210 | Civil Procedure | 3
PLS F240 | Family Law | 3
PLS F260 | Legal Technology | 3
PLS F270 | Constitutional Law for Paralegals | 3
PLS F280 | Legal Research and Writing for Paralegals | 3
PLS F285 | Advanced Legal Writing | 3
PLS F299 | Paralegal Studies Internship | 3

Complete four of the following: 12

PLS F203 | Torts |
PLS F213 | Criminal Law for Paralegals |
PLS F215 | Contracts/Real Property |
PLS F241 | Applied Business Law I |
PLS F242 | Employment and Administrative Law |
PLS F250 | Probate Law |
Elective Any F200-level or higher JUST course |

Course | Title | Credits
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**First Year**
**Fall**
ABUS F154 | Human Relations (or department-approved Human Relations course) | 3
ABUS F155 | Business Math (or MATH F105 or higher) | 3
JUST F110X or PS F101X | Introduction to Justice or Introduction to American Government and Politics | 3
PLS F102 | Introduction to Paralegal Studies | 3
WRTG F111X | Writing Across Contexts | 3

**Credits** | 15
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**Spring**
COM F121X or COM F131X or COM F141X | Introduction to Interpersonal Communication or Fundamentals of Oral Communication: Group Context or Fundamentals of Oral Communication: Public Context |

PLS F105 | Ethics for Paralegals | 3
PLS F201 | Practical Paralegal Skills | 3
PLS F215 | Contracts/Real Property (or department-approved elective) | 3
PLS F241 | Applied Business Law I (or department-approved elective) | 3

**Credits** | 15
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**Second Year**
**Fall**
PLS F210 | Civil Procedure | 3
PLS F240 | Family Law | 3
PLS F260 | Legal Technology | 3
PLS F270 | Constitutional Law for Paralegals | 3
PLS F280 | Legal Research and Writing for Paralegals | 3

**Credits** | 15

Road Maps
Road Maps are recommended semester-by-semester plans of study for programs and assume full-time enrollment unless otherwise noted.

Some courses and milestones must be completed in the semester listed to ensure timely graduation. Transfer credit may change the road map.

This road map should be used in conjunction with regular academic advising appointments. All students are encouraged to meet with their advisor or mentor each semester. Requirements, course availability and sequencing are subject to change.

Note: Students interested in the paralegal studies degree should consult the program coordinator before enrolling in paralegal courses. Transfer credits for paralegal courses completed at other institutions are subject to approval by the program coordinator. No more than 15 credit hours of paralegal courses completed at other institutions will be applied toward completion of the A.A.S. degree in paralegal studies at UAF.
Spring

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PLS F203</td>
<td>Torts (or department-approved elective)</td>
<td>3</td>
</tr>
<tr>
<td>PLS F250</td>
<td>Probate Law (or department-approved elective)</td>
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<td>Advanced Legal Writing</td>
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<td>PLS F299</td>
<td>Paralegal Studies Internship</td>
<td>3</td>
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<tr>
<td>WRTG F212X</td>
<td>Writing and the Professions</td>
<td>3</td>
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<tr>
<th>Credits</th>
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| Total Credits | 60 |

Program Learning Outcomes

Program learning outcomes are measurable statements that describe knowledge or skills achieved by students upon completion of the program.

Students graduating with this program will be able to demonstrate:

- Perform legal research using both print and computer-assisted methods.
- Produce professional-quality documents, including letters, fact memorandum, pleadings, contracts, wills and similar documents.
- Conduct client and witness interviews.
- Engage in basic fact-finding and investigation.
- Assist in case management, discovery, and trial preparation.
- Apply substantive and procedural law to a reasoned analysis of the matter.
- Demonstrate proficiency in use of legal technology, including electronic filing, case management and billing software.
- Recognize the ethical obligations of a paralegal and comply with the applicable rules of professional responsibility.