PARALEGAL STUDIES - MINOR

College of Arts and Sciences
School of Multidisciplinary Social Sciences and Humanities
www.kent.edu/multidisciplinary-studies

About This Program
The Paralegal Studies minor provides you with the foundational knowledge and practical skills needed to support legal professionals in a variety of settings. With experienced faculty, hands-on learning opportunities and a flexible curriculum, you’ll gain valuable insights into the legal system and develop the critical thinking and communication skills that are essential for success in the field.

Contact Information
• Program Coordinator: Amanda Paar-Conroy | apaar@kent.edu | 330-672-4148
• Speak with an Advisor

Program Delivery
• Delivery:
  • In person
• Location:
  • Kent Campus

Accreditation
The Paralegal Studies minor is approved by the American Bar Association (ABA).

Admission Requirements
Admission to a minor is open to students declared in a bachelor’s degree, the A.A.B. or A.A.S. degree or the A.T.S. degree. Students declared only in the A.A. or A.S. degree or the A.T.S. degree in Individualized Program may not declare a minor. Students may not pursue a minor and a major in the same discipline.

Program Requirements
Minor Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLST 18000</td>
<td>INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS</td>
<td>3</td>
</tr>
<tr>
<td>PLST 28001</td>
<td>LEGAL RESEARCH AND WRITING</td>
<td>3</td>
</tr>
<tr>
<td>PLST 28004</td>
<td>CIVIL PROCEDURE</td>
<td>3</td>
</tr>
<tr>
<td>PLST 36792</td>
<td>INTERNSHIP IN PARALEGAL (ELR)</td>
<td>3</td>
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Minor Electives, choose from the following: 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PLST 28003</td>
<td>FAMILY LAW AND PROCEDURE</td>
<td>3</td>
</tr>
<tr>
<td>PLST 28007</td>
<td>ESTATE AND PROBATE ADMINISTRATION</td>
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<tr>
<td>PLST 35001</td>
<td>ENVIRONMENTAL LAW FOR PARALEGALS</td>
<td></td>
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<tr>
<td>PLST 35003</td>
<td>HEALTH LAW</td>
<td></td>
</tr>
<tr>
<td>PLST 35005</td>
<td>LABOR AND EMPLOYMENT LAW FOR PARALEGALS</td>
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<tr>
<td>PLST 35007</td>
<td>ENERGY AND NATURAL RESOURCES LAW</td>
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<tr>
<td>PLST 38003</td>
<td>ADMINISTRATIVE LAW AND PROCESS</td>
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Minimum Total Credit Hours: 30

1 Minimum 6 credit hours of the electives must be upper-division (30000 or 40000 level).

Graduation Requirements

<table>
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<tr>
<th>Minimum Minor GPA</th>
<th>Minimum Overall GPA</th>
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<td>2.000</td>
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• Minimum 6 credit hours in the minor must be upper-division coursework (30000 and 40000 level).
• Minimum 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing.
• Minimum 50 percent of the total credit hours for the minor must be taken at Kent State (in residence).

Program Learning Outcomes
Graduates of this program will be able to:

1. Analyze a legal problem as well as identify and evaluate alternative solutions.
2. Formulate logical solutions to problems and construct logical arguments in support of specific positions as well as evaluate solutions and arguments.
3. Determine which areas of law are relevant to a particular situation.
4. Apply principles of professional ethics to specific factual situations.
5. Identify interrelationships among cases, statutes, regulations and other legal authorities.
6. Apply recognized legal authority to a specific factual situation.
7. Analyze factual situations to determine when it is appropriate to apply exceptions to general legal rules.
8. Apply exceptions to general legal rules.
9. Distinguish evidentiary facts from other material and/or controlling facts.
10. Identify factual omissions and inconsistencies.

Full Description
The Paralegal Studies minor provides the foundation for students to pursue the paralegal field. A paralegal is employed by a law office, corporate legal department or public entity to perform substantive
legal work under the supervision of a lawyer. Paralegals conduct legal research, maintain and organize files and draft legal documents. Paralegals also work with clients and witnesses in preparing cases for trial.

The program prepares students for the Certified Paralegal exam from the National Association of Legal Assistants. A paralegal is not a lawyer and may not give legal advice, accept cases, argue in court or set fees.