

PARALEGAL STUDIES - MINOR

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

Contact Information

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

Fully Offered

- **Delivery:**
 - In person
- **Location:**
 - Kent Campus

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.

For more information, visit the Paralegal Studies office located in 113 Bowman Hall (Kent Campus); 330-672-4148; www.kent.edu/paralegal.

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 (not Individualized Program major). 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 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.

Program Requirements

Minor Requirements

Code	Title	Credit Hours
Minor Requirements		
PLST 18000	INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS	3
PLST 28001	LEGAL RESEARCH AND WRITING	3
PLST 28004	PRINCIPLES AND PRACTICE OF LITIGATION	3
PLST 36792	INTERNSHIP IN PARALEGAL (ELR)	3
Minor Electives, choose from the following: ¹		18
PLST 28003	FAMILY LAW AND PROCEDURE	
PLST 28007	ESTATE AND PROBATE ADMINISTRATION	
PLST 35001	ENVIRONMENTAL LAW FOR PARALEGALS	
PLST 35003	HEALTH LAW	
PLST 35005	LABOR AND EMPLOYMENT LAW FOR PARALEGALS	
PLST 35007	ENERGY AND NATURAL RESOURCES LAW	
PLST 38003	ADMINISTRATIVE LAW AND PROCESS	
PLST 38005	TORT LAW	
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	
PLST 42701	EVIDENCE AND E-DISCOVERY	
PLST 42705	BANKRUPTCY LAW I: BASIC FUNDAMENTALS	
PLST 42706	BANKRUPTCY LAW II: CREDITOR-DEBTOR RELATIONS	
PLST 42708	REAL ESTATE LAW	
PLST 48002	CONTRACT LAW	
PLST 48300	LAW OF CORPORATIONS AND OTHER ASSOCIATIONS	
PLST 48401	PATENT LAW	
PLST 48403	PATENT PROSECUTION	
PLST 48404	COPYRIGHT LAW I	
PLST 48407	TRADEMARK LAW	
PLST 48408	TRADEMARK PROSECUTION	

Minimum Total Credit Hours: 30

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

Graduation Requirements

Minimum Minor GPA	Minimum Overall GPA
2.000	2.000

- Students must complete at least two upper-division (30000 or 40000 level) courses in the minor at Kent State on a graded basis (A-F).
- 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).